Agenda: Children and Families Commission 08-2020

Meeting date, time, and place
August 5, 2020
3:30 p.m. to 5:00 p.m.

VIDEO
Join Zoom Meeting
https://zoom.us/j/99169587380
Meeting ID: 991 6958 7380

AUDIO (Must dial in to hear and/or speak)
Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 991 6958 7380

One tap mobile (if using mobile app)
+16699006833,,99169587380# US (San Jose)

First 5 will accept public comments in advance of the meeting by email. Please submit to acalkins@cfc.sbcounty.gov.

Comments will be distributed to the Commission and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. In order to ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, August 5, 2020.

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

SPECIAL PRESENTATION
Dental Transformation Initiative Impact Report
Presenter: Scott McGrath, First 5 Deputy Director of Systems and Impact

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 on the First 5 San Bernardino website: www.first5sanbernardino.org

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.
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

Legislative Report by Chekesha Gilliam
Government Relations Analyst, County Administrative Office

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>
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</table>
| 1 | Approve Minutes of July 1, 2020 Commission Meeting.  
(Presenter: Ann M. Calkins, Executive Assistant, 252-4252) |
| 2 | Ratify Executive Director’s authorization of letter of intent with Prevent Child Abuse California to participate in the First 5 Service Corps program for and authorize continued funding match not to exceed $65,356 for Fiscal Year 2020-2021 for four (4) AmeriCorps service member positions to provide school readiness services.  
(Presenter: Wendy Lee, Psy.D., Staff Analyst II, 252-4254) |

<table>
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<tr>
<th>Item No.</th>
<th>DISCUSSION</th>
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</table>
| 3 | Approve and authorize the Executive Director or designee to execute any and all forms or agreements required to accept $200,000 in funds awarded through First 5 California under the Home Visiting Coordination Grant to support and develop a Countywide Home Visiting System for Fiscal Years 2020-2022.  
(Presenter: Tania Offerrall, Staff Analyst II, 252-4262) |
| 4 | Approve and authorize release of Request for Qualifications for a Home Visiting System Consultant to assist with the development of a Home Visiting Strategic Plan and countywide framework.  
(Presenter: Tania Offerrall, Staff Analyst II, 252-4262) |
| 5 | Approve Contract SI035 with El Sol Neighborhood Educational Center for $153,757 for Fiscal Years 2020-2022, starting August 6, 2020, through June 30, 2022, to support implementation of a countywide Home Visiting System.  
(Presenter: Tania Offerrall, Staff Analyst II, 252-4262) |
| 6 | Approve Contract HW059 with County of San Bernardino Arrowhead Regional Medical Center Breathmobile Program for $362,179 per year for Fiscal Years 2020-2023 resulting in a cumulative total of $1,086,537 to treat children ages 0-5 with asthma.  
(Presenter: Merceides Logans, Staff Analyst II, 252-4261) |
<table>
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<tr>
<th>Item No.</th>
<th>INFORMATION</th>
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**Public Comment**

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

**Commissioner Roundtable**

Open to comments by the Commissioners.

**Next Meeting at First 5 San Bernardino**

*Wednesday, September 2, 2020*

*3:30 p.m. to 5:00 p.m.*
CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: August 5, 2020

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>
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<tbody>
<tr>
<td>1</td>
<td>N/A</td>
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<tr>
<td>5</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>6</td>
<td>County of San Bernardino Arrowhead Regional Medical Center</td>
<td>Curt Hagman, Chairman Board of Supervisors</td>
<td>Mark Connolly ARMC Director of Respiratory Care Services</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Social Entrepreneurs, Inc.,</td>
<td>Kelly A. Marschall President and Principal</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Minutes: Children and Families Commission Meeting

Meeting Date and Location
July 1, 2020
2:30 p.m. to 5:30 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.

VIDEO
Join Zoom Meeting
https://zoom.us/j/98913180310
Meeting ID: 989 1318 0310

AUDIO (Must dial in to hear and/or speak)
Dial by your location (using call in only)
+1 669 900 6833 US (San Jose)
+Meeting ID: 989 1318 0310

One tap mobile (if using mobile app)
+1669006833,,98913180310# US (San Jose)

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

SPECIAL PRESENTATIONS

1. New Commissioner – Corwin Porter, County of San Bernardino Interim Public Health Director

2. Footsteps2Brilliance – Presented by Heather Smith, Curriculum Coordinator for PreK-8 grade, San Bernardino County Superintendent of Schools

3. First 5 California Emergency Supplies for Child Care Providers – Presented by James Moses, Deputy Director, Child Care Resource Center

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Attendees

Commissioners Present
- Josie Gonzales
- Margaret Hill
- Gary Ovitt
- Corwin Porter
- CaSonya Thomas

Staff Present
- Karen Scott, Executive Director
- Ann Calkins, Executive Assistant
- Traci Homan, Business Support Manager
- Alejandro Gutierrez-Chavez, Staff Analyst II
- Merceides Logans, Staff Analyst II
- Tania Offerrall, Staff Analyst II
- Ronnie Robinson, Staff Analyst II

Changes to the Agenda

Ann Calkins, Executive Assistant, announced the following changes:

Agenda Item 10 – relating to Quality Counts California, the awarded dollar amount in the Recommendation and Financial Impact should be $3,462,860 (currently reads $5,091,980). The presenter on this item will be Karen Scott.

Agenda Item 11b – Child Care Resource Center, contract number should be EC040 (currently stated on agenda as EC039). The contract documents do reflect the correct contract number.

Agenda Item 11c – University Enterprise Corporation/Cal State San Bernardino, contract number should be EC039 (currently stated on agenda as EC040). The contracts documents do reflect the correct contract number.

Report

Legislative Report by Chekesha Gilliam
Government Relations Analyst, County Administrative Office

7-2020 F5SB.pdf

Report – Executive Director, Karen Scott

New Commissioner
Congratulations to Corwin Porter as our newest Commissioner. Mr. Porter is the current County of San Bernardino Interim Public Health Director.
ACES Aware

ACES Aware is an initiative led by the Office of the California Surgeon General (Dr. Nadine Burke Harris) and the Department of Health Care Services to give Medi-Cal providers training, clinical protocols, and payment for screening children and adults for ACEs. It has also become a vital part of the Medi-Cal programs response to the COVID-19 emergency, helping providers identify, prevent, and treat these secondary health issues.

This initiative offered 36 grants to supplement ACEs Aware activities by reaching organization members and other key audiences with information about provider training and engagement opportunities, and to increase awareness about the overall initiative.

First 5 San Bernardino (F5SB) was approved for a communications grant for $100,000. Janki Patel with Children’s Network will lead the ACES Aware effort in San Bernardino County along with San Bernardino County Medical Society and F5SB’s Dr. Wendy Lee. The scope of work for the project will be completed by June 2021.

First 5 Association – new Executive Director

First 5 Association, which provides various supports to the 58 County Commissions, has a new Executive Director. Melissa Stafford Jones officially comes on board on July 6, 2020. Ms. Stafford Jones comes to the First 5 Association from the Dean & Margaret Lesher Foundation where, as Executive Director, she developed strategic initiatives for systems change to address the root causes of poverty and inequitable access to opportunity for low-income children and families in Contra Costa County. Melissa was an appointee of President Obama for U.S. HHS Region IX to advance critical health and human services priorities and has served as the President and CEO of CA Association of Public Hospitals and Health Systems. Melissa’s extensive experience in policy and advocacy joined with her exceptional ability to build relationships has led to a career of professional successes focused on improving the lives of Californians.

Prop 10 Revenues

First 5 Association leadership is in the process of hiring an external financial analysis firm to examine our Prop 10 revenues. For the past year, the Association has worked with First 5 CA to garner information from CDTFA (California Department of Tax and Fee Administration) around our financials. Our initial conversations focused on the backfill, however, quickly expanded in light of a five-month delay in receiving revenue that Commissions experienced due to CDTFA’s implementation of FI$CAL.

While we have uncovered some information, many questions remain around:

- revenue trends of tobacco stamp taxes and other tobacco products, especially pre and post implementation of Prop 56 (which was effective April 2017);
- charges being assessed to First 5 such as the annual administrative fees, and starting in 2016, First 5 CA as the fund administrator, began to charge pro-rata to the account;
- backfill calculations for payments out and revenues in for Prop 10, and examination of the backfill methodology itself currently being used by CDTFA; and
- how to quantify lost interest amounts for the five-month delay in revenue distribution and pursue remedy/relief with CDTFA.
A survey to F5 Commissions was distributed last week to ask if we pledge to contribute to the Association if funds are recovered. At no time would a Commission be committed to more than what they will receive in recovery. The estimates for F5SB indicate a contribution of no more than $9,446 to receive a recovery in the amount of $50,376. The Association is committed to paying the first $50K to the consultant, HDL.

The Association also created a sub-workgroup of the finance committee to help guide this work moving forward. F5SB’s Chief Financial Officer Debora Dickerson-Sims is slated to be part of that workgroup. Regular progress updates will be provided.

**Nicotine-Based Vape Tax**

Last month, I shared with you the work we have been doing along with First 5 CA and the First 5 Association in advocating to protect Prop 10 funding with the Vape Tax. Although we support the Vaping Tax as a means to ensure that young children are not vaping, the proposed nicotine-based vaping tax, threatens to further reduce funding to our critical infrastructure.

It was revealed that First 5s are excluded from receiving funding from the new vaping tax. First 5s are concerned about the precedent the proposed new tax sets in bypassing the voter-approved tax structure. To protect our important programs we requested that the State consider the importance of early childhood development and apply the current cigarette tax revenue disbursement structure to vaping products, ensuring 14.8% of funding goes to Prop 10. We received a lot of support from advocates, both within the legislature and various external entities. We believe that we were heard and the vaping tax discussion has been deferred to August or September. Regional representatives, of which I am one for the Southern Region, will keep the region informed of further details as they develop.

**New Fiscal Year**

F5SB staff is gearing up for a very busy and productive new fiscal year working to integrate and strengthen existing systems that support young children and their families.

Some of the strategies are:

- Collaborating to develop a Countywide Child Abuse Prevention Plan
- Expanding home visiting
- Enhancement of services to children affected by asthma
- Guiding ACEs Aware communication
- Development of the Commission’s Emergency Response Plan
- Promoting a Collaborative focus on Fatherhood supports
- Engaging in Child Welfare Systems Improvement support
- Redesigning Family Resource Center supports
- Promoting Black Infant Health connections
- Improving Breastfeeding Rates
- Collaborating to maximize utilization of Subsidized Child Care Slots
- Strengthening Provider/Non-Profit Capacities
- Embedding intentional mindfulness, education opportunities and leadership related to race and equity to integrate approaches that improve equitable outcomes for all young children in our County.
Motion by Commissioner Hill and seconded by Commissioner Ovitt to approve the Consent Items.

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

Consent
Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

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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 June 3, 2020 Commission Meeting.</td>
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<td>(Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</td>
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<td>2</td>
<td>Approve Amendment A8 of CFC SB Policy 04-02 Conflict of Interest Code Appendix B.</td>
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<td>(Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</td>
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<td>3</td>
<td>Ratify acceptance of $100,000 Communications Grant by the Office of the California Surgeon General and the California Department of Health Care Services for the Adverse Childhood Experiences Aware Initiative and ratify the execution of a contract by the Executive Director with Aurrera Health Group, LLC.</td>
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<td>(Presenter: Wendy Lee, Psy.D. Staff Analyst II 252-4254)</td>
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<tr>
<th>Item No.</th>
<th>DISCUSSION</th>
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<tr>
<td>4</td>
<td>Approve Budget for Fiscal Year 2020-2021 and updates to the Five Year Financial Plan.</td>
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<td>(Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</td>
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Chair Thomas asked if First 5, prior to COVID-19, used any of the $500,000 in funds from the Business Network Building Community Collaborative budget. Ms. Sims stated First 5 spent approximately $60,000 of these funds. There were other larger plans for these funds, however, the current pandemic ended those plans.

Chair Thomas shared that the State is projected to announce a 54.3 billion dollar deficit and that it is being driven by a major decrease in sales tax revenue. In a recent presentation given at the Board of Supervisors meeting by Gary McBride, Chief Executive Officer, where he presented a five-year forecast based on the legislative affairs office report, it was noted some services that are significantly funded through sales tax, such as Human Services, will be hugely impacted. Based on “middle of the road” projections, the County could potentially experience a 78 million dollar sales tax shortfall over the next five years, which the County is actively trying to mitigate.

In prior meetings, the Commission had aligned First 5 staff salaries with County salaries, which Chair Thomas will continue to support, however, the Commission should be made aware that the current forecast for the County, particularly the Human Services departments that are funded through sales tax revenue, are in the midst of an evaluation where hiring freezes have been implemented. The BOS did grant authority to the CEO to forego the planned July 2020 cost of living increase, however,
he has not yet exercised his right to do so. If this occurs, it could potentially impact the forecast for this budget. Another measure under consideration to allow the County to get through the next five years is to use some of the County’s fund balance in order to balance the budget.

Based on First 5’s projections, it does not look like any severe impacts to revenue will take place – how is it that First 5 is not presenting a budget with a sense of urgency like the County is currently doing?

Ms. Sims answered the projections she is using are the ones the State has given First 5 around May 2020, of which, there may be a lag. Since there are more people at home there may be more smokers, and since First 5 funds come from tobacco tax revenue that might be reason the Commission revenue has not declined. At this time, First 5 has not received a change in estimates.

Chair Thomas recommended to First 5 staff to continue to monitor the budget and to not be surprised if there are impactful changes ahead. Ms. Sims stated since she is part of the State’s First 5 financial group, she is aware and able to obtain current information and if needed, adjust accordingly.

Public Comment
None

Motion made by Commissioner Gonzales and seconded by Commissioner Hill to approve Item 4.

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

Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

Approve allocation of $282,000 per year for three years to support a Child Abuse (Forensic) Pediatrician to serve within the Children’s Assessment Center for a total not to exceed $850,000 for Fiscal Years 2020-21 through 2022-23 and authorize the Executive Director to negotiate an agreement(s) with Loma Linda University under which Loma Linda University will recruit and offer the candidate a position. The resulting agreement(s) will be brought back before the Commission for final approval. (Presenter: Karen E. Scott, Executive Director, 252-4252)

Discussion
None

Public Comment
Dr. Amy Young stated only 7 to 10 physicians enter this type of field/training every year. It is very rare to find this particular type of physician. Funding from First 5 during the first go-around was instrumental in this search. Once physicians are exposed to this type of field, it usually ignites a passion to continue on in this work. Dr. Young stated there is currently a rare opportunity of a qualified candidate (board certified for
six years) from Kentucky who is applying for this exact position. With this support from First 5, Loma Linda University will attempt to secure another physician, increase services and look forward toward long-term treatment of children and prevention.

Dr. Richard Chinnock expressed his appreciation for the partnership between Loma Linda University and First 5. He stated he and his staff are committed to supporting all children in San Bernardino County to assess and ultimately prevent child abuse and to support at-risk children and their families.

Motion made by Commissioner Ovitt and seconded by Commissioner Porter to approve Agenda Item 5.

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

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<thead>
<tr>
<th>Commissioner Gonzales: Aye</th>
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<td>Commissioner Hill: Aye</td>
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<td>Commissioner Ovitt: Aye</td>
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<td>Commissioner Porter: Aye</td>
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With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

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<tr>
<th>Approve Amendment A1 for Contract SI030 with Children’s Network for an increase of $80,000 for Fiscal Year 2020-2021 resulting in a cumulative total of $539,877 to support the Adverse Childhood Experiences Aware Initiative. (Presenter: Merceides Logans, Staff Analyst I I 252-4261</th>
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<td><strong>Discussion</strong></td>
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<td>None</td>
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<td><strong>Public Comment</strong></td>
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<tr>
<td>None</td>
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<td>Chair Thomas abstained due to her position as appointing authority over Children’s Network.</td>
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<td>Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 6.</td>
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<td>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</td>
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<td>Commissioner Gonzales: Aye</td>
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<td>Commissioner Hill: Aye</td>
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<td>Commissioner Ovitt: Aye</td>
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<td>Commissioner Porter: Aye</td>
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<td>With Commissioners Escalante and Weinstein absent, an abstention from Chair Thomas and without further comment or objection, motion carried.</td>
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| Approve funds in an amount not to exceed $308,292 and authorize the Executive Director to negotiate an agreement(s) with San Bernardino County Superintendent of Schools for the Comprehensive Footsteps2Brilliance® Early Literacy Programs’ perpetual license and program expansion, under the San Bernardino Countywide |
Vision2Read literacy initiative, as continued support of the program to improve literacy rates throughout the County. The resulting agreement(s) will be brought back before the Commission for final approval.

(Presenter: Karen E. Scott, Executive Director, 252-4252)

**Discussion**

Commissioner Hill expressed her appreciation and gratitude for this wonderful program available to the children of our County. Heather Smith, Curriculum Coordinator for PreK-8 grade from Superintendent of Schools expressed her thanks to the Commission and is looking forward to raising the bar for literacy in San Bernardino County.

The following website address is for families to use to register children for any of the Footsteps2Brilliance apps. Up to five children can be registered with one email account:

https://www.myf2b.com/parent_wizard/get_started/sanbernardinocounty

Commissioner Ovitt stated this program is valuable for the children in the County to learn reading skills because without those skills, it could lead to a less than satisfactory future. He supports programs such as this that can secure a rewarding future for the children.

**Public Comment**

None

Motion made by Commissioner Ovitt 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 Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

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Approve Contract IC043 with Matrix Outcomes Model, LLC for $178,610 for Fiscal Years 2020-2023 for assessment, case management and reports.

(Presenter: Alejandro Gutierrez-Chavez, Staff Analyst II, 252-4258)

**Discussion**

None

**Public Comment**

None

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

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:
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<th>Approve Contract IC042 with EVALCORP for $1,174,650 for Fiscal Years 2020-2023 for program planning, expansion, evaluation, and implementation. (Presenter: Alejandro Gutierrez-Chavez, Staff Analyst II, 252-4258)</th>
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<td><strong>Discussion</strong> None</td>
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<td><strong>Public Comment</strong> None</td>
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<td>Motion made by Commissioner Hill and seconded by Commissioner Ovitt to approve Item 9.</td>
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<td>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</td>
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<td>Commissioner Gonzales: Aye</td>
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<td>Commissioner Hill: Aye</td>
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<td></td>
<td>Commissioner Ovitt: Aye</td>
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<td>Commissioner Porter: Aye</td>
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<td>With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.</td>
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<tr>
<th>9</th>
<th>Approve acceptance of $3,462,860 in funds awarded through First 5 California and the California Department of Education for the Quality Counts California Local Consortia and Partnerships Grants to support Quality Counts San Bernardino in accordance with the San Bernardino County’s Quality Rating Improvement System Strategic Plan for Fiscal Years 2020-2023 and delegate the authority to the Executive Director or her designee to execute any agreements or documents required to effectuate the receipt of such funds. (Presenter: Karen E. Scott, Executive Director, 252-4252)</th>
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<td><strong>Discussion</strong> None</td>
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<td><strong>Public Comment</strong> None</td>
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<td>Motion made by Commissioner Gonzales and seconded by Commissioner Porter to approve Item 10.</td>
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<td>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</td>
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Approve the following Quality Rating Improvement System contracts for implementation of Quality Start San Bernardino for Fiscal Years 2020-2023:

a. San Bernardino County Superintendent of Schools, Contract EC038 for $766,854 for administrative services and ratings; and

b. Child Care Resource Center, Contract EC040 for $4,995,912 for outreach & enrollment, coordination of quality improvement services, program evaluation and professional development; and

c. University Enterprise Corporation/California State University, San Bernardino, Contract EC039 for $1,384,155 to enhance higher education opportunities in early care and education and conduct site assessments.

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

**Discussion**
None

**Public Comment**
None

Motion made by Commissioner Porter and seconded by Commissioner Hill to approve Item 11.

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

Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

Approve Amendment A2 to Contract IC030 with VIVA Strategy + Communications for $200,000 for Fiscal Year 2020-2021 for a cumulative total of $1,244,660 for Fiscal Years 2016-2021 for strategic consultation services to support implementation of the County’s Quality Rating Improvement System.

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

**Discussion**
None

**Public Comment**
Regarding Agenda Items 11 and 12, James Moses, Deputy Director, Child Care Resource Center, stated on behalf of all the program partners he wished to thank the Commission for their support of the Quality Start program and acknowledge the work First 5 staff has done.  Karen Scott, Tania Offerrall, Cindy Faulkner and Debora Dickerson-Sims have put in a lot of time and effort in making this program work and
the many other staff members behind the scenes to bring these programs to fruition. Mr. Moses stated he is thankful for the support of the Commission and First 5 and looks forward to continuing this work to impact the lives of children and their families in the community.

Motion made by Commissioner Ovitt and seconded by Commissioner Porter to approve Item 12.

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

Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

Approve Amendment A1 to Contract EC037 with American Academy of Pediatrics, District IX, Chapter 2 for $361,775 for a cumulative total not to exceed $723,550 for Fiscal Year 2020-2021 for the Reach Out and Read Initiative to enlist pediatricians to connect reading as a vital practice in early development utilizing well-child checkups in children from 6 months to five years of age.

(Presenter: Ronnie Robinson, Section Manager - Systems & Impact, 252-4255)

Discussion
Chair Thomas asked for utilization data in regard to pediatricians who have been contacted or are actively engaged. Dr. Tomas Torices answered there are approximately 280 pediatricians in the San Bernardino area and 30 percent of them have been engaged. Not all pediatricians have been contacted. An in-person event was planned for area pediatricians to explain the program and acknowledge those already involved in the program, however, the current pandemic curtailed those plans. There are still plans for such an event in the future and possibly, due to the current conditions, a remote/virtual event.

Loma Linda University has been a major partner for Reach Out and Read (ROR) with its many clinics located throughout the County. Dr. Torices stated they are in contact with the ROR national office who have implemented an electronic option of disseminating books to children.

Chair Thomas asked if any lessons have been learned due to the project only engaging 30 percent of area pediatricians since 2016 or is a different approach needed? What else can be done to improve the engagement of pediatricians in this area?

Staci Scranton, Reach and Out Read Coordinator, answered that the AAP did not bring a coordinator on until mid-November 2019, consequently, several months of the program year were lost due to this vacant position. Shortly afterward, the COVID-19 pandemic occurred which caused AAP, as well as the nationwide office of Reach and Read, to re-evaluate their strategy from physically putting a book in a child’s hands to implementing a digital platform. Recruitment has reverted back to trying to obtain interested parties via email and Zoom conferences. Ms. Scranton stated that her office is working in partnership with Loma Linda University to bring about a co-branded...
strategy in partnership with Children’s Network. Materials are being worked on to include Help Me Grow, Reach and Out and ACES.

Dr. Torices stated they are open to any suggestions and/or discussions. He stated that there were at least three practices in the final processing stages.

Relating to outreach to other pediatricians, Commissioner Gonzales asked what other institutions, have been contacted other than Loma Linda University. Ms. Scranton stated that they are actively recruiting sites, such as St. Mary’s in the High Desert, Beaver Medical Group and other health care systems include Kaiser Permanente’s NICU. Ms. Scranton stated their recruitment is with independent pediatricians not affiliated with a medical group.

Commissioner Gonzales asked if Arrowhead Regional Medical Center (ARMC) was contacted. Ms. Scranton stated she received a contact name and number and they are next on the list to call. Commissioner Gonzales stated ARMC would be a great resource as they have many pediatricians on staff. Commissioner Gonzales asked if IEHP, Molina Health Care or Blue Shield was contacted. These groups have pediatricians and obstetricians where relationships could be made among parents, as well.

Commissioner Gonzales is displeased with the slow start of the program and it seems it should have been a lot further along in light of available virtual meeting platforms, conference calls, etc., since the current pandemic put a halt to in-person gatherings. Commissioner Gonzales stated the serious lack of progress seems to come from poor communication, finding out who the correct contact is at each organization and not asking enough questions.

Commissioner Hill asked if there has been any attempt to contact Dignity Health hospitals and St. Bernardine’s. Ms. Scranton answered not in this fiscal year. There is currently one Dignity Health provider in Highland that is a participating ROR site, however, when previously contacted the administration at Dignity Health was not interested in extending ROR to the other locations. Ms. Scranton stated they could reach out to that provider once more. Commissioner Hill stated she sits on the Dignity Health Foundation Board. Ms. Hill would be able to contact the appropriate person about their participation in this program. Commissioner Hill also mentioned she is in contact with a group who purchases books for barbershops since most young children visit a barbershop at some point. Commissioner Hill suggested this type of establishment as a possible distributor of books for Reach Out and Read.

Commissioner Gonzales stated she is an IEHP board member and offered her assistance to establish connections with IEHP and Reach Out and Read San Bernardino. Commissioner Gonzales asked her staff representative Jordan Wright to share information with Ms. Scranton and Dr. Torices to make possible connections between Reach Out and Read and IEHP, as well as ARMC.

Chair Thomas remarked that the current scope of work states that the goal is to recruit a minimum of 10 additional program sites. What ability do we have to enhance that goal? Ms. Robinson stated the first opportunity we have is to connect our commission network as well as First 5 staff network to co-brand and that staff were aware of the issues Dr. Torices and Ms. Scranton were having as far as ramp-up.

The second concern currently being addressed is getting the technical assistance that the affiliates need. It is a challenging and lengthy process to become an official affiliate
under the Reach Out and Read program. A pediatrician either has to assign staff or complete the application process themselves. First 5 can provide technical assistance to streamline that process in order to get the affiliate certified quicker and in order to expand the network. These are a few things that can help meet or exceed the goal.

Ms. Robinson stated First 5 staff can periodically update the Commission on this progress via year to date and in real time. Also, the co-branding of other systems is going to assist in ramping up the accomplishments and outcomes of this program. Ms. Robinson reiterated that the medical groups mentioned earlier are a combination of several clinics under a particular group. For example, one medical group may be comprised of five or six clinics. An advisory board, comprised of a network of pediatricians, also needs to be developed and, once developed, will meet on a quarterly basis and expand the reach of the program.

Chair Thomas encouraged First 5 staff to monitor this program’s progress. If there is an amendment to the contract or it returns to the Commission for any reason, Ms. Thomas asked that the concerns shared today are not forgotten and that they will likely be repeated if no marked improvement is noted.

Dr. Torices reiterated that one of the goals in November 2019 was to bring the existing affiliate sites to the national standard as required by the national Reach Out and Read office. In order for an affiliate to be considered in good standing, training requirements and report submissions had to be met. Dr. Torices stated that AAP is completely committed to rolling out this program in San Bernardino County.

Dr. Torices reported that 40,600 children were served and distributed 63,000 books by the end of 2019.

<table>
<thead>
<tr>
<th>Motion made by Commissioner Hill and seconded by Commissioner Porter to approve Item 13.</th>
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<tbody>
<tr>
<td>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</td>
</tr>
<tr>
<td>Commissioner Gonzales: Aye</td>
</tr>
<tr>
<td>Commissioner Hill: Aye</td>
</tr>
<tr>
<td>Commissioner Ovitt: Aye</td>
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<tr>
<td>Commissioner Porter: Aye</td>
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With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

<table>
<thead>
<tr>
<th>Approve Amendment A1 to Contract SI032 with Inland Empire Breastfeeding Coalition for $85,544 for a cumulative total not to exceed $129,324 for Fiscal Year 2020-2021 to expand current evidence-based education interventions addressing the problem of low breastfeeding rates in the Inland Empire. (Presenter: Ronnie Robinson, Section Manager - Systems &amp; Impact, 252-4255)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
</tr>
<tr>
<td>Chair Thomas asked how many either breastfeeding mothers or clinics are seen in a day? Tamika Simpson, Board Chair for the Inland Empire Breastfeeding Coalition</td>
</tr>
</tbody>
</table>
answer. Ms. Simpson thanked the Commission for their support and stated she did not have the specific number of mothers who have been helped by the Coalition. She stated most of the recipients receiving help are healthcare professionals.

Ms. Robinson advised the Commission that the coalition provides education to doulas, healthcare professionals and provide CEUs. They have provided classes and education in more hospitals as they moved to a virtual platform in San Bernardino and Riverside counties.

Chair Thomas expressed a concern that 66 percent of this contract is made up of salaries and there are no numbers or outcomes that tie to the number of breastfeeding or expectant mothers or practitioners. Chair Thomas asked that the organization and First 5 staff be mindful that this information needs to be documented.

Ms. Robinson stated First 5 staff will research the answer to Chair Thomas’s question and relay the information to the Commission.

Public Comment

Laurie Hassley, Inland Empire Board Coalition Board Member stated that they serve all hospitals and health professionals. All hospitals are now engaged.

Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 14.

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

Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Porter: Aye

With Commissioners Escalante and Weinstein absent and without further comment or objection, motion carried.

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<tr>
<th>Item No.</th>
<th>INFORMATION</th>
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<td></td>
<td>No Information Items.</td>
</tr>
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</table>

Dr. Kristen Donovan from EVALCORP thanked the Commission for approval of the contract. She stated her team is honored to partner with and looks forward to meeting the Commission in the near future.

Chrstina Smith-Rasshan from Superintendent of Schools and Mark Agars from Cal State San Bernardino thanked the Commission for their continued support.

Nicole Tanner from VIVA Strategy Partners, Inc., thanked the Commission for the continued opportunity to support this important work in partnership with First 5 and the QSSB partners.
Staci Scranton thanked the Commission for their support of Reach Out and Read San Bernardino County. The American Academy of Pediatrics California Chapter 2 is very grateful for the support.

**Commissioner Roundtable**

Chair Thomas thanked everyone for staying to the end of the meeting and especially to the Commissioners for their input and questions.

Commissioner Hill thanked the First 5 staff for their great work.

Commissioner Ovitt stated he is grateful to be a part of funding all the great programs that were approved today. He is pleased that tobacco revenue can turn into positive things and looks forward to the day everyone can meet in person again.

Commissioner Porter stated it was great to be with everyone at this meeting and appreciates the opportunity to serve on the Commission. He also appreciated the discussion around the need to show a matrix for success in the programs and initiatives. He thanked everyone for that effort.

**Adjournment**

Chair Thomas adjourned the meeting at 5:35 p.m.

**Next meeting**

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

**Attest**

______________________________
CaSonya Thomas, Chair

______________________________
Ann M. Calkins, Commission Secretary
<table>
<thead>
<tr>
<th>Subject</th>
<th>Ratify Letter of Intent to Prevent Child Abuse California for AmeriCorps.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommendation</strong></td>
<td>Ratify Executive Director’s authorization of letter of intent with Prevent Child Abuse California to participate in the First 5 Service Corps program and authorize continued funding match not to exceed $85,356 for Fiscal Year 2020-2021 for four (4) AmeriCorps service member positions to provide school readiness services. (Presenter: Wendy Lee, Psy.D., Staff Analyst II, 252-4254)</td>
</tr>
<tr>
<td><strong>Financial Impact</strong></td>
<td>$85,356 for Fiscal Year 2020-2021.</td>
</tr>
</tbody>
</table>
| **Background Information** | Research indicates a child’s early development of social-emotional, literacy, and numeracy skills are critical for school success. Economically disadvantaged children and/or children with exceptional needs, such as English language learners, are most at-risk for academic failure as they lack access to quality early childhood education programs with linguistically appropriate instruction.  

For the past ten years, First 5 San Bernardino (F5SB) has partnered with Prevent Child Abuse California (PCA CA), which is an affiliate of the national Prevent Child Abuse America, to participate in the First 5 Service Corps program. First 5 Service Corps utilizes AmeriCorps members to provide economically disadvantaged children with 35 hours of one-on-one school readiness activities in social-emotional, literacy, and numeracy. Additionally, AmeriCorps members provide support to F5SB’s community engagement efforts and volunteer in their communities.  

Through the partnership with PCA CA, F5SB is able to leverage the federal funding that PCA CA receives from the Corporation for National and Community Services (CNCS), which covers up to 34% of members costs which include living allowance, FICA, Workers Compensation, Health Care, Background Checks, Payroll Processing, Data Collection Systems, Member Training Costs, Administrative Costs, Program Supplies, and the Segal Education Award. This year, CNCS has increased the Segal Education Award to $6,195 for full time 1700-hour members that successfully complete their tour of duty.  

The Commission's fund matching requirement is $21,339 per each of the four (4) full-time AmeriCorps members, for a total not exceed $85,356 for the Fiscal Year 2020-2021 to provide a year-round program.  

In July 2020, the Executive Director submit a letter of intent to participate and continue the First 5 Service Corps program in the Fiscal Year 2020-2021 under which four AmeriCorps members will be selected and commence services on August 16, 2020.  

During COVID-19 Pandemic, AmeriCorps member responded to the service calls from Josh Fryday, Chief Service Officer of the California Volunteers, to provide much-needed support in local food banks. AmeriCorps members contributed over 400 hours and served over 24,000 families throughout San Bernardino County since April 2020.
Pending COVID-19 and Memorandum of Understanding (MOU) between F5SB and PSD that defines the relationship between the two entities and the AmeriCorps Program, AmeriCorps members will resume serving children in need of one-on-one early education support at Head Start sites San Bernardino Preschool Services Department (PSD).

Approval of this item supports the **Quality Early Learning** Strategic Priority Area in the Commission’s 2020-2023 Strategic Plan through the following Investment Areas:

**Systems-Level Efforts:**
- Collaboration, Community Capacity, and Workforce

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

**Review**

Sophie Akins, Commission Counsel

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<tr>
<td><strong>Action:</strong></td>
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<tr>
<td><strong>Moved:</strong></td>
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<tr>
<td><strong>In Favor:</strong></td>
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<tr>
<td><strong>Opposed:</strong></td>
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<tr>
<td><strong>Abstained:</strong></td>
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<td><strong>Comments:</strong></td>
</tr>
<tr>
<td><strong>Witnessed:</strong></td>
</tr>
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</table>
July 14, 2020

Child Abuse Prevention Council
4700 Roseville Road, Suite 102
North Highlands, CA 95660
Attn: First 5 Service Corps Program Project Manager

Re: Intent to participate in the First 5 Service Corps AmeriCorps Program

Dear Mike Baldwin,

This letter is to express our intent to participate in the First 5 Service Corps AmeriCorps program during the 2020/2021 program year with an anticipated start date of August 16, 2020, or later. First 5 San Bernardino intends to recruit/enroll the following number of AmeriCorps members at tier 4:

<table>
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<tbody>
<tr>
<td># of 1,700 HR Member</td>
<td>4</td>
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First 5 San Bernardino understands and agrees that the cash match contribution for these slot allocations is $68,700.00. First 5 San Bernardino also understands that the total possible cost for member healthcare for 1700 hour members, if opted by the members, will be $4,164.00 per member, and will be paid separately from the cash match contribution.

First 5 San Bernardino further understands and agrees that it will be necessary to sign a Memorandum of Understanding (MOU) or Contract with the Child Abuse Prevention Council, and that the MOU/Contract will be submitted to First 5 San Bernardino in the immediate future. Once the MOU/Contract has been executed, we agree to the invoicing schedule below:

<table>
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<th>Corresponding Month(s)</th>
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<th>Amount Due*</th>
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<td>Net 30</td>
<td>$9,200.00</td>
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<td>August 2021</td>
<td>September 15th</td>
<td>Net 30</td>
<td>$2,479.13</td>
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Total: $68,700.00

Sincerely,

Karen E. Scott, Executive Director
2020/2021 SUBMISSION INSTRUCTIONS

THIS WORKBOOK CONTAINS ALL OF THE FORMS AND INSTRUCTIONS NECESSARY TO ENSURE A SUCCESSFUL CONTRACTING PROCESS.

WE THANK YOU IN ADVANCE FOR YOUR PARTICIPATION!

IMPORTANT!

DUNS NUMBER

Pursuant to the 2015 General Terms and Conditions (for AmeriCorps Programs), you must provide PCA CA with your DUNS Number, which will then be included in your 2019-2020 AmeriCorps Contract. If you do not have a DUNS number, you can obtain one from Dun and Bradstreet, Inc. by calling 866-705-5711, or online at http://fedgov.dnb.com/webform. A DUNS Number is free to all businesses required to register with the Federal government for contracts or grants.

PCA CA cannot enter into contract with your agency without your DUNS number: please contact us if you need to obtain one.

RISK ASSESSMENT

2 CFR Part 200 requires all recipients of Federal funding to complete a pre-award risk assessment on each subrecipient prior to entering into subawards or subcontracts. The Administrative and Cost Principles apply to new subawards and subcontracts made after 12/26/2014. By answering the questions with this workbook, which are in alignment with Federal guidance, you will be helping PCA CA ensure compliance with the new requirements.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. IF YOU ARE UNCLEAR AS TO HOW TO PROCEED, PLEASE CONTACT KRISTINE DOBSON AT kdobson@thecapcenter.org or 916-244-1936

After completing the workbook and obtaining all supporting information (certificate(s) of insurance and audit), print each tab and sign/date where applicable. Place all items in an envelope, and mail to:

PREVENT CHILD ABUSE CALIFORNIA
4700 ROSEVILLE ROAD, SUITE 102
NORTH HIGHLANDS, CA 95660
ATTN: KRISTINE DOBSON - PCA CA AMERICORPS SUBCONTRACTING
You must also submit your completed workbook via email to Kristine Dobson at kdobson@thecapcenter.org
## 2020/2021 FIRST 5 SERVICE CORPS AGENCY INFORMATION

<table>
<thead>
<tr>
<th>AGENCY INFORMATION</th>
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<tr>
<td><strong>Legal Name (Must match DUNS):</strong></td>
<td>Children and Families Commission for San Bernardino County</td>
</tr>
<tr>
<td><strong>DUNS Number:</strong></td>
<td>841114882</td>
</tr>
<tr>
<td><strong>Street Address:</strong></td>
<td>735 E. Carnegie Drive, Suite 150</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>San Bernardino</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>CA</td>
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<tr>
<td><strong>ZIP+4:</strong></td>
<td>92408-3574</td>
</tr>
<tr>
<td><strong>Main Contact/Title:</strong></td>
<td>Wendy Lee, Psy.D. Staff Analyst II</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>909-252-4254</td>
</tr>
<tr>
<td><strong>Cell Phone:</strong></td>
<td>714-234-1429</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:wendy.lee@cfc.sbccounty.gov">wendy.lee@cfc.sbccounty.gov</a></td>
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<tr>
<td><strong>Select Fiscal Year End:</strong></td>
<td>June</td>
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## 2020/2021 FIRST 5 SERVICE CORPS DOCUMENT CHECKLIST

### AGENCY INFORMATION

| Lead Agency Name: | Children and Families Commission for San Bernardino County |

### DOCUMENTS CHECKLIST

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</table>

### PREPARED BY:

| Wendy Lee, Psy.D. Staff Analyst II |

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SIGNATURE
## 2020/2021 FIRST 5 SERVICE CORPS RISK ASSESSMENT

2 CFR Part 200 requires all recipients of Federal funding to complete a pre-award risk assessment on each subrecipient prior to entering into subawards or subcontracts. The Administrative and Cost Principles apply to new subawards and subcontracts made after 12/26/2014. By answering the questions below, which are in alignment with Federal guidance, you will be helping PCA CA ensure compliance with the new requirements.

### AGENCY INFORMATION

| Lead Agency Name: | Children and Families Commission for San Bernardino County |

### Agency's Contract Experience:

<table>
<thead>
<tr>
<th>Types of Contract (check all that apply)</th>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
<th>N/A</th>
<th>Experience in Years</th>
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<td>Other (please describe:)</td>
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### Program Complexity

1. How many individuals are employed by your agency? 22
2. On a scale of 1 to 5, what level of priority is AmeriCorps to your agency? 5
3. On a scale of 1 to 5, to what degree does your agency’s management understand the AmeriCorps program? 4
4. On a scale of 1 to 5, what is the commitment of your agency's management to the AmeriCorps program? 4
5. How many of your agency program staff are required for the AmeriCorps program at its peak activity? 1
6. Does your agency maintain written policies and procedures regarding the AmeriCorps program, other than those provided by PCA CA? Yes
7. If you answered “yes” to question 6 how often are the policies and procedures updated? As Needed
8. Does your agency have consistent and reliable internet access to enable webinar attendance and facilitate online electronic timekeeping for AmeriCorps members? Yes
9. On a scale of 1 to 5, how accessible to your agency is an IT professional who can identify and resolve IT issues that could impede your ability to communicate with PCA CA? 4
10. Will all AmeriCorps members be serving at one Service Site? No
11. If you answered “no” to question 10 will you have more than one Service Site? Yes
12. If you answered "yes" to question 11 will some AmeriCorps members serve at multiple Service Sites? Yes
13. If your agency works with multiple Service Sites, how far away is the furthest Service Site? 30
14. Will you contract with any other party to complete any aspect of the AmeriCorps program? Yes
15. If you answered "yes" to question 15, how many separate contracts will be associated with the AmeriCorps program? 1
16. Will some AmeriCorps members report to more than one Service Site Supervisor? Yes
17. What percentage of the Service Site Supervisor’s time will be dedicated to the AmeriCorps program? 20%
18. Will an individual be designated to support members during any absences of the Service Site Supervisor? Yes
19. Are the facilities of all Service Sites sufficient (will members have a space to serve from, computer, internet access, telephone, etc.) to conduct and/or deliver AmeriCorps program activities? Yes

### Fiscal Complexity

1. Is your agency fiscal department ok with a monthly invoicing schedule? Yes
2. Have you been debarred or suspended from receiving Federal Funds? No
3. Does your Agency understand FEDERAL FUNDS may only be used as match to AmeriCorps programs if a) authorized by statute, or b) approved in writing by the federal agency granting the funds? Yes

### AmeriCorps Program Staff (as listed in your agency's budget)

<table>
<thead>
<tr>
<th>Position</th>
<th>Tenure</th>
<th>Licensed/Certified</th>
<th>Education</th>
<th>Describe Other Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Analyst II</td>
<td>3-10</td>
<td>No</td>
<td>Graduate Degree</td>
<td></td>
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<tr>
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<td>ENTER TITLE</td>
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<td></td>
</tr>
</tbody>
</table>

### AmeriCorps Administrative/Fiscal Staff (ONLY if contributing In-Kind Match)

<table>
<thead>
<tr>
<th>Position</th>
<th>Tenure</th>
<th>Licensed/Certified</th>
<th>Education</th>
<th>Describe Other Education</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

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27
## CERTIFICATION

I certify to the best of my knowledge and belief that this program assessment is correct and complete.

<table>
<thead>
<tr>
<th>Authorized Certifying Official Name</th>
<th>Signature/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen E. Scott, Executive Director</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTER TITLE</th>
<th>ENTER TITLE</th>
<th>ENTER TITLE</th>
<th>ENTER TITLE</th>
<th>ENTER TITLE</th>
</tr>
</thead>
</table>
2020/2021 FIRST 5 SERVICE CORPS NATIONAL SERVICE CRIMINAL HISTORY CHECK AUTHORIZATION

EACH INDIVIDUAL PROVIDING SUPERVISION FOR AMERICORPS MEMBERS, AND LISTED AS PROVIDING IN-KIND SUPPORT, MUST COMPLETE THIS AUTHORIZATION PRIOR TO UNDERGOING A NATIONAL SERVICE CRIMINAL HISTORY CHECK.

EACH INDIVIDUAL MUST SUBMIT A COPY OF A GOVERNMENT-ISSUED PHOTO ID TO BE USED IN CONDUCTING THE NATIONAL SERVICE CRIMINAL HISTORY CHECK.

AGENCY INFORMATION

| Lead Agency Name: | Children and Families Commission for San Bernardino County |
| Service Site Name: | |
| Individual's Name: | |

I authorize Prevent Child Abuse California ("PCA CA") to conduct a National Service Criminal History Check consisting of DOJ, FBI, and NSOPW information, and to notify my Lead Agency and/or Service Site as to whether or not I have met the criteria to remain eligible to work with the AmeriCorps program. I acknowledge that refusing to authorize the National Service Criminal History Check or making a false statement in connection with PCA CA’s inquiry will disqualify me as ineligible to work with the AmeriCorps program. I understand that PCA CA will receive Subsequent Arrest Notification from the California Department of Justice in the event of my arrest, conviction of a crime, or detainment. Further, I understand that I will have the opportunity to review and challenge the factual accuracy of a result before an action is taken to exclude me from the position. I further understand that if I am subject to a State sex offender registration I will be deemed unsuitable to work with the AmeriCorps program.

Signature

Date
2020/2021 FIRST 5 SERVICE CORPS SUPPORTING DOCUMENTS

AGENCY INFORMATION
Lead Agency Name: Children and Families Commission for San Bernardino County

SUPPORTING DOCUMENTS

INSURANCE
Your insurance must be primary and non-contributory. All policies must provide thirty (30) days’ written notice of cancellation or non-renewal to PCA CA. Insurance companies must be rated by A.M. Best as "A:VII" or better. No less than ten (10) business days prior to commencement of work under the Standard Contract, your agency must submit the following evidence of insurance to PCA CA:

- **Comprehensive General Liability Insurance** which includes products/completed operations, independent contractors, contractual liability, and broad form property damage coverages with a combined single limit of not less than $1,000,000 per occurrence, and not less than $2,000,000 aggregate.
  - A separate endorsement showing that PCA CA is named as an additional insured on your Comprehensive General Liability Insurance must be submitted. The following types of additional endorsements are acceptable:
    - ISO CG 2010
    - ISO CG 2037
    - ISO CG 2011
    - ISO CG 2026
    - NIAC-E32 05 11, if insured by the Nonprofit Insurance Alliance of California ("NIAC")
    - PI-GLD-HS (04/07), if insured by the Philadelphia Insurance Companies
  - REQUIRED FROM ALL CONTRACTORS.

- **Automobile Liability Insurance** for all owned, non-owned, and hired vehicles with a combined single limit of not less than $1,000,000 per occurrence. **REQUIRED FROM ALL CONTRACTORS.**

- **Professional Liability Insurance or Errors and Omissions Insurance** with a limit of not less than $1,000,000. **REQUIRED FROM ALL CONTRACTORS WHO EMPLOY LICENSED CLINICIANS/ THERAPISTS OR PROVIDE COUNSELING SERVICES IN RELATION TO THIS CONTRACT. DIRECTORS AND OFFICERS INSURANCE WILL NOT SUBSTITUTE.** If your agency does not employ licensed clinicians/therapists and does not provide counseling services in relation to this contract, you must complete and submit the Professional Liability Certification on tab 3.

PREPARED BY: Wendy Lee, Psy.D., Staff Analyst II

SIGNATURE
## 2020/2021 FIRST 5 SERVICE CORPS MATCH & MATCH CERTIFICATION

### AGENCY INFORMATION

**Lead Agency Name:** Children and Families Commission for San Bernardino County

### CASH MATCH

Please review the information below, as it determines the amount of your 2019/2020 AmeriCorps Contract. Please make any change requests in writing to your project manager. Members who are serving through one Lead Agency and have the same Position Description should receive the same living allowance amount. Variations in Position Descriptions and/or living allowances must be approved by your project manager and PCA CA's Chief Program Officer.

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Tier</th>
<th># of Members</th>
<th>Living Allowance</th>
<th>Non-Refundable Member Enrollment Cost</th>
<th>Total Non-Refundable Member Enrollment Cost</th>
<th>Healthcare Cost*</th>
<th>Total Healthcare Cost *(if all get healthcare)</th>
<th>Cash Match</th>
<th>Total Cash Match</th>
<th>Total Cash Match Including Healthcare Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700</td>
<td>1</td>
<td>1</td>
<td>$14,300</td>
<td>$2,300</td>
<td>$16,600</td>
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<td>$17,600</td>
<td>$4,164.00</td>
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<td>$16,900</td>
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<td>$19,200</td>
<td>$4,164.00</td>
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<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>$20,000</td>
<td>$2,300</td>
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<td>$14,875</td>
<td>$68,700</td>
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<td>5</td>
<td>1</td>
<td>$7,570</td>
<td>$1,300</td>
<td>$8,870</td>
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<td>$0.00</td>
<td>$13,400</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Subtotal Non-Refundable Member Enrollment Cost = $9,200.00

Maximum Amount of AmeriCorps Contract = $68,700

Total Healthcare Cost = $16,656.00

Non-Federal Cash Match Contribution:

- **Source:** Prop 10 Tobacco Tax
- **Amount:** $ 85,356.00

### NON-FEDERAL CASH MATCH CONTRIBUTION

Please indicate below the various grants by name, funding sources by name, and amounts of non-federal cash match that your agency will contribute toward this AmeriCorps program:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prop 10 Tobacco Tax</td>
<td>$ 85,356.00</td>
</tr>
</tbody>
</table>

Subtotal: $ 85,356.00

### FEDERAL MATCH CONTRIBUTION (NON-CNCS), IF APPLICABLE

Please indicate below the various sources and amounts of FEDERAL FUNDS that your agency will contribute toward this AmeriCorps program as match. FEDERAL FUNDS may only be used as match to AmeriCorps programs if a) authorized by statute, or b) approved in writing by the federal agency granting the funds. For each entry below, you must submit evidence that the FEDERAL FUNDS are authorized by statute as match, or the written approval of the federal agency granting the funds.

<table>
<thead>
<tr>
<th>NAME OF FEDERAL AGENCY</th>
<th>GRANT OR CONTRACT NUMBER</th>
<th>CFDA OR &quot;N/A&quot; IF CONTRACT</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

Subtotal: $ -

### IN-KIND CONTRIBUTION, IF APPLICABLE

Please indicate staff members of Lead Agency and/or Service Site(s) who will be responsible for supervision of AmeriCorps members. You must provide the following information for each staff member: total annual salary per budget and percentage of time allocated to AmeriCorps.

- **FEDERALLY FUNDED PROGRAM, NOR CAN THEY BE PAID BY THE FEDERAL GOVERNMENT UNDER ANY OTHER AWARD, EXCEPT WHERE AUTHORIZED BY FEDERAL STATUTE TO BE USED FOR COST SHARING OR MATCHING.**

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>STAFF TITLE</th>
<th>ANNUAL SALARY</th>
<th>% OF TIME ALLOCATED TO AMERICORPS</th>
<th>VALUE</th>
</tr>
</thead>
</table>

Subtotal: $ -

### CERTIFICATION

I certify to the best of my knowledge and belief that this report is correct and complete.

Karen E. Scott, Executive Director

Authorized Certifying Official Name

Signature/Date

909-252-4252

Telephone Number (with extension, if applicable)
2020/2021 FIRST 5 SERVICE CORPS PROFESSIONAL LIABILITY INSURANCE CERTIFICATION

Check one of the boxes below:
Children and Families Commission for San Bernardino County

☐ EMPLOYS licensed clinicians and/or therapists, and/or PROVIDES counseling services in relation to the AmeriCorps Contract with PCA CA for the AmeriCorps program. As such, Professional Liability Insurance is listed on a certificate of insurance, which will be submitted to PCA CA no less than ten (10) business days prior to commencement of work under the contract.

By signing this certification, I acknowledge my understanding of the requirement. I further acknowledge that failure to provide proof of Professional Liability Insurance may result in contracting delays, which may ultimately impact my agency’s ability to participate in the program.

☑ DOES NOT EMPLOY licensed clinicians and/or therapists, and DOES NOT PROVIDE counseling services in relation to the Standard Contract with PCA CA for the AmeriCorps program.

SIGNATURE OF CERTIFYING OFFICIAL  

NAME AND TITLE  

Karent E. Scott, Executive Director  

DATE
2020/2021 FIRST 5 SERVICE CORPS
eGRANTS USER ACCESS FORM

PLEASE IDENTIFY AND PROVIDE CONTACT INFORMATION FOR YOUR AGENCY'S STAFF WHO WILL ACCESS THE eGRANTS SYSTEM (CNCS' ONLINE AMERICORPS DATABASE). NOTE: THIS INFORMATION MUST BE UPDATED IMMEDIATELY AND SENT TO PCA CA FOLLOWING ANY CHANGES IN LISTED USERS.

AGENCY INFORMATION

Lead Agency Name: Children and Families Commission for San Bernardino County
Street Address: 735 E. Carnegie Drive, Suite 150
City: San Bernardino
State: CA
ZIP: 92408-3574

PRIMARY USER

Staff Name: Wendy Lee, Psy.D.
Title: Staff Analyst II
Phone 1: 909-252-4254
Phone 2:
Email: wendy.lee@cfc.sbcounty.gov

SECONDARY USER

Staff Name:
Title:
Phone 1:
Phone 2:
Email:

PREPARED BY: Wendy Lee, Psy.D., Staff Analyst II

______________________________________________________________________________
SIGNATURE DATE
**2020/2021 FIRST 5 SERVICE CORPS AMERICORPS PARTNERSHIP FORM**

**AGENCY INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency Name</td>
<td>Children and Families Commission for San Bernardino County</td>
</tr>
<tr>
<td>Street Address</td>
<td>735 E. Carnegie Drive, Suite 150</td>
</tr>
<tr>
<td>City</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip</td>
<td>92408-3574</td>
</tr>
</tbody>
</table>

**PARTNERSHIP INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner Organization Name</td>
<td>San Bernardino County Preschool Services Department</td>
</tr>
<tr>
<td>First Name</td>
<td>Arlene</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Molina</td>
</tr>
<tr>
<td>Contact Organization Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Program Manager/PSD Disabilities Service Manager</td>
</tr>
<tr>
<td>Address</td>
<td>602 S. Tippecanoe Avenue</td>
</tr>
<tr>
<td>City</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP+4</td>
<td>92408-2046</td>
</tr>
<tr>
<td>Phone</td>
<td>909-383-2050</td>
</tr>
<tr>
<td>Fax</td>
<td>909-383-2086</td>
</tr>
<tr>
<td>County</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:arlene.molina@psd.sbcounty.gov">arlene.molina@psd.sbcounty.gov</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://hss.sbcounty.gov/psd/">http://hss.sbcounty.gov/psd/</a></td>
</tr>
</tbody>
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**SITE PLACEMENT INFORMATION (IF APPLICABLE)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a Placement Site?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is this a Placement Site that is also a School Improvement Grant School (SIG) and/or Priority School identified by the CA Department of Education?</td>
<td>No</td>
</tr>
<tr>
<td>NCES School ID</td>
<td>TBD</td>
</tr>
<tr>
<td># of 900-Hour Members</td>
<td>4</td>
</tr>
<tr>
<td>Site Supervisor</td>
<td>TBD</td>
</tr>
<tr>
<td>MSY Awarded</td>
<td>4</td>
</tr>
</tbody>
</table>

**PARTNER RESOURCES**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Type</td>
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<tr>
<td>Financial Type</td>
<td></td>
</tr>
<tr>
<td>Cash Type</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
</tbody>
</table>

**PARTNER ORGANIZATION INFO**

- CNCS-AMC National Direct
- CNCS-Foster Grandparent
- CNCS-LSA - Higher Ed
- CNCS-Retired Senior Volunteer Program
- CNCS-VISTA
- Education (K-12)-Elementary School
- Education (K-12)-Middle School
- Education (K-12)-School District
- Higher Education-CSU
- Higher Education-Independent College
- Media Organization-Local Print
- Media Organization-Local TV
- Media Organization-National Radio
- Media Organization-State Print
- Non-Profit Org.-Direct Service Provider
- Non-Profit Org.-Local Conservation Corps
- Non-Profit Org.-Policy and Advocacy
- Other
- Private Sector-Corporate Volunteer Program
- Private Sector-Private Sector Association
- Public Sector-Elected Official
- Public Sector-State Agency
- CNCS-CalServe Program
- CNCS-LSA - CBO
- CNCS-NCCC
- CNCS-Senior Companion
- Education (K-12)-County Office of Ed.
- Education (K-12)-High School
- Education (K-12)-School Association
- Higher Education-Community College
- Higher Education-Higher Ed Association
- Higher Education-UC
- Media Organization-Local Radio
- Media Organization-National Print
- Media Organization-National TV
- Non-Profit Org.-Civic Organization
- Non-Profit Org.-Faith Based Organization
- Non-Profit Org.-Non- Profit Association
- Non-Profit Org.-Volunteer Center
- Private Sector-Business Donations
- Private Sector-County Agency
- Private Sector-Local Agency
### AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Lead Agency Name:</th>
<th>Children and Families Commission for San Bernardino County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>735 E. Carnegie Drive, Suite 150</td>
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<table>
<thead>
<tr>
<th>Partner Organization Name:</th>
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</thead>
<tbody>
<tr>
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<td>Middle Name:</td>
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<td></td>
<td>Email:</td>
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<td>Website:</td>
</tr>
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</table>

### SITE PLACEMENT INFORMATION (IF APPLICABLE)

<table>
<thead>
<tr>
<th>Is this a Placement Site?:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>If &quot;yes,&quot; enter the NCES School ID:</td>
<td></td>
</tr>
<tr>
<td># of 900-Hour Members:</td>
<td></td>
</tr>
<tr>
<td># of 1700-Hour Members:</td>
<td></td>
</tr>
<tr>
<td>Site Supervisor:</td>
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</tr>
<tr>
<td>MSY Awarded:</td>
<td>0</td>
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### PARTNER RESOURCES

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<tr>
<th>Support Type:</th>
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- Media Organization-Local TV
- Media Organization-National Radio
- Media Organization-State Print
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- Non-Profit Org.-Local Conservation Corps
- Non-Profit Org.-Policy and Advocacy
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- Private Sector-Business Donations
- Private Sector-Foundations
- Private Sector-County Agency
- Private Sector-Local Agency
## AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Lead Agency Name:</th>
<th>Children and Families Commission for San Bernardino County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>735 E. Carnegie Drive, Suite 150</td>
</tr>
<tr>
<td>City:</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>Zip:</td>
<td>92408-3574</td>
</tr>
</tbody>
</table>

## PARTNER INFORMATION

<table>
<thead>
<tr>
<th>Partner Organization Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
<th>Contact Organization Name:</th>
<th>Title:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>ZIP+4:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
<th>County:</th>
<th>Email:</th>
<th>Website:</th>
</tr>
</thead>
</table>

## SITE PLACEMENT INFORMATION (IF APPLICABLE)

| Is this a Placement Site?: | Is this a Placement Site that is also a School Improvement Grant School (SIG) and/or Priority School identified by the CA Department of Education?: | If "yes," enter the NCES School ID: | # of 900-Hour Members: | # of 1700-Hour Members: | Site Supervisor: | MSY Awarded: | 0 |

## PARTNER RESOURCES

<table>
<thead>
<tr>
<th>Support Type:</th>
<th>Financial Type:</th>
<th>Cash Type:</th>
<th>Amount:</th>
</tr>
</thead>
</table>

## PARTNER ORGANIZATION INFO

- CNCS-AMC National Direct
- CNCS-Foster Grandparent
- CNCS-LSA - Higher Ed
- CNCS-Retired Senior Volunteer Program
- CNCS-VISTA
- Education (K-12)-Elementary School
- Education (K-12)-Middle School
- Education (K-12)-School District
- Higher Education-CSU
- Higher Education-Independent College
- Media Organization-Local Print
- Media Organization-Local TV
- Media Organization-National Radio
- Media Organization-State Print
- Non-Profit Org.-Direct Service Provider
- Non-Profit Org.-Local Conservation Corps
- Non-Profit Org.-Policy and Advocacy
- Other
- Private Sector-Corporate Volunteer Program
- Private Sector-Private Sector Association
- Public Sector-Elected Official
- Public Sector-State Agency

- CNCS-CalServe Program
- CNCS-LSA - CBO
- CNCS-NCCC
- CNCS-Senior Companion
- Education (K-12)-County Office of Ed.
- Education (K-12)-High School
- Education (K-12)-School Association
- Higher Education-Community College
- Higher Education-Higher Ed Association
- Higher Education-UC
- Media Organization-Local Radio
- Media Organization-National Print
- Media Organization-National TV
- Media Organization-State Print
- Non-Profit Org.-Civic Organization
- Non-Profit Org.-Faith Based Organization
- Non-Profit Org.-Non-Profit Association
- Non-Profit Org.-Volunteer Center
- Private Sector-Business Donations
- Private Sector-County Agency
- Private Sector-Foundations
- Private Sector-Local Agency
# 2020/2021 FIRST 5 SERVICE CORPS DISASTER & EMERGENCY RESPONSE INFORMATION

**PLEASE SUBMIT A COMPLETE RECORD FOR EACH COMMUNITY THAT YOU SERVE**

## AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
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<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP+4:</td>
<td>92408-3574</td>
</tr>
<tr>
<td>Program Name</td>
<td>First 5 Service Corps</td>
</tr>
<tr>
<td>Community Served</td>
<td>San Bernardino County</td>
</tr>
</tbody>
</table>

## PRIMARY EMERGENCY COORDINATOR INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Wendy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Lee</td>
</tr>
<tr>
<td>Title</td>
<td>Staff Analyst II</td>
</tr>
<tr>
<td>Street Address</td>
<td>735 E. Carnegie Drive, Suite 150</td>
</tr>
<tr>
<td>City</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP+4:</td>
<td>92408-3574</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:wendy.lee@cfc.sbcounty.gov">wendy.lee@cfc.sbcounty.gov</a></td>
</tr>
<tr>
<td>Business Phone</td>
<td>909-252-4254</td>
</tr>
<tr>
<td>Business Fax</td>
<td>909-386-7703</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>714-234-1429 (personal cell phone)</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
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</table>

## SECONDARY EMERGENCY COORDINATOR INFORMATION

<table>
<thead>
<tr>
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<th>Details</th>
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</thead>
<tbody>
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<td>First Name</td>
<td></td>
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<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
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<tr>
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<td>City</td>
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<td>Business Phone</td>
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<tr>
<td>Business Fax</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
</tbody>
</table>

**HAVE YOUR MEMBERS RECEIVED TRAINING IN SAFETY AND EMERGENCY RESPONSE?**

- [ ] YES
- [ ] NO

**IF YES, PLEASE DESCRIBE THE TRAINING AND THE DATE BY WHICH THEY WILL HAVE COMPLETED IT:**

Each member is issued First 5 San Bernardino Employee Handbook, which addresses general safety, and the Department Emergency Operations Plan, which addresses emergency response. All members are encouraged to take CPR and first aid training. Once the members report to their sites, they receive training on classroom specific safety.
<table>
<thead>
<tr>
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</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>ZIP+4:</td>
</tr>
</tbody>
</table>

**WHAT SAFETY AND EMERGENCY RESPONSE RESOURCES DOES YOUR PROGRAM HAVE ACCESS TO?**

Each member has an emergency kit complete with first aid supplies, food and water. Safety drills are conducted at minimum annually. First 5 as an organization is equipped with limited additional supplies to respond to emergencies on site and partners with the County of San Bernardino’s Office of Emergency Services for response resources for any major incidents.

**IS YOUR PROGRAM ABLE TO OFFER RESOURCES OR ASSISTANCE (INCLUDING MEMBER SERVICE TIME) TO ASSIST WITH A LOCAL DISASTER OR INCIDENT IN YOUR COMMUNITY?**

☑️ YES  ☐ NO

**IS YOUR PROGRAM ABLE TO OFFER RESOURCES OR ASSISTANCE (INCLUDING MEMBER SERVICE TIME) TO ASSIST WITH A DISASTER OR INCIDENT IN ANOTHER PART OF CALIFORNIA?**

☑️ YES  ☐ NO
2020/2021 LABOR ORGANIZATION CERTIFICATION

LEAD AGENCY NAME: Children and Families Commission for San Bernardino County

PROGRAM NAME: First 5 Service Corps

APPLICANT MUST CHECK AT LEAST ONE OF THE BOXES AND SIGN BELOW

LABOR ORGANIZATION CONCURRENCE REQUIRED AND OBTAINED

☐ THE PROGRAM APPLICANT IS SERVING AS THE SERVICE SPONSOR, AND HAS OBTAINED THE WRITTEN CONCURRENCE OF ANY LOCAL LABOR ORGANIZATION REPRESENTING EMPLOYEES OF THE SERVICE SPONSOR WHO ARE ENGAGED IN THE SAME OR SUBSTANTIALLY SIMILAR WORK AS THAT PROPOSED TO BE CARRIED OUT. CONCURRENCE(S) ARE SUBMITTED WITH THIS CERTIFICATION. (42 U.S.C. § 12582(F)(1).)

LABOR ORGANIZATION CONSULTATION REQUIRED

☐ PRIOR TO THE PLACEMENT OF PARTICIPANTS, PROGRAM APPLICANT HAS CONSULTED WITH THE APPROPRIATE LOCAL LABOR ORGANIZATIONS, IF ANY, REPRESENTING EMPLOYEES IN THE AREA WHO ARE ENGAGED IN THE SAME OR SIMILAR WORK AS THAT PROPOSED TO BE CARRIED OUT BY SUCH PROGRAM TO ENSURE COMPLIANCE WITH THE FEDERAL NONDISPLACEMENT REQUIREMENTS, AS SET FORTH AT 42 U.S.C. SECTION 12637. (42 U.S.C. § 12583(C)(2).) DOCUMENTATION SHOWING SUCH CONSULTATION IS KEPT ON FILE WITH PROGRAM APPLICANT AND IS AVAILABLE FOR REVIEW UPON REQUEST.

NEITHER LABOR ORGANIZATION CONCURRENCE NOR LABOR ORGANIZATION CONSULTATION REQUIRED

☒ THE PROGRAM APPLICANT IS NOT REQUIRED TO OBTAIN LABOR ORGANIZATION CONCURRENCE, BECAUSE (1) IT IS NOT THE SERVICE SPONSOR, OR (2) THERE ARE NO LOCAL LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF THE SERVICE SPONSOR WHO ARE ENGAGED IN THE SAME OR SUBSTANTIALLY SIMILAR WORK AS THAT PROPOSED TO BE CARRIED OUT. THE PROGRAM APPLICANT IS ALSO NOT REQUIRED TO CONSULT WITH LABOR ORGANIZATIONS, BECAUSE THERE ARE NO APPROPRIATE LOCAL LABOR ORGANIZATIONS REPRESENTING EMPLOYEES IN THE AREA WHO ARE ENGAGED IN THE SAME OR SIMILAR WORK AS THAT PROPOSED TO BE CARRIED OUT BY THE PROGRAM APPLICANT.

SIGNATURE OF APPLICANT REPRESENTATIVE

DATE

Karen E. Scott, Executive Director

PRINT NAME AND TITLE OF PERSON SIGNING
2020/2021 FIRST 5 SERVICE CORPS LABOR UNION

NAME OF ORGANIZATION:  Children and Families Commission for San Bernardino County

NAME OF UNION(S):  Not Applicable

(A) FOR ORGANIZATIONS WITH A LABOR UNION

I, __________________________________________ REPRESENTATIVE/AGENT OF THE ABOVE NAMED LABOR UNION DECLARE THAT THE PLACEMENT OF PARTICIPANTS AT THE WORKSITES OPERATED BY _______________________________________________________ DO NOT AND WILL NOT INFRINGE ON THE RIGHTS OF OTHERS TO EMPLOYMENT IN THE (ORGANIZATION)

SIGNED (UNION REPRESENTATIVE/DELEGATE)__________________________ DATE__________________________

(B) FOR ORGANIZATION WITHOUT A LABOR UNION

I, __________________________________________ POSITION HELD __________________________________________ OF __________________________________________ (ORGANIZATION) HEREBY DECLARE THAT OUR WORKERS ARE NOT UNIONIZED NOR ARE THEY REPRESENTED BY OR AFFILIATED WITH ANY LABOR UNION.

SIGNED (REPRESENTATIVE OF THE GOVERNMENTAL ENTITY) __________________________ DATE __________________________
The following information represents the Performance Measures that were submitted and approved by CaliforniaVolunteers and CNCS as part of the 2018/21 First 5 Service Corps proposal. As such, they reflect the statewide aggregate outputs and outcomes for the program. SUBCONTRACTOR is responsible for meeting its specific outputs and outcomes, a subset of the aggregate values. The SUBCONTRACTOR Performance Measure targets are dependent upon the full enrollment of the number of AmeriCorps member position is included in this Contract. SUBCONTRACTOR shall vigorously pursue 100% retention of AmeriCorps members.

PRIMARY PERFORMANCE MEASURE TITLE: SCHOOL READINESS

NEED
Research indicates a child’s early development of social emotional, literacy, and numeracy skills are critical for school success. Economically disadvantaged children and/or children with exceptional needs, such as English language learners are most at-risk for academic failure as they lack access to quality early childhood education programs with linguistically appropriate instruction. Many low-income or non-English speaking parents lack the knowledge/resources needed to play a critical role in their child’s school success.

EXPECTED RESULTS
Output (the amount of service provided, people served, products created, or programs developed through planned intervention):
Children and parents receive school readiness activities and services.

Outcome (the changes or benefits that occur as a result of the intervention):
Children meet age-appropriate developmental school readiness milestones.

AMERICORPS MEMBER ACTIVITIES DESIGNED TO ACHIEVE EXPECTED RESULTS
AmeriCorps members provide 25 economically disadvantaged children 35 hours of one-on-one GOLD Assessment school activities in social emotional, literacy, and numeracy. Members administer GOLD Assessment and develop an individualized Early Education Plan and deliver social emotional, literacy, and numeracy skills activities in classroom, small group, and one-on-one settings. Members provide parents of economically disadvantaged children 5 hours of workshops teaching the importance of and techniques for book sharing with children at home to develop family literacy routines. Members provide culturally and linguistically appropriate books and a DVD so parents read to their child for 20 minutes 3 times per week for 8 weeks, applying what they have learned.

MEASUREMENT TOOLS
OUTPUT - Student Daily Contact Log to collect data on number of children who start and complete participation in an AmeriCorps Early Childhood Education Program, the number of hours that children receive skill-building services in social emotional, literacy, and/or numeracy. Members submit data in the online database monthly, Project Manager monitors quarterly. Completed by AmeriCorps members daily

OUTCOME - Teaching Strategies GOLD Assessment to collect data on the number of children that demonstrate social emotional, literacy, and/or numeracy skills. Members submit data in the online database monthly, Project manager monitors quarterly. Completed by AmeriCorps members within the first 5 hours of service delivery, at 35 hours of service delivery, and at the end of the program year (year-long programs).

OUTCOME - Raising a Reader Parent Survey to collect data on the number of parents that demonstrate improvement in family literacy behaviors including sharing books with their children more frequently, visiting the library, establishing a family routine for reading books to their child 60 minutes/week for 8 weeks. Members submit data in the online database monthly, Project manager monitors quarterly. Completed by AmeriCorps members at the onset of service delivery, and at the end of the service delivery.

PRIMARY PERFORMANCE MEASURE TARGETS

<table>
<thead>
<tr>
<th>OUTPUT TARGETS</th>
<th>PROGRAM OUTPUT TARGETS</th>
<th>SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td># Economically disadvantaged children or children with exceptional needs that will start in a CNCS-supported early childhood education program.</td>
<td>2,000</td>
<td>97</td>
</tr>
<tr>
<td># Economically disadvantaged children or children with exceptional needs that will complete participation in a CNCS-supported early childhood education program.</td>
<td>1,750</td>
<td>85</td>
</tr>
<tr>
<td># Parents of economically disadvantaged children that will begin 5 hours of family literacy training on book sharing with their child.</td>
<td>800</td>
<td>0</td>
</tr>
<tr>
<td># Parents of economically disadvantaged children that will complete 5 hours of family literacy training on book sharing with their child.</td>
<td>480</td>
<td>0</td>
</tr>
</tbody>
</table>

1500 OUTCOME TARGETS

<table>
<thead>
<tr>
<th>OUTPUT TARGETS</th>
<th>PROGRAM OUTPUT TARGETS</th>
<th>SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of 1,700 high need children receiving at least 35 hours of social emotional, literacy, and numeracy skills, 1500 will meet age appropriate school readiness milestones in one or more areas they had not initially met.</td>
<td>1,500</td>
<td>80</td>
</tr>
</tbody>
</table>
Members that will increase knowledge and skills by 10%.

# Members that will complete Core Training.

### PRIMARY PERFORMANCE MEASURE TITLE: MEMBER DEVELOPMENT

**NEED**
Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.

**EXPECTED RESULTS**
Members receive the training to provide quality service to the community and to the children that they serve.

**MEMBER ACTIVITIES TO ACHIEVE EXPECTED RESULTS**

- PCA CA and Service Site Orientation 80 or more hours; Connection to National Service, Member Contract review and Prohibited Activities Training; Community Engagement; Child Development; Assessment Training; Mandated Child Abuse Reporting; Site-specific Technical Training.
- Ongoing Hours, including site specific (related to member position) trainings: supervision/coaching; & PCA CA webinars.
- Other trainings delivered throughout the year include: Social-Emotional and Cognitive Development; Family Literacy Fundamentals; GOLD Curriculum & Activity Development Training; Leadership; Active Citizens; Life after AmeriCorps; Cultural Awareness; Conflict Resolution.

**MEASUREMENT TOOLS**
Training Log and electronic timesheets to collect data on # of members and # of training hours.

**PRIMARY PERFORMANCE MEASURE TITLE: VOLUNTEER RECRUITMENT**

**NEED**
Engage Community Volunteers in Service

**EXPECTED RESULTS**
Target population is all community members with a particular focus on Parents of the beneficiary children.

Members will recruit volunteers to serve in both ongoing and one-time community project opportunities. Parents of the program beneficiaries make up a significant part of the volunteer pool that members engage. Parents are encouraged by the member during instructional sessions to contribute to School Readiness activities, including education-focused fairs, family game/movie nights, providing classroom support, and helping increase Service Site capacity. Additionally, members conduct community outreach in order to identify and recruit volunteers from outside of the program. Outreach includes dissemination of recruitment materials (i.e. flyers or electronic postings) to community organizations, delivering presentations to local high school and college classrooms, and working with established volunteer centers to recruit volunteers. Volunteer activities will include: community, cultural, health, and education-focused events and fairs; family bonding nights (such as games or movies); Community Service Projects/National Service Days, and support with school readiness activities.

**MEASUREMENT TOOLS**
Volunteer Log to collect data on # of volunteers recruited for ongoing activities.
Volunteer Log to collect data on # of volunteers recruited for one-time activities.
Volunteer Log to collect data on # of volunteer hours for ongoing activities.
Volunteer Log to collect data on # of volunteer hours for one-time activities.

**PRIMARY PERFORMANCE MEASURE TARGETS**

<table>
<thead>
<tr>
<th>Output Targets</th>
<th>Program Output Targets</th>
<th>Subcontractor-Specific Output Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td># Volunteers recruited for ongoing activities</td>
<td>96</td>
<td>5</td>
</tr>
<tr>
<td># Volunteers recruited for one-time activities</td>
<td>380</td>
<td>18</td>
</tr>
<tr>
<td># Volunteer hours for ongoing activities</td>
<td>384</td>
<td>18</td>
</tr>
<tr>
<td># Volunteer hours for one-time activities</td>
<td>760</td>
<td>34</td>
</tr>
</tbody>
</table>

**# Children will demonstrate gains in school readiness in terms of social and/or emotional development.**

- 1,000 | 50

**# Children will demonstrate gains in school readiness in terms of literacy skills.**

- 1,000 | 50

**# Children will demonstrate gains in school readiness in terms of numeracy (math) skills.**

- 800 | 44

Of 480 parents of economically disadvantaged children who complete 5 hours of family literacy training on book sharing with their child, 336 will demonstrate improved family literacy behaviors.

- 336 | 0

**PRIMARY PERFORMANCE MEASURE TARGETS**

<table>
<thead>
<tr>
<th>Output Targets</th>
<th>Program Output Targets</th>
<th>Subcontractor-Specific Output Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td># Children will demonstrate gains in school readiness in terms of social and/or emotional development.</td>
<td>1,000</td>
<td>50</td>
</tr>
<tr>
<td># Children will demonstrate gains in school readiness in terms of literacy skills.</td>
<td>1,000</td>
<td>50</td>
</tr>
<tr>
<td># Children will demonstrate gains in school readiness in terms of numeracy (math) skills.</td>
<td>800</td>
<td>44</td>
</tr>
<tr>
<td>Of 480 parents of economically disadvantaged children who complete 5 hours of family literacy training on book sharing with their child, 336 will demonstrate improved family literacy behaviors.</td>
<td>336</td>
<td>0</td>
</tr>
</tbody>
</table>
I. ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

A. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

B. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

C. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

D. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

E. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

F. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin;

2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex;


4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;

5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;

6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;

9. Any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and

10. The requirements of any other nondiscrimination statute(s) which may apply to the application.
G. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

H. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

I. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

J. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

K. Will comply with environmental standards which may be prescribed pursuant to the following:
   1. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
   2. Notification of violating facilities pursuant to EO 11738;
   3. Protection of wetlands pursuant to EO 11990;
   4. Evaluation of flood hazards in floodplains in accordance with EO 11988;
   5. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.);
   6. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.);
   7. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and

L. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

M. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

N. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

O. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
P. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

Q. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

R. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

S. Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

T. Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion (except that the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project on the date the grant was awarded).

U. Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to:
   1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin;
   2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
   4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;
   5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
   6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
   7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
   8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and
   9. The requirements of any other nondiscrimination statute(s) which may apply to the application.

V. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program.
W. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the non-displacement requirements specified in section 177 of the NCSA.

X. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the state commission for the state in which the program operates.

Y. Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed.

Z. Will comply with the non-duplication and non-displacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the 45 C.F.R. Chapter XXV § 2540.100.

AA. Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in 45 CFR Chapter XXV § 2540.230.

AB. Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform.

AC. Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences.

AD. Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of CNCS, conduct an internal evaluation of the program.

AE. Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS.

AF. Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation.
II. CERTIFICATIONS
A. Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants’ responsibilities.

1. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
   a. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b. Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other 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;
   c. Is 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 (1) (b) of this certification, and
   d. Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default.

2. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

B. Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620). As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace,
   b. The grantee’s policy of maintaining a drug-free workplace.
   c. Any available drug counseling, rehabilitation, and employee assistance programs, and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   a. Abide by the terms of the statement, and
   b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notifying us within ten days after receiving notice under subparagraph (d) from an employee or otherwise receiving actual notice of such conviction;

6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d), with respect to any employee who is so convicted-
   a. Taking appropriate personnel action against such an employee, up to and including termination; or
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1) through (7).

C. Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

3. The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

D. Erroneous Certification or Assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
E. Notice of Error in Certification or Assurance
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

F. Definitions
The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

G. Assurance Requirement for Subgrant Agreements
You agree by signing this Contract that you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

H. Assurance Inclusion in Subgrant Agreements
You agree by signing this Contract that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

I. Assurance of Subgrant Principals
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

J. Non-Assurance in Subgrant Agreements
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

K. Prudent Person Standard
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Signature ____________________________  Date ____________________________
CaSonya Thomas, Commission Chair ____________________________
Print Name and Title ____________________________
We are pleased that the Corporation for National and Community Service (CNCS) and California Volunteers has continued First 5 Service Corps funding for the 2020-2021 program year. The quality implementation of First 5 Service Corps at partnering organizations is largely responsible for the continued funding. We thank you and your team for your support of the program’s success.

Now that the funding has been secured, the partner contracting process can begin. A key component of contracting is the 2020-2021 partner match per 1700-hour and 900-hour members. As in prior years, the Child Abuse Prevention Council of Sacramento (CAPC) will utilize a structure for First 5 Service Corps which allows partnering agencies to choose the member Living Allowance “Tier” that best meets their organizations needs and budget. There is a slight increase in 2020-2021 member costs and therefore the 2020-2021 First 5 Service Corps partner match “Tiers”.

For your review, the tables on the next page outline the “2020-2021 Living Allowance Tiers for a 1700 and 900-hour Member. As you will notice there has been an increase to each tier level for partner match. Most Tiers have between a 2.05% and 3% increase as program costs have increased slightly. For Tier 1 and 2 for 1700-hour members there has been an increase of approximately 11%. For the 2020-2021 program year CNCS has raised the minimum living allowance level for 1700-hour members to approximately $14,300 per year. This required increase necessitated tier 1 and tier 2 to increase costs as to meet CNCS requirements.

Member health care costs are outlined in the table and are estimated at $4164 for a 1700-hour member. Part-time (900 hour) members are not eligible to receive health care benefits. For the 2019-2020 First 5 Service Corps year, approximately 10% of members elected health care benefits. As of this date, CNCS has not issued 2020-2021 guidance on member health care requirements. Should we receive CNCS guidance on member health care different than what is reflected in the current budget, CAPC may need to revise the health care cash match amounts to be in compliance with CNCS guidance. Lastly the 2020-2021 Education Award amounts are included.

At this time, continued funding for the CA for All Education Award has not been confirmed for the 2020-2021 program year.
### 1700-Hour Members

<table>
<thead>
<tr>
<th>Tier</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700-Hour Member Living Allowance</td>
<td>$14,300.00</td>
<td>$15,300.00</td>
<td>$16,900.00</td>
<td>$20,000.00</td>
<td>$22,800.00</td>
</tr>
<tr>
<td>1700-Hour Member 2020-2021 Cash Match w/o Healthcare</td>
<td><strong>$8,200.00</strong></td>
<td><strong>$10,550.00</strong></td>
<td><strong>$13,125.00</strong></td>
<td><strong>$17,175.00</strong></td>
<td><strong>$20,875.00</strong></td>
</tr>
<tr>
<td>1700-Hour Member 2019-2020 Cash Match w/o Healthcare</td>
<td>$7,300</td>
<td>$9,450</td>
<td>$12,775</td>
<td>$16,725</td>
<td>$20,300</td>
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</table>

### 900-Hour Members

<table>
<thead>
<tr>
<th>Tier</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-Hour Member Living Allowance</td>
<td>$7,570.00</td>
<td>$8,100.00</td>
<td>$8,950.00</td>
<td>$10,600.00</td>
<td>$12,100.00</td>
</tr>
<tr>
<td>900-Hour Member 2020-2021 Cash Match w/o Healthcare</td>
<td><strong>$5,175.00</strong></td>
<td><strong>$6,475.00</strong></td>
<td><strong>$8,225.00</strong></td>
<td><strong>$10,385.00</strong></td>
<td><strong>$12,400.00</strong></td>
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<tr>
<td>900-Hour Member 2019-2020 Cash Match w/o Healthcare</td>
<td>$5,075</td>
<td>$6,225</td>
<td>$7,950</td>
<td>$10,065</td>
<td>$11,975</td>
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</table>

### Healthcare Costs

<table>
<thead>
<tr>
<th>Monthly = $347</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$4,164</strong></td>
</tr>
</tbody>
</table>

If eligible members elect Healthcare Coverage through AmeriCorps, then partner agencies contribute $347 per month towards healthcare costs. Healthcare costs are invoiced separately from the rest of the cash match costs. This table gives the total healthcare costs for a 12-month term of service. Partners need to be prepared to pay healthcare costs should their AmeriCorps member elect coverage. Members must not have current health coverage (or have lost coverage through no fault of their own) AND be serving at least 35 hours per week to be eligible for health coverage.

### Education Award Amounts

<table>
<thead>
<tr>
<th>Tier</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700-Hour Member</td>
<td>$6,195.00</td>
</tr>
<tr>
<td>900-Hour Member</td>
<td>$3,097.50</td>
</tr>
</tbody>
</table>

AmeriCorps members that successfully complete a Full-time 1700-hour service term approved through FY 2020 AmeriCorps State funding will be eligible to receive $6,195 Segal AmeriCorps Education Award. Members that successfully complete a 1200-hour service term will be eligible to receive a Segal AmeriCorps Education Award of $4,336.50. Members that successfully complete a 900-hour service term will be eligible to receive a Segal AmeriCorps Education Award of $3,097.50. Members may use the education award to pay for current educational expenses at an eligible institution, to repay qualified student loans, or to do both.
AGENDA ITEM 3
August 5, 2020

Subject
Home Visiting Coordination Grants

Recommendations
Approve and authorize the Executive Director or designee to execute any and all forms or agreements required to accept $200,000 in funds awarded through First 5 California under the Home Visiting Coordination Grant to support and develop a Countywide Home Visiting System for Fiscal Years 2020-2022.

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

Financial Impact
$200,000 for Fiscal Years 2020-2022.

Background Information
In May 2020, First 5 California (F5CA) announced the release of the Home Visiting Coordination Grant (Grant) Request for Applications. This Grant reflects F5CA Commission vision to support counties in creating a sustainable, unified system that supports families with the home visiting services they need and to maximize available funding to serve more families. This funding is meant to promote increased coordination and collaboration, and is expected to yield significant systems changes, including providing the backbone support needed to engage agencies in systems building collaboration.

Over the course of this two-year funding cycle, the goals and objectives of this Grant are:

1. Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services.

2. Efficient, coordinated, and sustainable local home visiting that serves more families more effectively.

3. Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes.

4. Networks of cross-county coordination and collaboration that promote shared learning, capacity-building, and resource sharing.

With input from San Bernardino County agencies currently implementing home visiting programs, First 5 San Bernardino (F5SB) submitted an application on June 30, 2020 that identified F5SB as the lead fiscal agency on behalf of the Grant, with the expectation of notification and finalized contract in August 2020.

Commission approval will provide $200,000 in additional revenue for Fiscal Years 2020-2022 to support a Countywide effort for the Home Visiting System – San Bernardino.

Approval of this item supports all three of the Strategic Priority Areas in the Commission’s 2020-2023 Strategic Plan (Child Health, Quality Early Learning, and
Family Supports) through the following Investment Areas:

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

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

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

### Review

Sophie Akins, Commission Counsel

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<table>
<thead>
<tr>
<th>Report on Action as taken</th>
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<tbody>
<tr>
<td><strong>Action:</strong></td>
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<tr>
<td>Moved:</td>
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<tr>
<td><strong>In Favor:</strong></td>
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<tr>
<td><strong>Opposed:</strong></td>
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<td><strong>Abstained:</strong></td>
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<tr>
<td><strong>Comments:</strong></td>
</tr>
<tr>
<td><strong>Witnessed:</strong></td>
</tr>
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</table>
Home Visiting Coordination Funding Budget Narrative

County: San Bernardino

Fiscal Lead Agency: First 5 San Bernardino

A. Personnel

Total Personnel (Salaries + Benefits)

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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1. Salaries

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>$ Enter total (dollars and cents)</td>
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Please explain calculations.

2. Benefits

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<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</table>

B. Operations

Total Operations (sum of B. 1–6)

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tbody>
<tr>
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<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</table>

1. Materials and Supplies

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tbody>
<tr>
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<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</tbody>
</table>
Please explain calculations.

2. Travel

<table>
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<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</table>

Please explain calculations.

3. Equipment

<table>
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<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</tbody>
</table>

Please explain calculations.

4. Incentives

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tr>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</table>

Please explain calculations.

5. Contractual

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
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<tbody>
<tr>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
<td></td>
</tr>
</tbody>
</table>

First 5 San Bernardino plans to hire a consultant for the development of a Home Visiting Coordination Strategic Plan to support a Home Visiting Coordination Systems (HVCS) framework specific to San Bernardino County. The Consultant for the development of the framework will support, analyze, coordinate and guide the Commission’s efforts around the following objectives associated with HVCS.

6. Other

<table>
<thead>
<tr>
<th></th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
<td>$ Enter total (dollars and cents)</td>
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</table>
Please explain calculations.

C. Match Funds

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>2020–2021</th>
<th>2021–2022</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Match includes in-kind staff position of $25,000 per year and cash of $75,000 per year from First 5 San Bernardino Prop 10 dollars. First 5 San Bernardino plans to fund an agency to act as a lead for this project to support First 5 San Bernardino in the development of networks to create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families.

D. Totals

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Total FY 2020–2021</th>
<th>Total FY 2021–2022</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personnel</td>
<td>$ Enter total</td>
<td>$ Enter total</td>
<td>$ Enter total</td>
</tr>
<tr>
<td>Total Operations</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Indirect Cost Rate (not to exceed 15%)</td>
<td>Click here to enter %</td>
<td>Click here to enter %</td>
<td>Click here to enter %</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$ Enter total</td>
<td>$ Enter total</td>
<td>$ Enter total</td>
</tr>
<tr>
<td>Total First 5 Funds</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total Matching Funds</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
</tbody>
</table>
# Home Visitors Coordination Funding Budget
## Fiscal Years 2020-2021 and 2021-2022

**Fiscal Lead Agency:** First 5 San Bernardino  
**Agency Address:** 735 E. Carnegie Dr. Suite 150  
**City, Zip Code:** San Bernardino, 92408  
**Fiscal Lead Agency Contact:** Debora Dickerson-Sims  
**Phone Number:** 909-252-4269  
**Email:** debora.dickerson-sims@cfc.sbcounty.gov

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>FY 2020-2021</th>
<th>FY 2021-2022</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>A. PERSONNEL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Benefits</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td><strong>B. OPERATING</strong></td>
<td>$ 100,000.00</td>
<td>$ 100,000.00</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentives/Stipends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Operations</strong></td>
<td>$ 100,000.00</td>
<td>$ 100,000.00</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td><strong>C. TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs (A+B)</td>
<td>$ 100,000.00</td>
<td>$ 100,000.00</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td><strong>Indirect Cost Rate</strong> (not to exceed 15%)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td>$ 100,000.00</td>
<td>$ 100,000.00</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td><strong>D. TOTAL MATCH FUNDS</strong> (if applicable)</td>
<td>$ 100,000.00</td>
<td>$ 100,000.00</td>
<td>$ 200,000.00</td>
</tr>
</tbody>
</table>
Home Visiting Coordination Funding 2020-2021 to 2021-2022

Instructions

First 5 California (F5CA), in partnership with the Departments of Social Services and Public Health, is offering Home Visiting Coordination (HVC) funding to help counties coordinate implementation of evidence-based home visiting programs, facilitate cross-agency and cross-county peer learning, and strengthen the local early childhood development and family support systems to include home visiting as a critical component. Please identify the fiscal lead agency to support one or more counties. A single application may be submitted on behalf of multiple counties applying in partnership.

The application consists of three parts (1) Contact Information for the Local Assistance Agreement, (2) Home Visiting in the County (if any), and (3) Document Uploads (Signature Pages, Budget, and Budget Narrative).

F5CA will accept applications through June 30, 2020.
Home Visiting Coordination Funding 2020-2021 to 2021-2022

Contact Information for the Local Assistance Agreement

Information on this page will be included in the Local Assistance Agreement (LAA).

* 1. Please provide information about the Fiscal Lead Agency and person authorized to sign the LAA.

<table>
<thead>
<tr>
<th>First and Last Name of Authorized Signer</th>
<th>Karen E. Scott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Fiscal Lead Agency</td>
<td>First 5 San Bernardino</td>
</tr>
<tr>
<td>Street Address</td>
<td>735 E. Carnegie Drive Suite 100</td>
</tr>
<tr>
<td>City</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>92408</td>
</tr>
</tbody>
</table>

* 2. Provide information about the contract manager for this LAA.

<table>
<thead>
<tr>
<th>Contract Manager First and Last Name</th>
<th>Tania Offerral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Staff Analyst II</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
3. Provide information about the fiscal manager for this LAA
Fiscal Manager First and Last Name: Debora Dickerson-Sims
Title: Chief Financial Officer
Phone Number
Email

* 4. Identify the Fiscal Lead Agency's county
San Bernardino

* 5. Counties are encouraged to submit a joint application with other counties for an HVC Agreement that can be implemented across the partnering counties. Which county(ies) are part of this application?
   - My county only
   - Multiple counties (Please specify.)

Note: If multiple counties are part of a single application, at least one agency lead from each county must sign the Signature Page.

* 6. For which type of funding is this application?
   - Planning
   - Implementation
   - Integration
Home Visiting Coordination Funding 2020-2021 to 2021-2022

Home Visiting in this County

* 7. Does the county offer home visiting services to families?
   - [ ] No home visiting services are available
   - [x] Yes. The county offers home visiting services. (Please specify.)
   *see attachment A

* 8. Counties applying for planning funds do not have state funding for home visiting. What barriers has the county faced in drawing down state funding for home visiting?

N/A our county is applying for Implementation funds
Question 7: Does the county offer home visiting services to families? If so, please specify.

Yes, the county of San Bernardino offers evidence-based home visiting services to families and First 5 San Bernardino is committed to strengthening connections with our local organizations offering home visiting services to our community. First 5 San Bernardino leadership team has identified three organizations offering evidence-based home visiting services to children 0-5 years old and families in the county of San Bernardino.

The CalWORKS Home Visiting Program is being implemented in partnership by County of San Bernardino; Human Services – Transitional Assistance Department (TAD) and Preschool Services Department (PSD) to provide services to the community of San Bernardino County. TAD and PSD are utilizing the Early Head Start home based model to implement the program and are transitioning to utilizing Parents As Teachers (PAT).

El Sol Neighborhood Educational Center, a non-profit funded by First 5 San Bernardino, is accredited by Healthy Families America (HFA) and implements the HFA framework, coupled with Nurturing Parenting Curriculum. Additionally, El Sol NEC is accredited and implements the Home Instruction for Parents of Preschool Youngsters (HIPPY) curriculum.

The third organization implementing home visiting services is Tribal Home Visiting and they are currently utilizing the Parents as Teachers (PAT) curriculum.

San Bernardino County staff implementing home visiting range from Community Health Workers (CHWs) within the Promotores de Salud Model to staff members who may have a bachelor's degree in early childhood, human development or a related field of study.

To promote optimal health for children and families, local organizations apply strategies including home visitation programs designed to strengthen families via strength-based parenting education, provide targeted health education, promote mental health education and behavioral health, as well as, offer regular developmental screening. The programs are designed to develop and maintain positive family relations, empower parents, support families by providing opportunities to practice new behaviors and skills, and assess family progress accurately.
Home Visiting Coordination Funding 2020-2021 to 2021-2022

Implementation and Integration Funding Requirements

* 9. To qualify for implementation or integration funds, counties must be implementing at least one evidence-based home visiting program (go to https://homvee.act.hhs.gov/ for a list of models with evidence of effectiveness). Which of the following evidence-based home visiting model(s) are implemented in this county?

- [ ] Attachment and Biobehavioral Catch Up (ABC) Intervention
- [X] Early Head Start Home-Based Option
- [ ] Early Intervention Program for Adolescent Mothers
- [ ] Family Check Up for Children
- [ ] Family Connects
- [ ] Family Spirit
- [ ] Healthy Beginnings
- [X] Healthy Families America (HFA)
- [X] Home Instruction for the Parents of Preschool Youngsters (HIPPY)
- [ ] Maternal Early Childhood Sustained Home Visiting Program (MECSH)
- [ ] Nurse-Family Partnership (NFP)
- [X] Parents as Teachers (PAT)
- [ ] Other (Please specify.)

* 10. Are there other evidence-informed or local home visiting programs in this county?

- [ ] No other home visiting programs
- [X] Yes. The county offers other home visiting program(s) (Please specify.)

*see attachment A
Question 10: Are there other evidence-informed or local home visiting programs in this county? If so, please specify.

Yes, the county of San Bernardino offers evidence-informed home visiting programs. Preschool Services Department (PSD) provides a maternal infant health program called *Low Income First Time (LIFT) Pregnant Mothers Program*, which offers home visiting services to first time pregnant mothers and their children up to 0-2 years old. The LIFT program delivers regular screening, assessment and referral including, pre/post-natal care, mental health, family health and nutrition, child growth and development.

In addition, El Sol Neighborhood Educational Center, funded by First 5 San Bernardino, implements Nurturing Parenting Home Visiting Curriculum with the purpose of increasing parenting competencies and family self-sufficiency through a dual immersion of in-home parenting classes and structured case management. Families participating in this program engage in one-on-one parenting sessions with the focus of learning to provide developmentally appropriate care, parents are empowered with the capacity and resources to thrive, and ensure children are free from abuse and neglect. Furthermore, El Sol NEC is accredited to implement the evidence-informed Parent Child Home Program (PCHP) to its target population of parents with children 0-3 years of age. PCHP is designed to improve early childhood education, school readiness, and family literacy.
* 11. Identify the source(s) of funding for the county's home visiting program(s). Note: Counties applying for implementation and integration funding must have funding from HVP or CHVP for home visiting at the time of application.

- [x] California Department of Social Services CalWORKS - Home Visiting Program (HVP)
- [ ] California Department of Public Health - California Home Visiting Program (CHVP/MIECHV)
- [x] Local First 5 County Commission
- [x] Grant funding
- [x] Other state or federal funding
- [ ] Other (please specify)


* 12. Identify the local agencies funded to implement home visiting programs in this county.

- [ ] Department of public health
- [ ] Department of mental health
- [x] Department of social services
- [ ] First 5 county commission
- [ ] Hospitals
- [x] Community-based organization
- [ ] School district/local education agency
- [ ] Other (Please specify.)

  - San Bernardino County Department of Preschool Services
  - Tribal Home Visiting
Home Visiting Coordination Funding 2020-2021 to 2021-2022

Document Uploads

Please upload your county's Signature Pages corresponding to the type of funding for which you are applying, as well as the county's budget and budget narrative.

* 13. Attach signature page with contact information for required and optional agencies, as appropriate. The signatures confirm:

- The applicant(s) have read and agreed to, to the extent applicable, the funding terms and conditions associated with the Home Visiting Coordination Funding.
- Applicant(s) and partners have knowledge of and agreement with their county's Application, and all forms required to be submitted as part of the Application are certified to be true and binding on the applicants.
- Counties and their partners will follow all RFA requirements and conditions.
- New funds supplement and do not supplant existing investments.

* 14. Upload the county's HVC Budget here.

Excel budget workbook must be saved as PDF; please label the file with your county's name.

* 15. Upload the county's HVC Budget Narrative here.

Please label the file with your county's name.
BL 20-11 Certification for Home Visiting Coordination Funding

Fiscal Lead Agency: First 5 San Bernardino
Street Address: 735 E. Carnegie Drive Suite 150
City, State, Zip Code: San Bernardino, CA 92408

By signing below, I am certifying as Fiscal Lead Agency for the Home Visiting Coordination (HVC) Local Assistance Agreement, my agency will comply with the requirements of the California Department of Finance’s Budget Letter (BL 20-11, available at http://www.dof.ca.gov/budget/Budget_Letters/), and agree to use HVC funding for the purpose of facilitating activities that improve cross-program service coordination and integration into a system of supports that enable families to be served during their greatest need with the most appropriate program and services to recover from the effects of the COVID-19 pandemic.

Authorized Signer:
Signature: [Signature]
Print name: Karen E. Scott
Email address: kscott@cf.c.sbccounty.gov
Phone number: (909) 252-4252

Date signed: 06/30/2020
Please upload these forms to your SurveyMonkey Application. If signatures of Fiscal Lead Agency Representatives (Section 1), collaborating agencies (Section 2 and 3), or Partner Agencies (Section 4) are not available at the time of application, include the name and all contact information (address, phone, email) at the time of application, and submit an updated form with signatures within 10 working days of contract execution.

Please use the appropriate forms matching the county’s type of HVC Funding.

- Section 1 – All counties
- Section 2 – Counties applying for Implementation and Integration funds
- Section 3 – Counties applying for Integration funds
- Section 4 – Counties applying as a Multi-County Partnership

Attach signature page with contact information for required and optional agencies, as appropriate. The signatures confirm:

- The signatories have read and agreed to, to the extent applicable, the funding terms and conditions associated with the HVC Funding.
- Fiscal Lead Agencies, and their collaborators and partners will follow all requirements and conditions of the RFA.
- HVC funds supplement and do not supplant existing investments.

**Section 1. Required for all applicants**

<table>
<thead>
<tr>
<th>Fiscal Lead Agency:</th>
<th>First 5 San Bernardino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name:</td>
<td>County of San Bernardino</td>
</tr>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>735 E. Carnegie Dr. #150 San Bernardino CA 92408</td>
</tr>
<tr>
<td>Home Visiting Program:</td>
<td>Healthy Families America</td>
</tr>
<tr>
<td>Name of Agency Representative:</td>
<td>Karen E. Scott</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:kscott@cfc.sbccounty.gov">kscott@cfc.sbccounty.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 252-4252</td>
</tr>
<tr>
<td>Signature:</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Date Signed:</td>
<td>Jun 29, 2020</td>
</tr>
</tbody>
</table>

[Signature]
Section 2. For counties applying for implementation and integration funds

Obtain signatures from at least two county agencies committed to collaborating on coordination activities, including, at minimum, a local leader(s) whose agency oversees implementation of DSS- or DPH-funded home visiting program(s) and the agency leader overseeing implementation of the evidence-based home visiting program, if different. Electronic signatures are acceptable

**Agency implementing a State-funded home visiting program**

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Transitional Assistance Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>860 E. Brier Drive, San Bernardino, CA 92415</td>
</tr>
<tr>
<td>Agency Representative:</td>
<td>Gilbert Ramos</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>Director of TAD</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:gramos@hss.sbccounty.gov">gramos@hss.sbccounty.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 388-0245</td>
</tr>
<tr>
<td>Signature:</td>
<td>[Signature Image]</td>
</tr>
<tr>
<td>Date Signed:</td>
<td>Jul 30, 2020</td>
</tr>
</tbody>
</table>

**Agency implementing an evidence-based home visiting program**

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>El Sol Neighborhood Educational Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>766 N. Waterman Ave, San Bernardino, CA 92410</td>
</tr>
<tr>
<td>Agency Representative:</td>
<td>Alejandro Fajardo</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:alexfajardo@elsolneec.org">alexfajardo@elsolneec.org</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 884-3735</td>
</tr>
<tr>
<td>Signature:</td>
<td>[Signature Image]</td>
</tr>
<tr>
<td>Date Signed:</td>
<td>Jul 30, 2020</td>
</tr>
</tbody>
</table>
Section 3. Other agencies implementing home visiting programs

- Optional for counties applying for **Implementation funds**: include signatures of other home visiting agencies committed to coordination

- Required for counties applying for **Integration funds**: include signatures from all home visiting lead agencies in the county

- Electronic signatures are acceptable

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Preschool Services Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>662 South Tippecanoe Avenue, San Bernardino CA 92415</td>
</tr>
<tr>
<td>Agency Representative:</td>
<td>Phahoi Haire</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>Director of HS-PSD</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:phaire@psd.sbcounty.gov">phaire@psd.sbcounty.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 383-2006</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date Signed:</td>
<td>July 30, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Public Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>351 N. Mountain View Ave. Suite 303, San Bernardino, CA 92415</td>
</tr>
<tr>
<td>Agency Representative:</td>
<td>Corwin Porter</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>Interim Public Health Director</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:cporter@dph.sbcounty.gov">cporter@dph.sbcounty.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 387-4859</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date Signed:</td>
<td>July 30, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Child Care Resource Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address: (Street, City, Zip Code)</td>
<td>1111 E. Mill Street, Suite 100, San Bernardino, CA 92408</td>
</tr>
<tr>
<td>Agency Representative:</td>
<td>James Moses</td>
</tr>
<tr>
<td>Representative Title:</td>
<td>CCRC Regional Director</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:JMoses@ccrcca.org">JMoses@ccrcca.org</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(909) 384-8031</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date Signed:</td>
<td>July 30, 2020</td>
</tr>
</tbody>
</table>

Please duplicate this page as needed.
### STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 10/2019)

| 1 | **INSTRUCTIONS:** Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by California state agencies to prepare Information Returns (Form 1099). See next page for more information and Privacy Statement.

**NOTE:** Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form. |

| 2 | **BUSINESS NAME** (As shown on your income tax return)

Children and Families Commission of San Bernardino

| SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL. (Name as shown on SSN or ITIN) Last, First, Mi |

E-MAIL ADDRESS

| MAILING ADDRESS  |

735 E. Carnegie Drive, Suite 150 |

| CITY |

San Bernardino |

| STATE |

CA |

| ZIP CODE |

92408 |

| BUSINESS ADDRESS |

| CITY |

| STATE |

| ZIP CODE |

| 3 | **ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):** |

| 9 - 5 - 6 - 0 - 0 - 2 - 7 - 4 - 8 |

| □ PARTNERSHIP |

| □ ESTATE OR TRUST |

| CORPORATIONS: |

| □ MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) |

| □ LEGAL (e.g., attorney services) |

| □ EXEMPT (nonprofit) |

| □ ALL OTHERS |

| □ SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC (Disregarded Entity) |

| ENTER SSN OR ITIN: |

| ☑ CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California. |

| ☑ CALIFORNIA NON RESIDENT (see next page for more information) - Payments to nonresidents for services may be subject to state income tax withholding. |

| No services performed in California. |

| Copy of Franchise Tax Board waiver of state withholding attached. |

| 4 | **PAYEE RESIDENCY STATUS** |

| I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below. |

| AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) |

Karen E. Scott |

| TITLE |

Executive Director |

| TELEPHONE (include area code) |

(909) 252-4252 |

| SIGNATURE |

Karen E. Scott |

| DATE |

06/30/2020 |

| E-MAIL ADDRESS |

Kscott@cfc.sbcounty.gov |

| 5 | **DEPARTMENT/OFFICE** |

| UNIT/SECTION |

| MAILING ADDRESS |

| TELEPHONE (include area code) |

| FAX |

| CITY |

| STATE |

| ZIP CODE |

| E-MAIL ADDRESS |
Requirement to Complete the Payee Data Record, STD 204

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&T&C).

Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships and single member limited liability companies (LLCs) must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN. The mailing address should be the address at which the payee chooses to receive correspondence. The business address is the address of the business' physical location.

Check only one box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&T&C sections 18846 and 18861 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&T&C section 18862 and its regulations.

Payees must provide one of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships, single member LLC (disregarded entities), and individuals is the SSN or ITIN. Only partnerships, estates, trusts, corporations, and LLCs (taxed as partnerships or corporations) will enter their FEIN.

Do you qualify as a California resident or nonresident?

A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

Payments to nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are $1,500 or less for the calendar year.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4800
E-mail address: wscg.gen@ftb.ca.gov
For hearing impaired with TDD, call: 1-800-822-6268
Website: www.fiscal.ca.gov

Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.

This section must be completed by the state agency requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to $20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.
## AGENDA ITEM 4  
### August 5, 2020

<table>
<thead>
<tr>
<th>Subject</th>
<th>Request for Qualifications for a Home Visiting System Consultant</th>
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<tr>
<td><strong>Recommendation</strong></td>
<td>Approve and authorize release of Request for Qualifications for a Home Visiting System Consultant to assist with the development of a Home Visiting Strategic Plan and countywide framework. (Presenter: Tania Offerral, Staff Analyst II, 252-4262)</td>
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<td><strong>Financial Impact</strong></td>
<td>Funding for a two (2) year contract period not to exceed $100,000 per Fiscal Year for a maximum total of $200,000, beginning October 29, 2020 through June 30, 2022.</td>
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### Background Information

First 5 San Bernardino (F5SB) recommends a release of the proposed Request for Qualifications (RFQ) for a qualified firm or individual to serve as the Consultant to support the Project Lead for a Home Visiting System (HVS) and the development of a HVS strategic plan and framework specific to San Bernardino County.

In May 2020, First 5 California (F5CA) announced the release of the Home Visiting Coordination Grant (Grant) Request for Applications. This Grant reflects F5CA’s vision to support counties in creating a sustainable, unified system that supports families with the home visiting services they need and to maximize available funding to serve more families. This funding is meant to promote increased coordination and collaboration, and is expected to yield significant systems changes, including, providing the backbone support needed to engage agencies in systems building collaboration.

F5SB submitted an application on June 30, 2020 that identified F5SB as the fiscal Lead Agency on behalf of the Home Visiting Coordination RFA grant.

Over the course of this two-year funding cycle, the goals and objectives of this Grant are:

1. Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services
2. Efficient, coordinated, and sustainable local home visiting that serves more families more effectively
3. Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes
4. Networks of cross-county coordination and collaboration that promote shared learning, capacity-building, and resource sharing

In order to meet these expectations, F5SB recommends the use of a firm or individual Consultant for the development of the framework that will support, analyze and guide the HVS Project Lead to coordinate the Commission’s efforts pertaining to the following objectives associated with a HVS:
Objective 1: Assist in conducting San Bernardino County’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan includes data about families, existing and potential collaborators, partners, and community assets relevant for children and families.

Objective 2: Facilitate the development of the HVS Strategic Plan with a framework that will guide implementation of core components and strategies within the system.

Objective 3: Ensure appropriate partner engagement, communication and documentation to successfully implement core components of the Strategic Plan.

Objective 4: Develop and solidify a Home Visiting System – San Bernardino (HVS-SB) leadership team and workgroup membership.

While every family with a young child may benefit from community and social support to help adjust to developmental stages and promote their child’s healthy development, for those with fewest assets, home visiting is a critical service to help families access supports and resources to help their child thrive. The Commission is committed to creating a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families.

The project period anticipated is October 29, 2020 through June 30, 2022. Pending Commission approval, the selected Consultant will enter into a contract amount not to exceed $200,000.

PROJECT TIMELINE

1. RFQ Release                                       Thursday, August 6, 2020
2. Deadline for submission of questions
   Email: Tania.Offerrall@cfc.sbcounty.gov           Thursday, August 13, 2020
   No later than 12 P.M., PST
3. Deadline for qualifications submissions         Monday, August 24, 2020
   No later than 12:00 P.M., PST
4. Tentative date for Commission approval          Wednesday, October 28, 2020
   The Successful Contractor must be present at the Commission Meeting for Contract Approval
5. Contract start date                              Thursday, October 29, 2020

Review                                                    Sophie Akins, Commission Counsel
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Request For Qualifications
For
A Home Visiting System Consultant
RFQ 20-02
October 29, 2020 – June 30, 2022
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Attachments:
A – Local Preference Policy
B – Statements of Certification
I.  INTRODUCTION

A.  Purpose

First 5 San Bernardino, hereafter referred to as the “Commission”, is issuing this Request for Qualifications (RFQ) for a qualified firm or individual hereinafter referred to as “Consultant(s)” to serve as the Consultant to support the creation of a Home Visiting System (HVS) framework specific to San Bernardino County. The Consultant for the development of the framework will support, analyze, coordinate and guide the selected Project Lead and the Commission’s following objectives associated with a HVS:

Objective 1: Assist in conducting San Bernardino County’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan includes data about families, existing and potential collaborators, partners, and community assets relevant for children and families

Objective 2: Facilitate the development of a HVS Strategic Plan with a framework that will guide implementation of core components and strategies within the system

Objective 3: Ensure appropriate partner engagement, communication and documentation to successfully implement core components of the Strategic Plan

Objective 4: Develop and solidify a Home Visiting System – San Bernardino (HVS-SB) leadership team and workgroup membership

While every family with a young child may benefit from community and social support to help adjust to developmental stages and promote their child’s healthy development, for those with fewest assets, home visiting is a critical service to help families access supports and resources to help their child thrive. The Commission is committed to creating a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families.

The project period anticipated is from October 29, 2020 - through June 30, 2022. The selected Consultant will enter into a contract approved by the Commission not to exceed $200,000 for the duration of the contract.

B.  Proposition 10 and First 5 San Bernardino

The Commission was created by the passage of Proposition 10, the California Children and Families Act. In November 1998, voters passed this statewide ballot initiative to add a 50 cent tobacco tax on cigarette packs and tobacco products. The revenues collected must be directed toward promoting, supporting, and improving the early development of children prenatal through five years of age and to supporting the creation of integrated, comprehensive, and collaborative systems of services to enhance optimal early childhood development.

To facilitate the direction of Proposition 10 funds at the local level, county commissions were established in each of the 58 counties in California. Each Commission is comprised of members appointed by the local county board of supervisors and each commission has independent authority over the administration of Proposition 10 funds in its county.

This Strategic Plan outlines broad goals and specific outcomes to support each goal. All funded projects of the Commission are designed to support the Commission in achieving these goals. A copy of the Strategic Plan can be downloaded from our website at first5sanbernardino.org.

**First 5 San Bernardino Vision**  
All children in San Bernardino County are healthy, safe, nurtured, eager to learn and ready to succeed.

**First 5 San Bernardino Mission**  
Promote, support and enhance the health and early development of children prenatal through age five and their families and communities.

From First 5 San Bernardino Strategic Plan 2020-2023:

**Strategic Priority Areas (SPA's) and Goals:**

- **Child Health**  
Children prenatal through age 5 and their families can access the full spectrum of health and behavior health services reached to enhance their well-being.

- **Quality Early Learning**  
Children born through age 5 benefit from high quality early childhood care and education, family engagement, and support that prepares all children to reach their optimal potential in school and life.

- **Family Supports**  
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.

**Investment Area:**  
*Systems Level Efforts- Collaboration, Community Capacity Building, and Workforce*

Across the SPAs there are three outcomes that support efficient systems. These include First 5 San Bernardino’s commitment to ensuring that families, providers, and stakeholders **collaborate** effectively to improve the well-being of the child; that **community organizations** and groups are equipped to effectively serve children and families (community capacity building); and that the **workforce** is developed to effectively serve children families.

Additionally, programs and approaches are strength-based, trauma-informed, focused on the importance of relationship-building and aim to be culturally effective across all aspects of SPA work.

**Desired Approach:**

The Commission desires to approach Home Visiting Services (HVS) in a holistic, comprehensive, and coordinated manner for the purpose of creating a sustainable, unified system that supports families. Through a systems building strategy, the Commission desires
to support and improve San Bernardino County’s ability to draw down and maximize state and local funding to serve more families with the services they need by strengthening coordination of an interconnected local early childhood system.

This “Systems” approach to identify and coordinate services to this population is not only more efficient in terms of the use of public dollars (Proposition 10) but also more efficient for the families accessing and using the services so their needs can be addressed upon engagement with services. Strategies to move this work forward has been discussed with El Sol Neighborhood Educational Center, Tribal Home Visiting Services, Child Care Resource Center (CCRC) and the following San Bernardino County Departments: Transitional Assistance (TAD), Preschool Services (PSD), and Public Health (DPH). Through the duration of this project, there may be additional partners that could contribute and participate in the development of the HVS.

II. PROJECT TIMELINE

1. RFQ Release

   Thursday, August 6, 2020

2. Deadline for submission of questions

   Email: Tania.Offerrall@cfc.sbcounty.gov

   Thursday, August 13, 2020

   No later than 12 P.M., PST

3. Deadline for qualifications submissions

   Monday, August 24, 2020

   No later than 12:00 P.M., PST

4. Tentative date for Commission approval

   Wednesday, October 28, 2020

   The Successful Contractor must be present at the Commission Meeting for Contract Approval

5. Contract start date

   Thursday, October 29, 2020

The above dates are subject to change as deemed necessary by the Commission.

A. Period of Performance

   The period of performance shall be from October 29, 2020 - through June 30, 2022.

B. Admonition to Consultant(s)

   Once the RFQ has been issued and during the evaluation process, the individual identified in Section II(C) below is the sole contact point for any inquiries relating to this RFQ. Only if authorized by the Commission’s contact may other Commission Staff provide information. Any violation of this procedure may be grounds for disqualification of the Consultant. It is the responsibility of the Consultant to ensure that the RFQ responses arrive in a timely manner.

C. Questions

   Questions regarding the contents of this RFQ must be submitted in writing on or before 12 P.M. PST, Wednesday, August 13, 2020 and directed to Tania Offerrall, Staff Analyst II, Tania.Offerrall@cfc.sbcounty.gov. The questions and answers will be compiled and posted on the First 5 San Bernardino website as an addendum to this RFQ.
D. Correspondence

All correspondence, including qualifications submissions and questions (if such questions are not submitted by email), are to be submitted to:

First 5 San Bernardino
ATTN: Home Visiting System Consultant RFQ 20-02
735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408
Tania Offerrall, Staff Analyst II

E. Qualifications Submission Deadline

All qualifications submissions must be submitted and received electronically via email listed in Paragraph C of this Section no later than 12 P.M. (PST) on, Monday, August 24, 2020. All electronically transmitted submissions must be sent in PDF format. Late submissions will not be considered.

III. QUALIFICATIONS CONDITIONS

A. Contingencies

Funding for this project is contingent on the availability of California Children and Families Trust Fund monies. This RFQ does not commit the Commission to award a contract. Cost, while not necessarily the primary factor used in the selection process, is an important factor. The Commission will award a contract based on the qualifications that best meet the needs of the Commission.

The Commission reserves the right to accept or reject any or all qualifications submissions if the Commission determines it is in the best interest of the Commission to do so. The Commission will notify all Consultant(s) in writing, if the Commission rejects all qualifications submissions.

B. Modifications

The Commission has the right to issue addenda or amendments to this RFQ. The Commission also reserves the right to terminate this procurement process at any time. Addenda or amendments to this RFQ will be posted on the same website as the RFQ.

C. Qualifications Submission

To be considered, all qualifications submissions must be submitted in the manner set forth in this RFQ. **It is the Consultant’s responsibility to ensure that its qualifications submission arrives on or before the specified time.** All submitted materials become the property of the Commission.

D. Inaccuracies or Misrepresentations

If in the course of the RFQ process or in the administration of a resulting contract, the Commission determines that the Consultant has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, the Consultant(s) may be terminated from the RFQ process or in the event a contract has been awarded, the contract may be immediately terminated.
In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

E. Incurred Costs

This RFQ does not commit the Commission to pay any costs incurred in the preparation of a qualifications submission in response to this request and Consultant agrees that all costs incurred in developing the qualifications submission is the Consultant’s responsibility.

F. Qualifications Packet Confidentiality

All information submitted in the submission or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act (California Government Code section 6250, et seq.). Submissions may contain financial or other data that constitutes a trade secret. To protect such data from disclosure, Consultant should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

NOTICE

The data on pages_______ of this submission, identified by an asterisk (*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for the evaluation of our submission, but understand that disclosure will be limited to the extent that the Commission determines is proper under federal, state, and local law.

The proprietary or confidential data shall be readily separable from the submission in order to facilitate eventual public inspection of the non-confidential portion of the submission.

The Commission assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the Consultant will be advised of the request and may expeditiously submit to the Commission a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state and local law. This statement will be used by the Commission in making its determination as to whether or not disclosure is proper under federal, state and local law. The Commission will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury, which may result from any disclosure that may occur.

G. Negotiations

The Commission may require the potential Consultant(s) selected to participate in negotiations, and to submit revisions to budget, technical information, and/or other items from their submission(s) as may result from these negotiations.

H. Local Preference Policy

The County of San Bernardino (County) and the Commission have adopted a preference for vendors whose principal place of business is located within the boundaries of the County. A five percent (5%) preference may be applied to the cost evaluation prior to approval of any purchase or acquisition of services, equipment, goods, or supplies.

For the purposes of the applying the local preference policy (County Policy 11-12), “principal place of business” is defined as the vendor’s main office (or headquarters) or a major regional office. A “major regional office” is defined as a business location apart from the vendor’s main office (or headquarters) which:
1. Has been issued a business license, if required, and has been established and open for a minimum of six months prior to the date that the approval authority authorizes the circulation of the procurement to which the vendor responds; and

2. Can demonstrate ongoing business activity in the field of endeavor on which the vendor is proposing, from that office during the preceding six (6) months; and

3. Has a minimum of 25% of the vendor’s fulltime management employees and 25% of its fulltime regular employees working from the San Bernardino County location(s).

The Commission’s Local Preference Policy means, for example, if two (2) or more Vendors respond to this procurement with qualifications that are equal in quality, service, and ability to meet the Commission’s needs, Commission staff must identify if any of the Vendors are local vendors. If any of the Vendors are local vendors, and their quoted price is within five percent (5%) of the cost of services, equipment, goods, and/or supplies proposed by other Vendors, unless it is determined that an exemption applies, staff may recommend the local vendor for Contract award.

IV. PROJECT REQUIREMENTS

A. Scope of Services

The Consultant for the development of a Home Visiting System will be tasked with the following activities related to the development of a Strategic Plan to include recommendations for the implementation of a multifaceted systemized approach to support optimal home visiting services and outcomes. Successful implementation will include the following:

- Assist in conducting San Bernardino County’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan must include:
  1. Data about families, existing and potential collaborators, partners, and community assets relevant for children and families
  2. Create information showing the quality and capacity of existing local services
  3. The number and types of home visiting programs and the numbers of individuals and families who are receiving services under these programs or initiatives during the year
  4. The extent to which services provided align with documented needs of families enrolled
  5. The gaps in early childhood home visitation in the county (e.g., population eligible but not served, programs not operating at capacity)
  6. Barriers to families signing up for home visiting

- Facilitate and complete the development of a HVS Strategic Plan and Core Objectives embedded within a HVS framework.
  1. Support and facilitate information-gathering efforts with the selected Project Lead, Leadership team and workgroups to ensure sufficient data is collected to inform and solicit strategies that will guide the development of a HVS framework and implementation plan
2. Utilize available resources to make recommendations of linking existing home visitation partnerships/services and identify any gaps that should be addressed

3. Support the process of selecting and onboarding Home Visitation service providers, Home Visitation professionals such as, Home Visitors and Community Health Workers, voice and representation from the community, advocacy and policy partners, etc., to collaborate with F5SB and entities such as, El Sol Neighborhood Educational Center, Tribal Home Visiting Services, Child Care Resource Center (CCRC) and the following San Bernardino County Departments: Transitional Assistance (TAD), Preschool Services (PSD), and Public Health (DPH). Through the duration of this project, there may be additional partners could contribute and participate in the development of the HVS.

- Ensure appropriate a Home Visiting System partner engagement, communication and documentation to successfully implement project objectives:
  1. Analyze, evaluate and catalog, broad landscape of existing home visiting services components across multi-sectors
  2. Coordinate with Home Visitation Coordination Project lead to develop meeting agendas, convene stakeholders, develop communications tools and facilitate leadership team and workgroup meetings
  3. Coordinate and convene partners with expertise in early childhood education, parenting home visitation curriculums, and case management to support the planning and implementation of a HVS framework
  4. Maintain documents appropriate to work plan documentation including meeting summaries, outcome updates and other communication items
  5. Maintain communication with external and internal stakeholders as needed

- Develop and solidify a HVS leadership team and workgroups:
  1. Build on existing partnership engagement efforts; Cultivate and onboard additional cross-sector partners as needed
  2. Develop necessary tools and documents to support early infrastructure development efforts, including leadership and workgroup roles and responsibilities, work plans and timelines
  3. Provide the necessary tactical, facilitation, administrative and communications support to leadership team and workgroups for the development of a HVS strategic plan and core implementation components

B. Summary of Desired Qualifications

- Experience with and knowledge of Home Visitation programs and systems that include components such as early childhood education, prenatal – 5 health,
parenting education and support, the need and benefit for early screening and intervention

- Experience gathering information from cross-sector stakeholders, building consensus and identifying and achieving collaborative goals and objectives
- Experience with successful project design and implementation
- Experience collaborating with countywide agencies working in Home Visitation, social services, intervention and/or educational systems
- Experience working with agencies that develop programs/strategic investments to achieve a measurable impact
- Experience incorporating best practices for the development of partnerships, work plans and timelines
- Knowledge of and experience with the development and support of committees, advisory boards, coalitions or an equivalent entity
- Experience in successfully collaborating with countywide leaders and stakeholders
- Experience with the development of meeting agendas and facilitation
- Experience utilizing efficient communication tools to facilitate workflow, reporting and timely updates
- Experience meeting programmatic objectives on time within allocated budget
- Adequate staffing to effectively complete activities and deliverables outlined in the RFQ
- Experience collecting/analyzing data and making recommendations to leadership

C. Work Product
All work papers prepared in connection with the contractual services will remain the property of the successful Consultant(s); however, all reports rendered to the Commission are the exclusive property of the Commission and subject to its use and control.

D. Project Considerations
1. The Consultant’s personnel will possess appropriate licenses and certificates and be qualified in accordance with applicable statutes and regulations (when applicable). The Consultant(s) will obtain, maintain and comply with all necessary government authorizations, permits, and licenses required to conduct its operations. In addition, the Consultant(s) will comply with all applicable Federal, State and local laws, rules, regulations and orders in its operations including compliance with all applicable safety and health requirements as to the Contractor’s employees
2. The Consultant(s) must possess and comply with other requirements outlined in this RFQ

E. Reference Documents
The Commission has copies of the following materials available for review:
2. Clean Air Act (42 U.S.C. section 7606) [https://www.law.cornell.edu/uscode/text/42/7606]
V. CONTRACT REQUIREMENTS

Contracts funded through this RFQ may include the terms contained below.

A. General Responsibilities

1. 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.

2. Contract Assignability

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

3. 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.

4. Former Commission Administrative Officials

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

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

5. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under the 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.

6. Change of Address

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

7. Staffing and Notification

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

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

8. 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 weeks or more or if there is any change in either the primary or alternate contact.

9. Responsiveness

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

10. Confidentiality

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

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;

- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this contract;

- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,

- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

11. Indemnification and Insurance Requirements

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

a. 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.

b. **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.

c. **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.

d. **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.

e. **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.

f. **Proof of Coverage** – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the contract evidencing the insurance coverage, including endorsements, as required, 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.

g. **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”.

h. **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.

i. **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.

j. 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.

k. 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:

1. 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.

2. 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.
3. 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.

4. **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 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.

5. **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.

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

7. **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.

8. **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.

9. 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

12. Licenses and Permits

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


Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment, 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.

14. Attorney’s Fees

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

15. 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.

16. Attribution

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

17. Pro-Children Act of 1994

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

18. Environmental Requirements

In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the county in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County’s environmentally preferable purchases. Contractor must also be able to report on environmentally preferable goods and materials used in the provision of their service to the County, utilizing a County approved form.

19. Air, Water Pollution Control, Safety and Health

Contractor shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the work performed pursuant to this Contract.

20. Debarment, Suspension, and Other Responsibility Matters

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

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

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

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

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

5) Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall include an explanation in the proposal.

21. Recycled Paper Products

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

B. Fiscal Provisions

1. Payment Provisions

The Commission will disburse funds on a fee for service/reimbursement payment process based on the contract budget amount for the applicable fiscal year.

Reimbursements under this Contract will be limited to the obligations and expenditures specified in the Project Budget, included in Attachment B.

Reimbursement will be limited to items as included in the Budget or as an approved modification and will not be provided for any charge resulting from an error, oversight or omission by Contractor.

Contractor will provide invoices monthly to the Commission within fifteen (15) working days of the month following services performed. The Commission reserves the right to disallow expenditures if the corresponding invoice is not provided to the Commission within sixty (60) days following the month in which services were performed.

2. 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.

3. 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.

4. Supplanting of Funds

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

5. 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.

6. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later.

7. 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.

C. Correction of Performance Deficiencies and Termination

1. 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.

2. The Executive Director, on behalf of the Commission, shall give Contractor notice of any action pursuant to this paragraph, which notice shall be effective when given.

3. The Executive Director 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.

VI. 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.

VII. IMPROPER CONSIDERATION

Consultant 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 RFQ.

The Commission, by written notice, may immediately reject any submission 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 the submission and award process or any solicitation for consideration was not reported. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Consultant shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Consultant. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.
VIII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Consultant selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the Consultant. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Consultant also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Consultant 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 Consultant will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Consultant 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 Consultant 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 Consultant’s offices or locations.

IX. QUALIFICATIONS SUBMISSION

A. General

1. All interested and qualified groups or individuals are invited to submit their qualifications for consideration. The qualified group or individual with prior experience working with a First 5 Commission is preferred. Submission of such qualifications indicates that the RFQ has been read and the entire contents of this RFQ are understood, including all attachments and addendums (as applicable) and agrees that all requirements of this RFQ have been satisfied.

2. Qualifications must be submitted in the format and sequence described in this Section. Qualifications are to be prepared and submitted in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

3. Qualifications submissions must be complete in all respects as required in this Section. Qualifications submissions may not be considered if they are conditional or incomplete.
4. Qualifications submissions must be received at the designated location, specified in Section II, Paragraph D – Correspondence, no later than the date and time specified in Section II, Paragraph E – Qualifications Submission Deadline.

5. All qualifications submissions and materials submitted become the property of the Commission.

B. Procedures for Submitting Qualifications Packet

1. Please submit one (1) Qualifications Packet electronically, in PDF format via email.

2. The electronic PDF submission must be titled with the Consultants Name and “RFQ 20-02 A Home Visiting System Consultant”.

3. Qualifications submissions must be submitted in a 8 1/2" by 11" format with no less than 1/2" top, bottom, left and right margins. Font size must be no more than 12 characters per inch. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom center of the page.

C. Submission and Sequence Format

Response to this RFQ must be submitted in the following sequence and format:

1. Cover Letter
2. Table of Contents
3. Corporate/Company/Agency Profile
4. Description of Services
5. Cost Proposal
6. Credential/Resumes/Certifications/Licenses
7. Recommendations
8. Evidence of Insurability/Business Licenses
9. Financial Information
10. Clarification/Exceptions/Deviations
11. Statement of Certification (Attachment A)
12. Local Preference Policy Form (Attachment B)

1. Cover Letter – Include a cover letter, on letterhead stationary, signed by a duly authorized officer, employee, or agent of the Bidder submitting the proposal, which must include the following information:
    a. A statement that the Bidder is submitted in response to the Request for Qualifications for A Home Visiting System Consultant RFQ 20-02.
    b. A statement indicating which individuals, by name, title, address, and phone number, are authorized to negotiate with the Commission on behalf of the Bidder.
    c. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit bids on behalf of the Bidder.
    d. A list of Former Commission Administrative Officials (as defined in Section V. A.4.) affiliated with the organization/firm. If none, so state.

2. Table of Contents - A complete table of contents for the entire qualifications submission with respective page numbers opposite each topic listed above. Submission packet should follow the sequence of the table of contents.

3. Corporate/Company/Agency Profile – This section is designed to establish the bidder as an entity with the ability and experience to operate the project as specified in the
RFQ. The Corporate/Company/Agency Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

a. Business name and legal business status (i.e., partnership, corporation, etc.);

b. Proof of non-profit status, if applicable;

c. Corporate/Company/Agency overview of services or activities performed include:

i) The history of the bidder’s firm – include a brief history of the firm.

ii) The number of years in business under the present business name, as well as prior business names.

iii) Number of years experience providing the proposed, equivalent, or related services.

iv) Corporate/Company/Agency hierarchy (President, Vice President, Company Officers, etc.) and organizational chart.

v) Company size, number of staff, and proposed number of staff to provide services.

vi) Location of the office from which the work under this contract will be provided and the staff allocation at that office.

d. Whether the bidder holds controlling or financial interests in any other organization, or is owned or controlled by any other person or organization, if none, so state.

4. Description of Services – All qualifications submissions must include a detailed description of the services to be rendered, including but not limited to the following:

A written general understanding to the requirements in the scope of services as detailed in the RFQ, Section IV., A-B, including:

i) Provide a work plan or description of how the work will be performed.

ii) Give precise detail on your project reporting mechanisms. Include:

1) A complete description of how the interaction between the bidder’s company and the Commission will take place to ensure that the services are performed and to the Commission’s satisfaction, including resolving problems that may be encountered during the project.

2) Time of work; detail timeframe and phases of work.

3) Describe the bidder’s company policies regarding this project to ensure proper compliance and quality assurance.

4) Provide the bidder’s company background checking procedures and company utilized.

iv) Indicate whether or not the bidder will subcontract portion(s) of the work. If so, indicate the name of the subcontractor and the portion of the work which will be subcontracted.

5. Cost Proposal – In this section, please complete and include a cost proposal and narrative describing expenditures appropriate to the deliverables outlined in the Scope of Services. Bidders may also include any other documents as information.
to further explain the proposed costs. Proposals must fully describe all costs to charges to Commission as part of this project. Bidders must fully explain inclusive blended rates, which include all of the bidder’s project-related or supported expenses.

Describe how costs will be controlled and properly identified to the specific tasks, while providing a high quality of services, high level of integrity and outcomes.

6. Credentials/Resumes/Certifications/Licenses – This section shall state the person(s) responsible for administering or providing the services. Identify the project manager and include his/her position, responsibilities, qualifications/experience, and a copy of his/her certification or licenses held, if applicable.

Bidder shall specifically provide the following information on all employees to be providing the service:

• Description of Education
• General experience
• Experience or education related to the RFQ project
• Any other information, which will assist in qualifications

7. Recommendations – All Bidders must include present and past performance information with a minimum of three (3) letters of recommendations. Each reference shall include:

• Dates of work performed
• Current contact person, company, address, email and telephone number for each reference identified
• Describe recent similar projects that are equivalent to the Commission. These experiences must show the qualifications of the Bidder’s capabilities to complete the Commission’s requirements. Provide a summary of the scope of services performed for these other projects.

Letters of recommendation must clearly correlate their performance with the requirements of this RFQ.

8. Evidence of Insurability/Business Licenses – All Bidders shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract, the Bidder has ten (10) calendar days to produce the required insurances, including a certified endorsement naming the Commission as additionally insured. The Bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

9. Financial Statement – The Bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the Bidder’s entire business entity. Please place in a separate envelope and mark “confidential,” if your firm requires this to be kept confidential. The Commission does not guarantee that the financials submitted will be kept confidential.
10. Clarification, Exceptions or Deviations – All bidder(s) shall describe any exception or deviation from requirements of the RFQ. Each clarification exception or deviation must be clearly identified. If your firm has no clarification, exception or deviation, a statement to that affect shall be included in this section. The following contractual terms are nonnegotiable:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products (if applicable)
- Disputes
- Governing Law

11. Local Preference Policy Form (Attachment A) – Complete and include Attachment A in your response to this RFQ.

12. Statements of Certifications (Attachment B) – Complete and include Attachment B in your response to this RFQ.

X. QUALIFICATIONS EVALUATION AND SELECTION

A. Evaluation Process

All qualifications submissions will be subject to a standard review process developed by the Commission. A primary consideration shall be the effectiveness of the Consultant(s) in the delivery of comparable or related services based on demonstrated performance.

B. Evaluation Criteria

All qualifications submissions will be subject to a standard review process developed by the Commission to yield the Consultant the proper due diligence in the evaluation phase of the RFQ process.

1. Administrative Review - All qualifications submissions will be initially evaluated to determine if they meet the following minimum requirements:

   a. Must be complete as set forth in Section X – Qualifications Submission, subsection – C Qualification Submission Format including all required documents, and be in compliance with all the requirements of this RFQ. Failure to meet these requirements will result in a rejected qualifications submission. Incomplete packages (those missing information/required documents) will be disqualified. No package shall be rejected, however, if it contains a minor irregularity, defect or variation if the irregularity, defect or variation is considered by the Commission to be immaterial or inconsequential. In such cases, the Commission may elect to waive the deficiency and accept the package. Unsuccessful Consultant(s) in the Administrative Review phase will not have the option to submit an appeal.

2. Critical Evaluation - Submissions meeting the above requirements will be evaluated on the basis of the following criteria, (not necessarily in order of priority):

   a. Cost
   b. Proposed Program Services and Strategies
   d. Readiness to provide services
   e. Experience
f. Staffing levels and qualifications

While cost is a major consideration in the evaluation process, selection will be based on the determination of which submission will best meet the needs of the Commission and the requirements of this RFQ.

C. Contract Award

Contract(s) will be awarded based on a competitive selection of qualifications submissions received.

The contents of the submission of the successful Consultant will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

D. Appeals

In response to a denied award, Consultant may protest, provided the appeal is in writing, is delivered to the address listed, and submitted within five (5) business days of the date on the notification of a denied award. Grounds for an appeal are that the Commission failed to follow the selection procedures and adhere to requirements specified in the RFQ and any addenda or amendments; there has been a violation of conflict of interest provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. Appeals will not be accepted on any other grounds. Only agency proposer that has submitted a RFQ in compliance with the RFQ 20-02 and addenda or amendments may present a protest to the Commission. An appeal submitted by any other parties or individuals, including potential subcontractors, employees or unrelated entities, will not be considered and shall be automatically rejected.

In the event of an appeal, all appeals will be handled by a panel designated by the Commission. The Commission will consider only those specific issues addressed in the written appeal. A written response will be directed to the protesting Consultant advising of the decision with regard to the protest and the basis for the decision. Any decision of the Commission will be final.

The appeal must include the following: 1) reference to the RFQ 20-02; 2) basis of appeal; 3) supporting documentation and statements (optional); and 4) name, position, address, telephone, facsimile numbers, and email for agency point of contact for the appeal.

E. Final Authority

The final authority to award a Contract rests solely with the Children and Families Commission for San Bernardino County.
AGENDA ITEM 5
August 5, 2020

Subject  
Contract SI035 with El Sol Neighborhood Educational Center to serve as Project Lead for a Home Visiting System.

Recommendation  
Approve Contract SI035 with El Sol Neighborhood Educational Center for $153,757 for Fiscal Years 2020-2022, starting August 6, 2020, through June 30, 2022, to support implementation of a countywide Home Visiting System. 
(Presenter: Tania Offerrall, Staff Analyst II, 252-4262)

Financial Impact  

Background Information  
In May 2020, First 5 California (F5CA) announced the release of the Home Visiting Coordination (HVC) Grant Request for Application (RFA) for Fiscal Years 2020-2022. This grant reflects F5CA’s vision to support counties in creating a sustainable, unified system that supports families with the home visiting services they need and to maximize available funding to serve more families. This funding is meant to promote increased coordination and collaboration, and is expected to yield significant systems changes, including, providing the backbone support needed to engage agencies in systems building collaboration.

First 5 San Bernardino (F5SB) submitted an application on June 30, 2020 that identified F5SB as the lead fiscal agency on behalf of the Home Visiting Coordination Grant RFA.

Over the course of this RFA, the goals and objectives are as follows:

1. Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services.

2. Efficient, coordinated, and sustainable local home visiting that serves more families more effectively.

3. Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes.

4. Networks of cross-county coordination and collaboration that promote shared learning, capacity-building, and resource sharing.

F5SB staff has identified El Sol Neighborhood Education Center as the local expert in home visiting services and recommends they serve as Project Lead for the creation and implementation of a Home Visiting System (HVS) framework specific to San Bernardino County and assist with achieving the expected outcomes outlined in F5CA’s HVC RFA.

For the past 10 years, El Sol pioneered the deployment of Community Health Workers who have served as Home Visitors throughout San Bernardino County. The following provides an overview of El Sol’s experience which lends itself to successfully implementing and leading the proposed HVS project:
- **Home visitation**: El Sol has ample experience designing, implementing, and leading home visitation programs. This organization has engaged in the laborious accreditation process of multiple research and evidenced-based home visiting models and has been accredited by Healthy Families America (HFA), and approved by the Home Instruction for Parents of Preschool Youngsters (HIPPY), and Parent-Child Home Program (PCHP).

- **Structured Case Management**: El Sol has ability and experience to provide supportive services through improving access to resources and services in the community, identifying family need and providing on-going support through case management, linkages, and referrals for self-sufficiency.

- **Capacity building and community research.** El Sol has lengthy experience providing technical assistance to develop the capacity of the community and organizations in areas such as forming coalitions, collaborating with key community stakeholders, grant writing, program design and evaluation, and community-based participatory research. For example, El Sol has served as the fiscal agent and provided capacity-building support for the African American Health Coalition.

Pending Commission approval, the proposed contract will provide support for the coordination and implementation of the San Bernardino County’s Home Visiting System while achieving the expected outcomes outlined in the F5CA’s HVC RFA.

**Review**

Sophie Akins, Commission Counsel

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**Report on Action as taken**

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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

Program Address (if different from legal address):
766 North Waterman Avenue
San Bernardino, CA92410

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:
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**PROGRAM WORK PLAN** .................................................................................................................. Attachment A

**PROGRAM BUDGET** ........................................................................................................................... Attachment B
I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.
II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan and Attachment B – Program Budget. Pursuant to Section II, 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 “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

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

or

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

or

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

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

f. **Cyber Liability Insurance** - Cyber Liability Insurance with limits of no less than $1,000,000 for each occurrence or event with an annual aggregate of $2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.

g. **Abuse/Molestation Insurance** – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars ($1,000,000) with a two million dollars ($2,000,000) aggregate limit.

T. **Licenses and Permits**

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations and agrees to pay all fees and other charges required thereby. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. **Health and Safety**

Contractor shall comply with all applicable local, state and federal to safety and health ordinances and statutes, including fire clearances, for each site where program services are provided under the terms of the Contract.
V. Contract Compliance/Equal Employment Opportunity

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

W. Attorney’s Fees and Costs

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

X. Ownership Rights

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

Y. Attribution

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

Z. Incongruous Activities

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

AA. Reports

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

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

- Program Reports

Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission’s web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.
Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

- 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.

BB. Pro-Children Act of 1994

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

CC. Debarment, Suspension, and Other Responsibility Matters

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

  a. The Contractor certifies that neither it, its principals, nor any potential subcontractors:

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

     2) Have not within a three (3) year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

     4) Have not within a three (3) year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

EE. Environmental Requirements

The Commission has adopted a recycled product purchasing standards policy (San Bernardino County Policy 11-08), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

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

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

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

D. Commission shall provide technical assistance as deemed necessary.

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

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $153,757 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 $84,404 August 6, 2020 through June 30, 2021
Fiscal Year 2021-22 $69,353 July 1, 2021 through June 30, 2022

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 August 6, 2020, and expires June 30, 2022, 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, 2022 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 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 21 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

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

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

Authorized Signature
CaSonya Thomas
Printed Name
Commission Chair
Title
Dated

EL SOL NEIGHBORHOOD EDUCATIONAL CENTER
Legal Entity

Authorized Signature
Alexander Fajardo
Printed Name
Executive Director
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
Project Description

El Sol will serve as a project lead overseeing and working with Home Visitation partners to coordinate all aspects of the Home Visiting System (HVS) and contribute to planning and decision making for the system. El Sol will work to identify resources, gaps and/or barriers to maternal/infant and early childhood education coordination and alignment and provide recommendations for systems improvement. El Sol will prepare and update the county Action Plan for submission to First 5 California (FSCA) and provide an annual performance report (APR) describing activities and accomplishments for each fiscal year. As the project lead, El Sol will provide strategic consultation and facilitation services to First 5 San Bernardino and represent San Bernardino County HVS at local and state meetings. In addition, El Sol will facilitate the identification and mentorship of organizations implementing Healthy Families America (HFA) home visitation framework within San Bernardino County and will gather data that will demonstrate improved local outcomes, which will enable San Bernardino County to expand services to cover the entire County.

Building on El Sol’s experience as an accredited Healthy Families America partner, El Sol proposes to provide strategic consultation and facilitation services to First 5 San Bernardino County, with an emphasis on using an Equity Framework\(^1\) to building the foundation of an integrated San Bernardino County Maternal, Infant, and Early Childhood Home Visiting (SCB- MIECHV) network with the following desired outcomes:

Home Visitation Coordination Implementation Outcomes

1. **County-wide Assets and Needs Assessment.** Using a mixed-methods approach, identify resources or gaps to barriers to maternal and infant early childhood system coordination and alignment and provide recommendations for systems improvement.

2. **Expanded Access to Home Visitation Services and Sustainability.** Use an Equity Framework to facilitate the development of the SBC-MIECHV network to streamline inter-agency collaboration designed to increase access to Home visitation Services for vulnerable community residents.

3. **Strengthened home visiting coordination.** Engage members of the SBC-MIECHV Network to develop inter-agency protocols to improve delivery of home visitation services focus on continuous improvement of the partnership, including: agreement and documentation of decision-making and roles; shared accountability; and measurements of progress against strategic goals.

4. **Implementing of Healthy Families America model.** Facilitate the identification of organizations implementing HFA home visitation within the County to gather strong HFA county data that will demonstrate great local outcomes and allow us to escalate as a strong approach for future
opportunities and expand services to cover entire county. In the event that there is not strong local data coordinate for an implementation on HFA model on the County to gather outcomes, if the budget permits.

1 Equity Framework further defined on page 10 of this proposal.
Scope of Work FY 2020-21

Goal 1: Identify and overcome barriers to early childhood system coordination and alignment. Once families are enrolled in the home visiting program, home visitors are key to ensuring positive family outcomes, including both retaining families through the course of the program and ensuring they are referred to additional community-based services.

Objective 1: By May 30, 2021, conduct or update the county's environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan includes data about families, existing and potential collaborators, partners, and community assets relevant for children and families.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Measurement and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinate the collection or update data about communities with attention to Equity Framework addressing inequities or disparities within the system and in health outcomes, including analysis of concentrations of risk indicating children and families who may benefit from home visiting and other supports for family and child well-being.</td>
<td>In partnership with the Consultant. Completion of Community assets and needs assessment report</td>
</tr>
<tr>
<td>2. Review available needs and assets assessments conducted by county agencies, community-based organizations, or nonprofit hospitals.</td>
<td></td>
</tr>
<tr>
<td>3. Create or update information showing the quality and capacity of existing local services, including:</td>
<td></td>
</tr>
<tr>
<td>• The number and types of home visiting programs and the numbers of individuals and families who are receiving services under these programs or initiatives during the year</td>
<td></td>
</tr>
<tr>
<td>• The extent to which services provided align with documented needs of families enrolled</td>
<td></td>
</tr>
<tr>
<td>• The gaps in early childhood home visitation in the county (e.g., population eligible but not served, programs not operating at capacity)</td>
<td></td>
</tr>
<tr>
<td>• Barriers to families signing up for home visiting</td>
<td></td>
</tr>
<tr>
<td>4. Develop and submit the county’s Action Plan by December 15, 2020, using an Equity Framework, and describing activities and timeline to meet each of the objectives relative to the type of HVC Funding received, provide data annually through an Annual Performance Report, and submit other requested data.</td>
<td>Strategic Action Plan</td>
</tr>
</tbody>
</table>
### Objective 2: By June 30, 2022, expand access to evidence-based home visiting services, as measured by increase in total number of individuals and families served through the San Bernardino County Maternal, Infant, and Early Childhood Home Visiting (SBC-MIECHV) Program.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Measurement or Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine whether existing evidence-based home visiting programs have the capacity to serve more children and families and identify strategies to overcome known barriers to families signing up for home visiting.</td>
<td><strong>In partnership with the Consultant:</strong></td>
</tr>
<tr>
<td>2. Identify at least one new evidence-based home visiting model that can be implemented in the county and supports family needs if existing evidence-based program(s) are capacity-limited.</td>
<td>Stakeholder assessment</td>
</tr>
<tr>
<td>3. Develop a plan designed to secure funding to expand and/or implement new evidence-based home visiting program(s), as measured by the completion of the sustainability action plan.</td>
<td>Capacity assessment</td>
</tr>
<tr>
<td>4. Participate in California Home Visiting Network activities (see Section III.D. California Home Visiting Network)</td>
<td>Sustainability plan</td>
</tr>
<tr>
<td></td>
<td>Project plan</td>
</tr>
<tr>
<td></td>
<td>Develop a strategic plan</td>
</tr>
</tbody>
</table>
### Goal 3: Capacity Building of the SBC-MIECHV Network

**Objective 3:** By June 30, 2021, strengthen home visiting coordination between members of the SBC-Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program, as measured by Memorandum of Understanding with at least two (2) partners.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Measurement and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilitate the development of the SBC-MIECHV Steering Committee to support the successful advancement of strategic priorities, and growth and refinement of the governance structure.</td>
<td>In partnership with the Consultant:</td>
</tr>
<tr>
<td>2. Develop a cultural and equity-based framework for MIECHV in the county.</td>
<td>MOUs or partnership agreements</td>
</tr>
<tr>
<td>3. Reach and codify agreements across home visiting implementing agencies and agencies within other early childhood development and family support systems about coordinated processes, including:</td>
<td>Policies and Procedures for screening and referrals</td>
</tr>
<tr>
<td>• Common point(s) of entry for families</td>
<td></td>
</tr>
<tr>
<td>• Common intake or eligibility screening process/tools</td>
<td></td>
</tr>
<tr>
<td>• Formal process/forms/protocols to refer families to home visiting services</td>
<td></td>
</tr>
<tr>
<td>• Formal process/forms/protocols to assess family needs for other family support services, refer families to local services based on assessed needs, and follow up on referrals</td>
<td></td>
</tr>
<tr>
<td>• Shared accountability and staff responsibility for assessment, screening, referral, and follow through of service provision</td>
<td></td>
</tr>
<tr>
<td>• Develop (or update) formal agreements or memoranda of understanding</td>
<td></td>
</tr>
<tr>
<td>• (MOU) to support communication, coordinated funding, referral, implementation, and information sharing across funded home visiting implementing agencies (e.g., First 5 County)</td>
<td></td>
</tr>
<tr>
<td>Commission, departments of public health and mental health, Early Head Start, as applicable.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>4. Use data and other information to assess and address the following:</td>
<td></td>
</tr>
<tr>
<td>• Provide an annual performance report (APR) describing activities and accomplishments for each fiscal year as indicated on the county’s Action Plan.</td>
<td></td>
</tr>
<tr>
<td>• Strengths and challenges implementing a coordinated entry process (intake, assessment, and referral) and services connected to the coordinated entry process)</td>
<td></td>
</tr>
<tr>
<td>• Whether and how families are being served by the programs that best meets their needs</td>
<td></td>
</tr>
<tr>
<td>Report of systems strengths</td>
<td></td>
</tr>
<tr>
<td>Participant survey</td>
<td></td>
</tr>
<tr>
<td>5. Implement systems-strengthening activities to ensure families receive high quality, appropriate home visiting supports.</td>
<td></td>
</tr>
<tr>
<td>• Implement cross-training and support opportunities to address common technical assistance needs for home visitors and their supervisors across programs and models</td>
<td></td>
</tr>
<tr>
<td>• Participate in virtual and/or face-to-face learning collaborative and regional network meetings</td>
<td></td>
</tr>
<tr>
<td>Participant surveys</td>
<td></td>
</tr>
<tr>
<td>Individual-level outcomes</td>
<td></td>
</tr>
<tr>
<td>Program-level outcomes</td>
<td></td>
</tr>
<tr>
<td>6. Prepare Report to First 5 San Bernardino for submission to F5CA annually by a) Updating the county’s Action Plan (after initial submittal) by July 31, 2021 and June 30, 2022; and b) Submitting data and annual performance report (APR) as indicated in Section V. B. Reporting Requirements of the Request for Applications.</td>
<td></td>
</tr>
<tr>
<td>Annual Reports</td>
<td></td>
</tr>
<tr>
<td>7. Support of the California Home Visiting Workforce Study</td>
<td></td>
</tr>
<tr>
<td>• Participate in evaluation designed to identify the current strengths, gaps, and unmet needs in the home visiting workforce.</td>
<td></td>
</tr>
<tr>
<td>• Support requests from Child Trends to carry out the Home Visiting Workforce Study (see Section V.C. Support of the California Home Visiting Workforce Study)</td>
<td></td>
</tr>
<tr>
<td>• Assist Child Trends in facilitating data collection, including but not limited to surveys and interviews, to develop a comprehensive picture of the home visitor and out-of-home prenatal/perinatal support provider workforce.</td>
<td></td>
</tr>
<tr>
<td>MOU with Child Trends, as needed</td>
<td></td>
</tr>
</tbody>
</table>
Equity Framework

Equity

Ensure program design is based on an Equity Framework with intentional focus on engaging community leaders representing communities who have not traditionally participated in leadership roles in county-wide initiatives.

Equity Mission: El Sol is committed to promoting equity in the regional MIECHV system and is focused on intentionally contributing to eliminate racial and other demographic differences in maternal and infant health outcomes, while we improve outcomes for all children, by examining individual and organizational beliefs and changing practices to counteract the contemporary and historical impact of racism and discrimination.

Our Equity Objectives:

1. El Sol staff will develop and consistently demonstrate cultural competence.
2. El Sol will demonstrate the will and skill to lead systemic change that results in equitable mother and infant health and early childhood systems, as demonstrated by positive outcomes for families and their children.
3. Participants in the SBC-MIECHV network will be challenged to embrace the Equity Framework in the delivery of services.
4. Families and children of all racial, ethnic, and cultural groups will benefit from engaging in a system that is culturally and linguistically responsive.
5. All initiatives and activities will intentionally ask, how does this advance an equity agenda and improve health and wellness, especially for communities affected by inequities in the system and disparities in health outcomes.
**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>Home Visitation Coordination Lead</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Angelica Alvarez</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Home Visitation</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>84,404</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>SI035</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>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>0.52</td>
<td>38.46</td>
<td>1087</td>
<td>23%</td>
<td>41,806</td>
<td>9,615</td>
<td>51,421</td>
<td>98,396</td>
<td>52%</td>
<td>will serve as the program coordinator and provide in-person consultation and facilitation of the HV network and HFA advisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Alvarez</td>
<td>Coordination Lead</td>
</tr>
</tbody>
</table>

| Total Salaries & Benefits | $41,806 | $9,615 | $51,421 | $98,396 | 52% | will serve as the program coordinator and provide in-person consultation and facilitation of the HV network and HFA advisor |
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET
**FISCAL YEAR:** 2020-2021

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<td></td>
<td></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 Office Supplies</td>
<td>1%</td>
<td>$950</td>
<td>Includes Offices materials, printing, pens, files, etc for in person home visitation coordination Meetings</td>
</tr>
<tr>
<td>2 Healthy Families of America Train of Trainers</td>
<td>18%</td>
<td>$15,000</td>
<td>HFA Mentoring Train the Trainer Program as an individualized approach to training and technical support. The approach certifies trainers for both Parent Survey for Community Outreach and Foundations for Family Support for systems within states and/or to build new state capacities.</td>
</tr>
<tr>
<td>3 Travel</td>
<td>7%</td>
<td>$5,650</td>
<td>El Sol HV Lead coordinator will attend the State Home Visitation Network meetings (2) &amp; Conferences (3): The costs include Flight, hotel, rental car, parking, mileage reimbursement, and meals.</td>
</tr>
<tr>
<td>4 Home Visitation National Conferences Registrations fees</td>
<td>2%</td>
<td>$2,009</td>
<td>El Sol HV Coordinator lead will be attending to Home Visitation Conferences and webinars to obtain the most update information regarding about the Evidence Base Home Visitation Models across the Nation. This will enhance the capacity of El Sol HV Lead to provide to the San Bernardino Home Visitation Initiate with a better understanding on Home visitation field at the National Level: The cost includes HFA Annual Conference 815.00, National Summit for Early Childhood System, and Home Visitation 650.00. Zero to Three Annual Conference 544.00.</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</th>
<th>DIRECTOR:</th>
<th>Alexander Fajardo</th>
<th>PROGRAM YEAR:</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
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<td>Angelica Alvarez</td>
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<td>84,404</td>
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<tr>
<td>INITIATIVE:</td>
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<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
<td>RFP/CONTRACT #:</td>
<td>SI035</td>
</tr>
</tbody>
</table>

### I. TOTAL F5SB INITIATIVE BUDGET

<table>
<thead>
<tr>
<th>Description/Justification</th>
<th>TOTAL F5SB BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-year membership to the Home Visitation Network to have access to Policy Briefs, Articles, Tools, Research. Having access to this information will benefits to all of the members of San Bernardino Home Visitation Initiative.</td>
<td>$500</td>
</tr>
</tbody>
</table>

### III. FOOD

| Event(s): | TOTAL F5SB BUDGET | Description/Justification:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Food</td>
<td>$24,109</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>Travel/mileage reimbursement</td>
<td>1,200</td>
<td>Staff will be compensated for all the travel for program activities. It will be reimbursed at the federal mileage rate of 0.56 and will be an estimate of 2150 miles for the each year for a total of 1,200.00 per year</td>
</tr>
</tbody>
</table>

| Total Travel | 1,200 |

### 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>
</tbody>
</table>

| Total Subcontractors | - |

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>TOTAL F5SB BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>7,673</td>
</tr>
<tr>
<td>ORGANIZATION:</td>
<td>El Sol Neighborhood Educational Foundation</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>DIRECTOR:</td>
<td>Alexander Fajardo</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Home Visitation Coordination Lead</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Angelica Alvarez</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Home Visitation</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
</tr>
<tr>
<td>FISCAL YEAR:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$84,404</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>SI035</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basis:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Indirect Costs</td>
<td>$7,673</td>
</tr>
</tbody>
</table>

| TOTAL FIRST 5 BUDGET | $84,404 |
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

**ORGANIZATION:** El Sol Neighborhood Educational Center

**DIRECTOR:** Alexander Fajardo

**PROGRAM TITLE:** Home Visitation Coordination Lead

**PROGRAM DIRECTOR:** Angelica Alvarez

**FINANCE OFFICER:** Tanya Rivas

**TOTAL BUDGET:** $69,353

**INITIATIVE:** Home Visitation

**RFP/CONTRACT #:** SI035

<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>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</td>
<td>SALARIES &amp; BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$42,877</td>
<td>$9,862</td>
<td>$52,739</td>
<td>$102,234</td>
<td>52%</td>
<td>will serve as the program coordinator and provide in-person consultation and facilitation of the HV network and HFA advisor</td>
</tr>
<tr>
<td></td>
<td>Name: Angelica Alvarez</td>
<td>Position: Coordination Lead</td>
<td>0.52</td>
<td>39.96</td>
<td>1073</td>
<td>23%</td>
<td>42,877</td>
<td>9,862</td>
<td>52,739</td>
<td>102,234</td>
<td>52%</td>
</tr>
<tr>
<td></td>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$42,877</td>
<td>$9,862</td>
<td>$52,739</td>
<td>$102,234</td>
<td>52%</td>
<td></td>
</tr>
</tbody>
</table>

139
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Home Visitation Coordination Lead</td>
<td>PROGRAM DIRECTOR:</td>
<td>Angelica Alvarez</td>
<td>TOTAL BUDGET:</td>
<td>69,353</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Home Visitation</td>
<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
<td>RFP/CONTRACT #:</td>
<td>Si035</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 Office Supplies</td>
<td>1%</td>
<td>$950</td>
<td>Includes Offices materials, printing, pens, files, etc for staff and Network meetings</td>
</tr>
<tr>
<td>2 Home Visitation National Conferences Registrations fees</td>
<td>3%</td>
<td>$2,009</td>
<td>El Sol HV Coordinator lead will be attending to Home Visitation Conferences and webinars to obtain the most update information regarding about the Evidence Base Home Visitation Models across the Nation. This will enhance the capacity of El Sol HV Lead to provide to the San Bernardino Home Visitation Initiative with a better understanding on Home Visitation field at the National Level: The cost includes HFA Annual Conference $815.00, National Summit for Early Childhood System, and Home Visitation $650.00. Zero to Three Annual Conference $544.00.</td>
</tr>
<tr>
<td>3 Travel</td>
<td>8%</td>
<td>$5,650</td>
<td>El Sol HV Lead coordinator will attend to the State Home Visitation Network meetings (2) &amp; Conferences (3): The costs include Flight, hotel, rental car, parking, mileage reimbursement, and meals.</td>
</tr>
<tr>
<td>4 Home Visitation Membership</td>
<td>1%</td>
<td>$500</td>
<td>1-year membership to the Home Visitation Network to have access to Policy Briefs, Articles, Tools, Research. Having access to this information will benefits to all of the members of San Bernardino Home Visitation Initiative.</td>
</tr>
</tbody>
</table>

**Total Services & Supplies** $9,109

### III. FOOD
**FIRST 5 SAN BERNARDINO PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

| ORGANIZATION: | El Sol Neighborhood Educational Council |
| DIRECTOR: | Alexander Fajardo |
| PROGRAM TITLE: | Home Visitation Coordination Center |
| PROGRAM DIRECTOR: | Angelica Alvarez |
| INITIATIVE: | Home Visitation |
| FINANCE OFFICER: | Tanya Rivas |
| PROGRAM YEAR: | 2021-2022 |
| TOTAL BUDGET: | $69,353 |
| RFP/CONTRACT #: | SI035 |

### TOTAL F5SB BUDGET

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Total Food</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 Travel/mileage reimbursement</td>
<td>Staff will be compensated for all the travel for program activities. It will be reimbursed at the federal mileage rate of 0.56% and will be an estimate of 2150 miles for each year for a total of $1,200.00 per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Travel | 1,200 |

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Total Subcontractors</td>
<td>-</td>
<td></td>
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</table>

### VI. INDIRECT COSTS

| Percent: | 10% |
| Basis: | |
| Total Indirect Costs | $6,305 |

**TOTAL FIRST 5 BUDGET**

$69,353
## AGENCY INFORMATION

<table>
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<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity</td>
<td>El Sol Neighborhood Educational Center</td>
</tr>
<tr>
<td>Dept./Division</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Home Visitation Lead Coordination</td>
</tr>
<tr>
<td>Address</td>
<td>766 North Waterman Ave, San Bernardino, CA 92410</td>
</tr>
<tr>
<td>Phone #</td>
<td>909-884-3735</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.elsolnec.org">www.elsolnec.org</a></td>
</tr>
<tr>
<td>Program Site Address</td>
<td>766 North Waterman Ave, San Bernardino, CA 92410</td>
</tr>
<tr>
<td>Client Referral Phone #</td>
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## CONTACT INFORMATION

### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Alexander Fajardo</td>
</tr>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Address</td>
<td>766 North Waterman Ave, San Bernardino, CA 92410</td>
</tr>
<tr>
<td>Direct Phone #</td>
<td>909-884-3735</td>
</tr>
<tr>
<td>Fax #</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:alexfajardo@elsolnec.org">alexfajardo@elsolnec.org</a></td>
</tr>
</tbody>
</table>

### CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Alexander Fajardo</td>
</tr>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Address</td>
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</tr>
<tr>
<td>Direct Phone #</td>
<td>909-844-3735</td>
</tr>
<tr>
<td>Fax #</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:alexfajardo@elsolnec.org">alexfajardo@elsolnec.org</a></td>
</tr>
</tbody>
</table>

### PROGRAM CONTACT

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Angelica Alavarez</td>
</tr>
<tr>
<td>Title</td>
<td>Project Director</td>
</tr>
<tr>
<td>Address</td>
<td>766 North Waterman Ave, San Bernardino, CA 92410</td>
</tr>
<tr>
<td>Direct Phone #</td>
<td>909-884-3735</td>
</tr>
<tr>
<td>Fax #</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:angelicaalvarez@elsolnec.org">angelicaalvarez@elsolnec.org</a></td>
</tr>
</tbody>
</table>
FISCAL CONTACT
Name: Tanya Rivas  Title: Fiscal Manager
Address: 766 North Waterman Ave
          San Bernardino, CA 92410
E-Mail: Tanyarivas@elsolnc.org

Direct Phone #: 909-884-3735
Fax #: __________________

ADDITIONAL CONTACT (Describe): Choose an item.
Name: ____________________________
Address: ____________________________
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

PROGRAM DESCRIPTION
El Sol will serve as a project lead overseeing and working with Home Visitation partners to coordinate all aspects of the Home Visiting System (HVS) and contribute to planning and decision making for the system. El Sol will work to identify resources, gaps and/or barriers to maternal/infant and early childhood education coordination and alignment and provide recommendations for systems improvement. El Sol will prepare and update the county Action Plan for submission to F5CA and provide an annual performance report (APR) describing activities and accomplishments for each fiscal year. As the project lead, El Sol will provide strategic consultation and facilitation services to First 5 San Bernardino and represent San Bernardino County HVS at local and state meetings. In addition, El Sol will facilitate the identification and mentorship of organizations implementing Healthy Families America (HFA) home visitation framework within the County to gather data that will demonstrate improved local outcomes and allow San Bernardino County to escalate as a strong approach for future opportunities and expand services to cover entire county.

ASSIGNED ANALYST: Tania Offerrall

CONTRACT AMOUNT
<table>
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<th>Fiscal Year</th>
<th>Amount</th>
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<tr>
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<td>2021-2022</td>
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<td><strong>Total</strong></td>
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SI035 EL SOL POD FY 20-22  7/30/2020 3:26 PM  Page 2 of 2
AGENDA ITEM 6  
August 5, 2020

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contract HW059 County of San Bernardino Arrowhead Regional Medical Center Breathmobile Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommen</td>
<td>Approve Contract HW059 with the County of San Bernardino Arrowhead Regional Medical Center Breathmobile Program for $362,179 per year for Fiscal Years 2020-2023 resulting in a cumulative total of $1,086,537 to treat children ages 0-5 with asthma.</td>
</tr>
<tr>
<td>Presenter: Merceides Logans, Staff Analyst II, 252-4261</td>
<td></td>
</tr>
<tr>
<td>Financial Impact</td>
<td>$1,086,537 for Fiscal Years 2020-2023.</td>
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</table>
| Background Information | First 5 San Bernardino (F5SB) has contracted with the County of San Bernardino Arrowhead Regional Medical Center (ARMC) since 2012 to provide asthma care management and education for children through the age of five and their families through the utilization of the ARMC Breathmobile Program.  
In 2007, ARMC and San Bernardino County, in association with the Asthma and Allergy Foundation of America, implemented a new approach to pediatric asthma management know as an asthma clinic on wheels. Through this collaboration, the Breathmobile Program was introduced to provide care to the underserved areas of San Bernardino County.  
Two Breathmobiles service more than 40 sites and rotate to each location every 5 to 8 weeks throughout the year. The focus of the ARMC Breathmobile Program is to provide asthma and allergy care in school district locations that have the highest percentage of asthmatic children. Each visit consists of a complete evaluation, examination, and care planning.  
The Breathmobile program has been successful in helping asthmatic children 0-5 in San Bernardino County. The Breathmobile is unique in that it is the only mobile asthma clinic in San Bernardino County and is also free to residents. The Breathmobile program has proven its success to reduce asthma-related emergency room visits, hospitalization, and school absenteeism greater than five days, which equates to more days for education at school.  
In order to help the community become more aware about asthma and the existence of the Breathmobiles, the ARMC Breathmobile program plans to introduce a new media component portion to the program. The focus will be on marketing and advertisement to expand patient reach. ARMC staff will conduct a digital marketing campaign, radio spots, newspaper advertisements, and digital billboards to bring asthma awareness.  
In 2017, the Commission approved Contract HW056 with ARMC Breathmobile for one year not to exceed $222,038 to provide early screenings and intervention for children with asthma through the Breathmobile Program. Since then, the contract has been amended for two consecutive years. |
First 5 San Bernardino’s ongoing support of ARMC Breathmobile program will contribute to three essential areas:

- **Helping Children** – 400 children will receive Asthma Screenings.
- **Training Parents Toward Prevention** - 240 parents will receive Asthma Education services.
- **Public Awareness** – ARMC Breathmobile will develop a media campaign to distribute information and awareness to educate and direct the community on asthma and the Breathmobile services.

Pending Commission approval, ARMC Breathmobile will continue to support improved health outcomes for children 0-5 by direct treatment services and expansion in capacity, and assisting parents/caregivers in navigating and receiving appropriate services.

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

- **Direct Services:**
  For children prenatal to age 5 and their families

- **Supportive Strategies:**
  Communications

Review

Sophie Akins, Commission Counsel

<table>
<thead>
<tr>
<th>Report on Action as taken</th>
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</thead>
<tbody>
<tr>
<td>Action:</td>
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<td>Moved:</td>
</tr>
<tr>
<td>Second:</td>
</tr>
<tr>
<td>In Favor:</td>
</tr>
<tr>
<td>Opposed:</td>
</tr>
<tr>
<td>Abstained:</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
<tr>
<td>Witnessed:</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)

County of San Bernardino

Department/Division

Arrowhead Regional Medical Center

Address

400 North Pepper Avenue

Colton, CA 92324

Phone

(909) 580-1000

Federal ID No.

95-6002748

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 .............................................................................................................................. 3

II. CONTRACTOR’S SERVICE RESPONSIBILITIES ........................................................................ 4

III. CONTRACTOR’S GENERAL RESPONSIBILITIES ................................................................. 4

IV. COMMISSION RESPONSIBILITIES .......................................................................................... 13

V. FISCAL PROVISIONS .............................................................................................................. 13

VI. RIGHT TO MONITOR AND AUDIT ....................................................................................... 16

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION ..................... 17

VIII. TERM .................................................................................................................................. 17

IX. GENERAL PROVISIONS ......................................................................................................... 18

X. NONDISCRIMINATION ............................................................................................................ 19

XI. IMPROPER CONSIDERATION ............................................................................................... 20

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS ............................................... 20

XI. CONCLUSION ......................................................................................................................... 21

PROGRAM WORK PLAN .............................................................................................................. Attachment A

PROGRAM BUDGET ..................................................................................................................... Attachment B
I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Verification:** Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.
II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor, County of San Bernardino, on behalf of Arrowhead Regional Medical Center, hereafter referred to as the “County or 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

The “Governing Board” of the Contractor is understood to be the County of San Bernardino Board of Supervisors (Board). The Commission has access to all public records of the Board meetings and these shall serve to provide any and all required information.

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 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. Ownership Rights

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

Y. Attribution

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

Z. Incongruous Activities

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

AA. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content
will be provided by the Commission and available on the website: www.first5sanbernardino.org.

FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

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

- **Program Reports**
  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission’s web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

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

- **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.

BB. **Pro-Children Act of 1994**

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

CC. **Debarment, Suspension, and Other Responsibility Matters**

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

  a. The Contractor certifies that it and any potential subcontractors:
1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three (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.

DD. Conflict Resolution

The Commission and the County agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution through the appropriate chain of command, as deemed necessary.

FF. Environmental Requirements

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

IV. COMMISSION RESPONSIBILITIES

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

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

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

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 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 $1,086,537 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 $362,179 August 25, 2020 through June 30, 2021
Fiscal Year 2021-22 $362,179 July 1, 2021 through June 30, 2022
Fiscal Year 2022-23 $362,179 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 Commission funds for the full replacement value from any payments due to the Contractor for non-compliance.
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
- Provide a 30-day notice to 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.

D. The Director of ARMC may exercise County’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing August 25, 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 Director of ARMC may exercise this right on behalf of the County. 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: County of San Bernardino
          Arrowhead Regional Medical Center
          400 North Pepper Avenue
          Colton, CA 92324

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.

continued on next page
XI. CONCLUSION

A. This Contract, consisting of 21 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

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

CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

COUNTY OF SAN BERNARDINO

Legal Entity

Authorized Signature

Authorized Signature

CaSonya Thomas

Curt Hagman

Printed Name

Printed Name

Commission Chair

Chairman, Board of Supervisors

Title

Title

Dated

Dated

Official Stamp

Reviewed for Processing

Approved as to Legal Form

Presented to Commission for Signature

Cindy Faulkner

Sophie Akins

Karen E. Scott

Assistant Director

Commission Counsel

Executive Director

Date

Date

Date
**Strategic Priority Area:** Child Health  
**Investment Areas:** Direct Services: For children prenatal to age 5 & their families  
**Supportive Strategies:** Research & Evaluation, Policy, Communications, Advocacy, Countywide Collaboration and Statewide/First 5 Networks Efforts

---

**Program Description:**  
The Arrowhead Regional Medical Center Breathmobile program was established to help care for families of children with asthma in the underserved areas of San Bernardino County. The program provides treatment of asthma and allergies for children 0-5 years of age and provides education to the parents/guardians on asthma management. Beyond the treatment and management of asthma, the program assists parents find available resources for asthma management. The program will also conduct a Digital Marketing Campaign, radio spots, newspaper advertisements, and digital billboards to bring more asthma awareness.

---

**Agency Name:** Arrowhead Regional Medical Center  
**Contract #:** HW059  
**Program Name:** Breathmobile  
**Fiscal Year:** 2020 – 2023  
**Service Area:** Countywide

<table>
<thead>
<tr>
<th>Expectations</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support improved health outcomes for children 0-5 assisting parents/caregivers in navigating and receiving appropriate services</td>
<td>400 children will receive Asthma Screenings and 240 parents will receive Asthma Education services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine if children are at risk for asthma and find the cause of their symptoms</td>
<td>Asthma Screening</td>
<td>Ongoing</td>
<td>Reporting in Persimmony</td>
</tr>
<tr>
<td>Early screening and intervention for special needs</td>
<td>Developmental Screening</td>
<td>One per child</td>
<td>Aggregate data entered in Persimmony</td>
</tr>
<tr>
<td>Provide education and resources to parent/caregiver for the management of asthma effects</td>
<td>Asthma Education</td>
<td>One per family</td>
<td>Aggregate data entered in Persimmony</td>
</tr>
</tbody>
</table>

---

**Agency Rep Name:**  
**Agency Rep Signature:**  
**Date Signed:**  
**Reporting Period:** Quarterly  
**Data Type:** Narrative  
**Due:** By the 15th following quarter end
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2020-2021

**ORGANIZATION:** Arrowhead Regional Medical Center  
**DIRECTOR:** Mark Connolly  
**PROGRAM TITLE:** Respiratory Care  
**PROGRAM DIRECTOR:** Webster Wong, MD (Program Director)  
**FINANCE OFFICER:** Arvind Oswal  
**INITIATIVE:** Investing in Childrens Health  
**RFP/CONTRACT #:** HW059  
**TOTAL BUDGET:** $362,179

### 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>Mark Connolly</td>
<td>Director, Respiratory</td>
<td>0.05</td>
<td>53.14</td>
<td>100</td>
<td>40%</td>
<td>5,314</td>
<td>2,126</td>
<td>7,440</td>
<td>154,744</td>
<td>5%</td>
<td>Represents, organizes and directs all clinical, and administrative aspects of the Breathmobile. Oversees all of the regulatory, and compliance matters. The other 95% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>John Cadavona</td>
<td>Supervising RCP</td>
<td>0.48</td>
<td>40.55</td>
<td>1000</td>
<td>40%</td>
<td>40,550</td>
<td>16,220</td>
<td>56,770</td>
<td>118,082</td>
<td>48%</td>
<td>Oversees daily operations, staffing, staff development, and evaluation of all patient care activities to include clinic schedules. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>Karl Peterson</td>
<td>RCP II</td>
<td>0.48</td>
<td>34.74</td>
<td>1000</td>
<td>40%</td>
<td>34,740</td>
<td>13,896</td>
<td>48,636</td>
<td>101,163</td>
<td>48%</td>
<td>Assess each patient's physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC.</td>
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<td>Josie Mancillas</td>
<td>RCP II</td>
<td>0.48</td>
<td>34.74</td>
<td>1000</td>
<td>40%</td>
<td>34,740</td>
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**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR:** 2020-2021  

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<thead>
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<th>ORGANIZATION:</th>
<th>Arrowhead Regional Medical Center</th>
<th>DIRECTOR:</th>
<th>Mark Connolly</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Respiratory Care</td>
<td>PROGRAM DIRECTOR:</td>
<td>Webster Wong, MD (Program Director)</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Investing in Childrens Health</td>
<td>FINANCE OFFICER:</td>
<td>Arvind Oswal</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>362,179</td>
<td>RFP/CONTRACT #:</td>
<td>HW059</td>
</tr>
</tbody>
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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>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
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<th>DESCRIPTION/ JUSTIFICATION</th>
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</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>5</td>
<td>Nancy Glaab</td>
<td>0.48</td>
<td>24.00</td>
<td>1000</td>
<td>40%</td>
<td>24,000</td>
<td>9,600</td>
<td>33,600</td>
<td>69,888</td>
<td>48%</td>
<td>Assess each patient’s physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>6</td>
<td>Marcela Amezcua</td>
<td>0.48</td>
<td>24.00</td>
<td>1000</td>
<td>40%</td>
<td>24,000</td>
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<td>7</td>
<td>Michael Acevedo</td>
<td>0.48</td>
<td>19.27</td>
<td>1000</td>
<td>40%</td>
<td>19,270</td>
<td>7,708</td>
<td>26,978</td>
<td>56,114</td>
<td>48%</td>
<td>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>8</td>
<td>Bianka Ceballos</td>
<td>0.48</td>
<td>15.82</td>
<td>1000</td>
<td>40%</td>
<td>15,820</td>
<td>6,328</td>
<td>22,148</td>
<td>46,068</td>
<td>48%</td>
<td>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td></td>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$198,434</td>
<td>$79,374</td>
<td>$277,808</td>
<td>$717,109</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Salaries & Benefits: $717,109
## FIRST 5 SAN BERNARDINO
**PROGRAM BUDGET**
**FISCAL YEAR:** 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION: Arrowhead Regional Medical Center</th>
<th>DIRECTOR: Mark Connolly</th>
<th>PROGRAM TITLE: Respiratory Care</th>
<th>PROGRAM DIRECTOR: Webster Wong, MD (Program Director)</th>
<th>PROGRAM YEAR: 2020-2021</th>
<th>TOTAL BUDGET: 362,179</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIATIVE: Investing in Children's Health</td>
<td>FINANCE OFFICER: Arvind Oswal</td>
<td>RFP/CONTRACT #: HW059</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PROGRAM MATERIALS AND SUPPLIES</td>
<td>0%</td>
<td>$ 500</td>
<td>Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin Prick Test Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs, PPE.</td>
</tr>
<tr>
<td>2 PRINTING</td>
<td>0%</td>
<td>$ 1,000</td>
<td>Brochures and Flyers.</td>
</tr>
<tr>
<td>3 OFFICE SUPPLIES</td>
<td>0%</td>
<td>$ 200</td>
<td>Office Supplies, forms, paper, printers, printer toner, and envelopes.</td>
</tr>
<tr>
<td>4 BUILDING/EQUIPMENT MAINTENANCE</td>
<td>2%</td>
<td>$ 5,561</td>
<td>Database Management, Statistical Reporting, Mobile Phones, Routers, and VPN.</td>
</tr>
<tr>
<td>5 UTILITIES</td>
<td>0%</td>
<td>$ 500</td>
<td>Medical Direction and Staff for Clinical Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.</td>
</tr>
<tr>
<td>6 PROFESSIONAL SERVICES/CONSULTANTS</td>
<td>10%</td>
<td>$ 35,000</td>
<td>Medical Supplies: Through Spectrum Internet.</td>
</tr>
<tr>
<td>7 DIGITAL MARKETING CAMPAIGN</td>
<td>6%</td>
<td>$ 20,000</td>
<td>Radio Ads including interviews with Dr. Wong.</td>
</tr>
<tr>
<td>8 RADIO SPOTS</td>
<td>2%</td>
<td>$ 9,000</td>
<td>3 months of 1/4 page advertisements in English and Spanish.</td>
</tr>
<tr>
<td>9 NEWSPAPER ADVERTISEMENTS IN ENGLISH AND SPANISH</td>
<td>2%</td>
<td>$ 6,900</td>
<td>One month of fees for Digital Billboard Advertisements.</td>
</tr>
<tr>
<td>10 DIGITAL BILLBOARDS</td>
<td>1%</td>
<td>$ 4,710</td>
<td></td>
</tr>
</tbody>
</table>
**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

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<tr>
<th>ORGANIZATION:</th>
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</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$362,179</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>HW059</td>
</tr>
</tbody>
</table>

### III. TOTAL F5SB BUDGET

<table>
<thead>
<tr>
<th>Description/Justification:</th>
<th>TOTAL F5SB BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Services &amp; Supplies</td>
<td>$83,371</td>
</tr>
<tr>
<td>Total Food</td>
<td>$-</td>
</tr>
<tr>
<td>Total Travel</td>
<td>$-</td>
</tr>
<tr>
<td>Total Subcontractors</td>
<td>$-</td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Description/Justification: Fiscal services, grant oversight, grant reporting, and administrative functions which account for approximately 2.5% of the total grant funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis:</td>
<td>1,000</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td>1,000</td>
</tr>
</tbody>
</table>

**TOTAL FIRST 5 BUDGET**

$362,179
### FIRST 5 SAN BERNARDINO

#### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

**ORGANIZATION:** Arrowhead Regional Medical Center  
**DIRECTOR:** Mark Connolly  
**PROGRAM DIRECTOR:** Webster Wong, MD (Program Director)  
**FINANCE OFFICER:** Arvind Osval  
**INITIATIVE:** Investing in Childrens Health

<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>
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<tbody>
<tr>
<td>I.</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>
</tbody>
</table>
|      | Name: Mark Connolly  
|      | Position: Director, Respiratory  
|      | 0.05 | 53.14 | 100 | 40% | 5,314 | 2,126 | 7,440 | 154,744 | 5% | Represents, organizes and directs all clinical, and administrative aspects of the Breathmobile. Oversees all of the regulatory, and compliance matters. The other 95% of the FTE is paid by ARMC. |
|      | Name: John Cadavona  
|      | Position: Supervising RCP  
|      | 0.48 | 40.55 | 1000 | 40% | 40,550 | 16,220 | 56,770 | 108,082 | 48% | Oversees daily operations, staffing, staff development, and evaluation of all patient care activities to include clinic schedules. The other 52% of the FTE is paid by ARMC. |
|      | Name: Karl Peterson  
|      | Position: RCP II  
|      | 0.48 | 34.74 | 1000 | 40% | 34,740 | 13,896 | 48,636 | 101,163 | 48% | Assess each patient’s physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC. |
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
**FISCAL YEAR:** 2021-2022

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<th>BENEFIT RATE</th>
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<th>FSSB BENEFITS</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Josie Mancillas</td>
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</tr>
<tr>
<td></td>
<td>Nancy Glaab</td>
<td>LVN II</td>
<td>0.48</td>
<td>24.00</td>
<td>1000</td>
<td>40%</td>
<td>24,000</td>
<td>9,600</td>
<td>33,600</td>
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<td>6</td>
<td>SALARIES &amp; BENEFITS</td>
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<tr>
<td></td>
<td>Marcela Amezcuca</td>
<td>LVN</td>
<td>0.48</td>
<td>24.00</td>
<td>1000</td>
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<tr>
<td></td>
<td>Michael Acevedo</td>
<td>OA II</td>
<td>0.48</td>
<td>19.27</td>
<td>1000</td>
<td>40%</td>
<td>19,270</td>
<td>7,708</td>
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<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>
<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>8</td>
<td>Salaries &amp; Benefits</td>
<td>OA II</td>
<td>0.48</td>
<td>15.82</td>
<td>1000</td>
<td>40%</td>
<td>15,820</td>
<td>6,328</td>
<td>22,148</td>
<td>46,068</td>
<td>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td></td>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td>$198,434</td>
<td>$79,374</td>
<td>$277,808</td>
<td>$717,109</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022

ORGANIZATION: Arrowhead Regional Medical Center
DIRECTOR: Mark Connolly
PROGRAM TITLE: Respiratory Care
PROGRAM DIRECTOR: Webster Wong, MD (Program Director)
INITIATIVE: Investing in Childrens Health
FINANCE OFFICER: Arvind Oswal

TOTAL BUDGET: 362,179

RFP/CONTRACT #: HW059
## FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**ORGANIZATION:** Arrowhead Regional Medical Center  
**DIRECTOR:** Mark Connolly  
**PROGRAM TITLE:** Respiratory Care  
**INITIATIVE:** Investing in Children's Health  
**FINANCE OFFICER:** Arvind Oswal  
**PROGRAM YEAR:** 2021-2022  
**TOTAL BUDGET:** 362,179  
**RFP/CONTRACT #:** HW059

<table>
<thead>
<tr>
<th>II. SERVICES &amp; SUPPLIES</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PROGRAM MATERIALS AND SUPPLIES</td>
<td>0%</td>
<td>$500</td>
<td>Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin Prick Test Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs, PPE.</td>
</tr>
<tr>
<td>2 PRINTING</td>
<td>0%</td>
<td>$1,000</td>
<td>Brochures and Fliers.</td>
</tr>
<tr>
<td>3 OFFICE SUPPLIES</td>
<td>0%</td>
<td>$200</td>
<td>Office Supplies, forms, paper, printers, printer toner, and envelopes.</td>
</tr>
<tr>
<td>5 UTILITIES</td>
<td>0%</td>
<td>$500</td>
<td>Database Management, Statistical Reporting, Mobile Phones, Routers, and VPN.</td>
</tr>
<tr>
<td>6 PROFESSIONAL SERVICES/CONSULTANTS</td>
<td>10%</td>
<td>$35,000</td>
<td>Medical Direction and Staff for Clinical Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.</td>
</tr>
<tr>
<td>7 DIGITAL MARKETING CAMPAIGN</td>
<td>6%</td>
<td>$20,000</td>
<td>Through Spectrum Internet</td>
</tr>
<tr>
<td>8 RADIO SPOTS</td>
<td>2%</td>
<td>$9,000</td>
<td>Radio Ads including interviews with Dr. Wong</td>
</tr>
<tr>
<td>9 NEWSPAPER ADVERTISEMENTS IN ENGLISH AND SPANISH</td>
<td>2%</td>
<td>$6,900</td>
<td>3 months of 1/4 page advertisements in English and Spanish</td>
</tr>
</tbody>
</table>
**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Arrowhead Regional Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Investing in Childrens Health</td>
</tr>
<tr>
<td>DIRECTOR:</td>
<td>Mark Connolly</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Webster Wong, MD (Program Director)</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Arvind Oswal</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2021-2022</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$362,179</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>HW059</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$4,710</td>
<td>One month of fees for Digital Billboard Advertisements</td>
</tr>
<tr>
<td>N/A</td>
<td>$83,371</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>III. FOOD</th>
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</table>

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$ -</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>IV. TRAVEL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. SUBCONTRACTORS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$ -</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>VI. INDIRECT COSTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

| Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximately 2.5% of the total grant funding. |

| TOTAL FIRST 5 BUDGET | $362,179 |
## First 5 San Bernardino Program Budget

**Fiscal Year:** 2022-2023

| Organization | Arrowhead Regional Medical Center |
| Director | Mark Connolly |
| Program Title | Respiratory Care |
| Program Director | Webster Wong, MD (Program Director) |
| Initiative | Investing in Children's Health |
| Finance Officer | Arvind Oswal |

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries &amp; Benefits</td>
<td>0.05</td>
<td>53.14</td>
<td>100</td>
<td>40%</td>
<td>5,314</td>
<td>2,126</td>
<td>7,440</td>
<td>154,744</td>
<td>5%</td>
<td>Represents, organizes and directs all clinical, and administrative aspects of the Breathmobile. Oversees all of the regulatory, and compliance matters. The other 95% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>2</td>
<td>Salaries &amp; Benefits</td>
<td>0.48</td>
<td>40.55</td>
<td>1000</td>
<td>40%</td>
<td>40,550</td>
<td>16,220</td>
<td>56,770</td>
<td>118,082</td>
<td>48%</td>
<td>Oversees daily operations, staffing, staff development, and evaluation of all patient care activities to include clinic schedules. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>3</td>
<td>Salaries &amp; Benefits</td>
<td>0.48</td>
<td>34.74</td>
<td>1000</td>
<td>40%</td>
<td>34,740</td>
<td>13,896</td>
<td>48,636</td>
<td>101,163</td>
<td>48%</td>
<td>Assess each patient’s physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>4</td>
<td>Salaries &amp; Benefits</td>
<td>0.48</td>
<td>34.74</td>
<td>1000</td>
<td>40%</td>
<td>34,740</td>
<td>13,896</td>
<td>48,636</td>
<td>101,163</td>
<td>48%</td>
<td>Assess each patient’s physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC.</td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO

## PROGRAM BUDGET

**ORGANIZATION:** Arrowhead Regional Medical Center  
**DIRECTOR:** Mark Connolly  
**PROGRAM TITLE:** Respiratory Care  
**PROGRAM DIRECTOR:** Webster Wong, MD (Program Director)  
**INITIATIVE:** Investing in Children’s Health  
**FINANCE OFFICER:** Arvind Oswal  
**TOTAL BUDGET:** 362,179  
**RFP/CONTRACT #:** HW059  
**FISCAL YEAR:** 2022-2023

### I. SALARIES & BENEFITS

<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>
</tr>
</thead>
<tbody>
<tr>
<td>5</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>Assess each patient’s physical condition. Evaluate all pertinent testing results in order to evaluate outcomes, and adjust respiratory care to achieve patient care goals by providing treatment focused education. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>6</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>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>7</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>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
<tr>
<td>8</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>Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update the MedPeds Trax system. The other 52% of the FTE is paid by ARMC.</td>
</tr>
</tbody>
</table>

| TOTAL SALARIES & BENEFITS | $198,434 | $79,374 | $277,808 | $717,109 |

---

**Note:** The table above lists the salaries and benefits for each FTE, with detailed justification for each position. The total salaries and benefits amount to $717,109.
# FIRST 5 SAN BERNARDINO

## PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

**ORGANIZATION:** Arrowhead Regional Medical Center  
**DIRECTOR:** Mark Connolly

**PROGRAM TITLE:** Respiratory Care  
**PROGRAM DIRECTOR:** Webster Wong, MD (Program Director)

**INITIATIVE:** Investing in Children's Health  
**FINANCE OFFICER:** Arvind Oswal

**TOTAL BUDGET:** $362,179  
**RFP/CONTRACT #:** HW059

<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 PROGRAM MATERIALS AND SUPPLIES</td>
<td>0%</td>
<td>$500</td>
<td>Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin Prick Test Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs, PPE.</td>
</tr>
<tr>
<td>2 PRINTING</td>
<td>0%</td>
<td>$1,000</td>
<td>Brochures and Fliers.</td>
</tr>
<tr>
<td>3 OFFICE SUPPLIES</td>
<td>0%</td>
<td>$200</td>
<td>Office Supplies, forms, paper, printers, printer toner, and envelopes.</td>
</tr>
<tr>
<td>5 UTILITIES</td>
<td>0%</td>
<td>$500</td>
<td>Database Management, Statistical Reporting, Mobile Phones, Routers, and VPN.</td>
</tr>
<tr>
<td>6 PROFESSIONAL SERVICES/CONSULTANTS</td>
<td>10%</td>
<td>$35,000</td>
<td>Medical Direction and Staff for Clinical Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.</td>
</tr>
<tr>
<td>7 DIGITAL MARKETING CAMPAIGN</td>
<td>6%</td>
<td>$20,000</td>
<td>Through Spectrum Internet</td>
</tr>
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<td>8 RADIO SPOTS</td>
<td>2%</td>
<td>$9,000</td>
<td>Radio Ads including interviews with Dr. Wong</td>
</tr>
<tr>
<td>9 NEWSPAPER ADVERTISEMENTS IN ENGLISH AND SPANISH</td>
<td>2%</td>
<td>$6,900</td>
<td>3 months of 1/4 page advertisements in English and Spanish</td>
</tr>
<tr>
<td>10 DIGITAL BILLBOARDS</td>
<td>1%</td>
<td>$4,710</td>
<td>One month of fees for Digital Billboard Advertisements</td>
</tr>
</tbody>
</table>
**FIRST 5 SAN BERNARDINO**  
PROGRAM BUDGET  
FISCAL YEAR: **2022-2023**

<table>
<thead>
<tr>
<th>ORGANIZATION: Arrowhead Regional Medical Center</th>
<th>DIRECTOR: Mark Connolly</th>
<th>PROGRAM YEAR: 2022-2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE: Respiratory Care</td>
<td>PROGRAM DIRECTOR: Webster Wong, MD (Program Director)</td>
<td>TOTAL BUDGET: 362,179</td>
</tr>
<tr>
<td>INITIATIVE: Investing in Children's Health</td>
<td>FINANCE OFFICER: Arvind Oswal</td>
<td>RFP/CONTRACT #: HW059</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 N/A</td>
<td>$ 83,371</td>
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</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 N/A</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
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### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 N/A</td>
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<table>
<thead>
<tr>
<th>Total Subcontractors</th>
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### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Basis:</th>
<th>Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximately 2.5% of the total grant funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION: Arrowhead Regional Medical Center</td>
<td>DIRECTOR: Mark Connolly</td>
<td>PROGRAM TITLE: Respiratory Care</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>INITIATIVE: Investing in Children's Health</td>
<td>FINANCE OFFICER: Arvind Oswal</td>
<td>TOTAL BUDGET: 362,179</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Total Indirect Costs</th>
<th>$ 1,000 $</th>
</tr>
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</table>

<p>| TOTAL FIRST 5 BUDGET    |                        | $ 362,179 $          |</p>
<table>
<thead>
<tr>
<th>AGENCY INFORMATION</th>
<th>Contract #: HW059</th>
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<tbody>
<tr>
<td>Legal Entity:</td>
<td>County of San Bernardino</td>
</tr>
<tr>
<td>Dept./Division:</td>
<td>Arrowhead Regional Medical Center</td>
</tr>
<tr>
<td>Project Name:</td>
<td>ARMC Breathmobile®</td>
</tr>
<tr>
<td>Address:</td>
<td>400 North Pepper Avenue</td>
</tr>
<tr>
<td></td>
<td>Colton, CA 92324</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.arrowheadregional.org">www.arrowheadregional.org</a></td>
</tr>
<tr>
<td>Program Site Address:</td>
<td>Mobile program with a schedule that varies monthly, see our website or contact us via telephone for more information.</td>
</tr>
<tr>
<td>Client Referral Phone #:</td>
<td>909.498.6277/909.213.3341</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE</td>
</tr>
<tr>
<td>Name: Curt Hagman</td>
</tr>
<tr>
<td>Address: County of San Bernardino Board of Supervisors 385 North Arrowhead Avenue, 5th Floor San Bernardino, CA 92415-0130</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:Curt.Hagman@bos.sbcounty.gov">Curt.Hagman@bos.sbcounty.gov</a></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CONTRACT REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Mark Connolly</td>
</tr>
<tr>
<td>Address: 400 North Pepper avenue Colton, CA 92324</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:connollym@armac.sbcounty.gov">connollym@armac.sbcounty.gov</a></td>
</tr>
</tbody>
</table>
First 5 San Bernardino
Strategy: Child Health

PROGRAM CONTACT
Name: John Cadavona Title: Mobile Clinic Manager
Address: 400 North Pepper avenue
Colton, CA 92324
Direct Phone #: 909.580.3202
Fax #: 909.580.3220
E-Mail: cadavonaj@armc.sbcounty.gov

FISCAL CONTACT
Name: Cecilia Morales Title: Accountant
Address: 400 North Pepper avenue
Colton, CA 92324
Direct Phone #: 909.580.1212
Fax #: 909.580.1190
E-Mail: MoralesCe@armc.sbcounty.gov

ADDITIONAL CONTACT (Describe): Choose an item.
Name: Karl Peterson Title: Respiratory Care Practitioner II
Address: 400 N. Pepper avenue
Colton, CA 92324
Direct Phone #: 909.580.3202
Fax #: 909.580.3220
E-Mail: petersonk@armc.sbcounty.gov

PROGRAM INFORMATION

TYPE OF AGENCY
- Educational Institution Describe: Choose an item.
- Government Agency Describe: County
- Private Entity/Institution Describe: Choose an item.
- Community-Based Describe: Choose an item.

PROGRAM DESCRIPTION
ARMC’s Breathmobile® travels to participating sites to treat children with asthma, including the 0-5 population. Visits include complete evaluation, examination, care plan, and extensive patient-family education sessions. The Program will also conduct a Digital Marketing Campaign, radio spots, newspaper advertisements, and digital billboards to bring more asthma awareness.

Strategic Priority Area:

Child Health:
Children prenatal through age 5 and their families can access the full spectrum of health and behavioral health services needed to enhance their well-being.
**Investment Areas:**

**Direct Services:** For children prenatal to age 5 and their families  
**Supportive Strategies:** Research and Evaluation, Policy, Communications, Advocacy, Countywide collaboration, Statewide/First 5 Network Efforts

**Expectations(s):**  
Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.

**Outcome(s):**  
400 children will receive asthma screenings and 240 parents will receive Asthma Education services (aggregate).

**ASSIGNED ANALYST:** Merceides Logans

**CONTRACT AMOUNT**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>2020-2021</td>
<td>$362,179</td>
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<tr>
<td>2021-2022</td>
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<td>NAME OF SITE, SITE ADDRESS, PHONE NUMBER &amp; CONTACT NAME</td>
<td>NUMBER OF PARTICIPANTS SERVED</td>
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<tr>
<td>-------------------------------------------------------</td>
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<tr>
<td>6th Street Prep&lt;br&gt;5476 6th Street&lt;br&gt;Victorville, CA&lt;br&gt;Jaimi Brandl, RN District Nurse</td>
<td>59</td>
</tr>
<tr>
<td>Adelanto Head Start&lt;br&gt;11497 Bartlette Road&lt;br&gt;Adelanto, CA 92301&lt;br&gt;Lashawn Love-French, Program Manager</td>
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</tr>
<tr>
<td>Alice Birney Elementary School&lt;br&gt;1050 E. Olive Street&lt;br&gt;Colton, CA 92324&lt;br&gt;Gillian Williams RN School Nurse</td>
<td>97</td>
</tr>
<tr>
<td>Apple Valley Head Start&lt;br&gt;13589 Navajo Road&lt;br&gt;Apple Valley, CA 92308&lt;br&gt;Dee Edwards, Site Supervisor</td>
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<tr>
<td>Bing Wong Elementary School&lt;br&gt;1250 East 9th Street&lt;br&gt;San Bernardino, CA 92401&lt;br&gt;Victoria Gomez RN School Nurse</td>
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<tr>
<td>Cooley Ranch Elementary School&lt;br&gt;1000 South Cooley Drive&lt;br&gt;Colton, CA 92324&lt;br&gt;Gillian Williams RN School Nurse</td>
<td>98</td>
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<tr>
<td>Crestline Elementary School&lt;br&gt;2020 Monterey Avenue&lt;br&gt;Barstow, CA 92311&lt;br&gt;Melody Payne RN District Nurse</td>
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<tr>
<td>Cypress School of the Arts&lt;br&gt;10365 Cypress Avenue&lt;br&gt;Hesperia, CA 92345&lt;br&gt;Martha Santana Health Services Tech II</td>
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<tr>
<td>Dollahan Elementary School&lt;br&gt;1060 West Etiwanda Avenue&lt;br&gt;Rialto, CA 92376&lt;br&gt;Bernadette Brown Coordinator; Misti Gruber Health Clerk</td>
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</tr>
<tr>
<td>School Name</td>
<td>Address</td>
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<tr>
<td>-----------------------------------------------</td>
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<tr>
<td>Eagle Summit Community Day School</td>
<td>3919 Nielson Road, Phelan, CA 92371</td>
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<td>Elderberry Elementary School</td>
<td>950 North Elderberry Avenue, Ontario, CA 91762</td>
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<td>Emmerton Elementary School</td>
<td>1888 Arden Avenue, San Bernardino, CA 92404</td>
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<td>Family Resource Center</td>
<td>1525 West Highland Avenue, San Bernardino, CA 92411</td>
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<td>Henry Elementary School</td>
<td>470 East Etiwanda Avenue, Rialto, CA 92376</td>
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<td>Hesperia Head Start</td>
<td>9352 East E Street, Hesperia, CA 92345</td>
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<td>Hollyvale Elementary School</td>
<td>11645 Hollyvale Avenue, Victorville, CA 92356</td>
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<td>Hunt Elementary School</td>
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<td>Lewis Center</td>
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<td>Lincoln Elementary School</td>
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<td>Marshall Elementary School</td>
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<td>Morgan Kincaid Preparatory School</td>
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<td>Mountain View School District</td>
<td>2585 South Archibald Avenue, Ontario, CA 91761</td>
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<td>School Name</td>
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<td>Muscoy Elementary School</td>
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<td>Myers Elementary School</td>
<td>975 North Meridian Avenue</td>
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<td>Oleander Elementary School</td>
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<td>Palmetto Elementary School</td>
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<td>Riverside Preparatory School</td>
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<td>Serrano Middle School</td>
<td>4725 San Jose Street</td>
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<td>Simpson Elementary School</td>
<td>1050 S Lilac Avenue</td>
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<td>Smith Elementary School</td>
<td>9551 Linden Avenue</td>
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<td>School Name</td>
<td>Address</td>
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<td>Sultana Elementary School</td>
<td>1845 S Sultana Avenue, Ontario, CA 91761</td>
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<td>Tokay Elementary School</td>
<td>7846 Tokay Avenue, Fontana, CA 92336</td>
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<tr>
<td>Trona Elementary School</td>
<td>83600 Trona Road, Trona, CA 92562</td>
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<tr>
<td>Ulysses Grant Elementary School</td>
<td>550 West Olive Street, Colton, CA 92324</td>
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<tr>
<td>Valley View High School</td>
<td>1801 E. 6th Street, Ontario, CA 91764</td>
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<tr>
<td>Victorville Head Start</td>
<td>14029 Amargosa Road #C, Victorville, CA 92392</td>
</tr>
<tr>
<td>Yucca Loma Elementary School</td>
<td>21351 Yucca Loma Road, Apple Valley, CA 92307</td>
</tr>
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</table>
AGENDA ITEM 7
August 5, 2020

Subject
Contract Amendment IC033 A2 with Social Entrepreneurs, Inc.

Recommendations
Approve Amendment A2 for Contract IC033 with Social Entrepreneurs, Inc., for an increase of $38,205 for a cumulative total of $53,171 for Fiscal Year 2020-2021 and a cumulative total of $1,019,832 for Fiscal Years 2017-2021 to enable completion of the Capacity Building Academy.
(Presenter: Ronnie Robinson, Section Manager, 252-4255)

Financial Impact
$38,205 for Fiscal Year 2020-2021.

Background Information
In February 2010, the Commission approved the release of Request for Qualifications (RFQ) 10-01 for a Sustainability Project Facilitator. In May 2010, the Commission approved contract IC020 with Social Entrepreneurs, Inc., (SEI) to facilitate and implement a Sustainability Project, which is the Capacity Building Academy (CBA).

In 2012, graduates of CBA II and CBA III formed the Inland Empire Community Collaborative (IECC) to implement their sustainability plans by seeking collective funding opportunities, as well as develop community projects.

In August 2014, the Commission released RFQ 14-01 for Capacity Building Continuum Project, which sought to support the further development of strong, adaptive and sustainable organizations that serve the 0 to 5 population. The continuum project built on the previous CBAs to increase local agency and system capacity over the three-year term, specifically developing leaders and mentors and further strengthened the IEC.

On July 12, 2017, the Commission approved Contract IC033 with SEI for continued facilitation, capacity building and training the IECC to sustain the Capacity Building Academy. In 2018, SEI began coaching IECC to become the local facilitator for the CBA.

In October 2019, the Commission approved an amendment with SEI to support SEI’s current scope of work that relies on the IECC to complete the strategic financing section of the sustainability plan, with coaching from SEI. Two trainings with curriculum, worksheets and budgeting tools were provided to the IECC. However, the content matter is difficult to master without a finance background and each nonprofit has its own accounting system, fiscal year and distinct sources of revenue and expenses. This amendment extended the current contract term to September 30, 2020 and allocated $14,966 to provide SEI additional time and funding to assist IECC and to revise the curriculum for strategic financing, simplifying it and creating a user manual and companion video training.

When COVID-19 emerged as a pandemic, CBA participants were not able to progress at a pace that would have curriculum plans completed. The participants from March through June were tending to critical crisis situations including ensuring the safety of their staff and clients, etc. Due to the critical emergence, SEI underspent by $49,992 for Fiscal Year 2019-2020. Graduation preparation and curriculums were not completed.
Report on Action as taken

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<th>Action:</th>
<th>Moved:</th>
<th>Second:</th>
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<th>Comments:</th>
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<th>Witnessed:</th>
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Pending Commission approval, the unspent dollars and additional hours for professional fees for SEI and the IECC can be used to assist CBA IX participants’ complete final plans and prepare for graduation.

Review

Sophie Akins, Commission Counsel
STANDARD CONTRACT

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)

Social Entrepreneurs, Inc.

Department/Division

Address

6548 South McCarran Blvd., Suite B

Reno, NV 89509

Phone

(775) 324-4567

Federal ID No.

86-0847995

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $1,019,832 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>
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<tr>
<td>2017-18</td>
<td>$347,084</td>
<td>July 13, 2017 through June 30, 2018</td>
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<tr>
<td>2018-19</td>
<td>$311,039</td>
<td>July 1, 2018 through June 30, 2019</td>
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<tr>
<td>2019-20</td>
<td>$293,572</td>
<td>July 1, 2019 through June 30, 2020</td>
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<tr>
<td>2020-21</td>
<td>$53,171</td>
<td>July 1, 2020 through September 30, 2020</td>
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</table>

continued on next page
ATTACHMENTS
Attachment A – Amended Scope of Work for FY 20-21
Attachment B – Amended Project Budget Summary for FY 20-21
Attachment C – Persimmony Milestones

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

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

--------------------------------------------------------------------------------------------------

SOCIAL ENTREPRENEURS, INC.

--------------------------------------------------------------------------------------------------

Legal Entity

--------------------------------------------------------------------------------------------------

________________________________________________________________________________________

Authorized Signature

--------------------------------------------------------------------------------------------------

Authorized Signature

--------------------------------------------------------------------------------------------------

CaSonya Thomas
Printed Name
Commission Chair
Title

--------------------------------------------------------------------------------------------------

Kelly Marschall
Printed Name
President
Title

--------------------------------------------------------------------------------------------------

Dated

--------------------------------------------------------------------------------------------------

Dated


Official Stamp


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
## First 5 San Bernardino

### Capacity Building Continuum – July, August & September

<table>
<thead>
<tr>
<th>Task #</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>IECC</th>
<th>Kelly Marschall</th>
<th>Lisa Watson</th>
<th>Marika Baren</th>
<th>Katie Powell</th>
<th>Sierra Rich</th>
<th>Controller</th>
<th>Notes/Description</th>
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<tbody>
<tr>
<td><strong>PHASE 1: IECC Subcontractor</strong></td>
<td>Monthly CBA Workshops</td>
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</tr>
<tr>
<td>1</td>
<td>IECC manages registration for CBA workshops.</td>
<td>7/1/2020</td>
<td>8/19/2020</td>
<td>2</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>IECC manages distribution of CBA workshop materials.</td>
<td>7/16/2020</td>
<td>8/13/2020</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>IECC preps for and discusses delivery of curriculum at CBA workshops.</td>
<td>7/13/2020</td>
<td>8/20/2020</td>
<td>10</td>
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<tr>
<td>4</td>
<td>IECC delivers workshop content at CBA workshops.</td>
<td>7/23/2020</td>
<td>8/20/2020</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assumes Suzy, David, Megan, Doug and Nancy will participate.</td>
</tr>
<tr>
<td>5</td>
<td>IECC collects feedback from CBA workshop participants and provides results to SEI.</td>
<td>7/23/2020</td>
<td>8/24/2020</td>
<td>4</td>
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<tr>
<td><strong>Sustainability Plans</strong></td>
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</tr>
<tr>
<td>6</td>
<td>IECC allowance to meet one on one with participants regarding the sustainability plan.</td>
<td>7/1/2020</td>
<td>9/4/2020</td>
<td>28</td>
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<td></td>
<td></td>
<td></td>
<td>Assumes 2 hours per CBA participant.</td>
</tr>
<tr>
<td>7</td>
<td>IECC allowance to write sustainability plan with input gathered from CBA participants.</td>
<td>7/1/2020</td>
<td>9/4/2020</td>
<td>28</td>
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<td>Assumes 2 hours per CBA participant.</td>
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<tr>
<td>8</td>
<td>IECC meets with SEI to review content of sustainability plan and to receive coaching and support for completion.</td>
<td>7/1/2020</td>
<td>9/11/2020</td>
<td>24</td>
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<td></td>
<td>Assumes 1 hours per CBA participant for one-one-one support and a 1 hour collaborative meeting with SEI.</td>
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<tr>
<td><strong>Graduation Videos</strong></td>
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<tr>
<td>9</td>
<td>IECC allowance to meet with and support CBA participants in developing their graduation video.</td>
<td>7/1/2020</td>
<td>9/11/2020</td>
<td>35</td>
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<td>Assumes 3 hours per CBA participant.</td>
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</table>
# First 5 San Bernardino

## Capacity Building Continuum – July, August & September

<table>
<thead>
<tr>
<th>Task #</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>IECC</th>
<th>Kelly Marschall</th>
<th>Lisa Watson</th>
<th>Marika Baren</th>
<th>Katie Powell</th>
<th>Sierra Rich</th>
<th>Controller</th>
<th>Notes/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>IECC collects, reviews, and finalizes CBA participant videos and provides them to SEI for inclusion in CBA graduation event.</td>
<td>9/1/2020</td>
<td>9/18/2020</td>
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<td>Assumes 2 hours per CBA participant.</td>
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<tr>
<td>11</td>
<td>IECC manages registration for CBA Graduation.</td>
<td>9/1/2020</td>
<td>9/23/2020</td>
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<tr>
<td>12</td>
<td>IECC secures Funders participation at CBA Graduation.</td>
<td>7/1/2020</td>
<td>9/1/2020</td>
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<tr>
<td>13</td>
<td>IECC prepares Funders forum brochure to include agenda, and brief bio's for each CBA graduate.</td>
<td>8/15/2020</td>
<td>9/11/2020</td>
<td>6</td>
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<tr>
<td>14</td>
<td>IECC cofacilitates a CBA graduation rehearsal with CBA participants.</td>
<td>9/14/2020</td>
<td>9/17/2020</td>
<td>10</td>
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<tr>
<td>15</td>
<td>IECC distributes CBA graduation materials to CBA participants.</td>
<td>9/17/2020</td>
<td>9/17/2020</td>
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<tr>
<td>16</td>
<td>IECC co-facilitates CBA graduation with SEI.</td>
<td>9/24/2020</td>
<td>9/24/2020</td>
<td>10</td>
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<td>Assumes Suzy, David, Megan, Doug and Nancy will participate.</td>
</tr>
<tr>
<td>17</td>
<td>IECC preps for, collects, and documents Funders feedback during CBA graduation.</td>
<td>9/21/2020</td>
<td>9/28/2020</td>
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<tr>
<td>18</td>
<td>IECC distributes Funders feedback to SEI and to each participant organization.</td>
<td>9/28/2020</td>
<td>9/30/2020</td>
<td>1</td>
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## Nonprofit Advocacy

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<th>End Date</th>
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<tbody>
<tr>
<td>19</td>
<td>IECC conducts community outreach and attends nonprofit events.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
</tr>
<tr>
<td>20</td>
<td>IECC communicates the status of nonprofit sector and advocates on its behalf.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
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</table>
# First 5 San Bernardino

## Capacity Building Continuum – July, August & September

<table>
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<th>Task #</th>
<th>Task</th>
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<th>End Date</th>
<th>Hours and Resources</th>
<th>Notes/Description</th>
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</thead>
<tbody>
<tr>
<td>21</td>
<td>IECC identifies and promotes partnerships between nonprofits and capacity builders.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
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<tr>
<td>22</td>
<td>Allowance for communication and coordination between IECC and SEI.</td>
<td>7/1/2020</td>
<td>9/30/2020</td>
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**PHASE 2: Train the Trainer - Tools, Templates, and CBA Sustainability Planning**

<table>
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<th>Task</th>
<th>Start Date</th>
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<th>Hours and Resources</th>
<th>Notes/Description</th>
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<tr>
<td>23</td>
<td>SEI revises CBA curriculum to reflect current needs.</td>
<td>7/1/2020</td>
<td>8/7/2020</td>
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<td>2</td>
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<tr>
<td>24</td>
<td>SEI conducts a GSR on curriculum content to ensure materials are free from defect.</td>
<td>7/13/2020</td>
<td>8/12/2020</td>
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<tr>
<td>25</td>
<td>SEI sends workshop materials to IECC for distribution to participants.</td>
<td>7/16/2020</td>
<td>8/13/2020</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Monthly CBA Workshops**

<table>
<thead>
<tr>
<th>Task #</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours and Resources</th>
<th>Notes/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>SEI preps for and supports content delivery at CBA workshops.</td>
<td>7/20/2020</td>
<td>8/20/2020</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>27</td>
<td>SEI reviews the CBA participant workshop evaluation results and makes necessary changes to future approach.</td>
<td>7/27/2020</td>
<td>8/28/2020</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Strategic Financing**

<table>
<thead>
<tr>
<th>Task #</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours and Resources</th>
<th>Notes/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>SEI communicates with CBA participants regarding their strategic financing needs and gathers information necessary to complete financial planning.</td>
<td>7/1/2020</td>
<td>8/28/2020</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Task #</td>
<td>Task</td>
<td>Start Date</td>
<td>End Date</td>
<td>Hours</td>
<td>Notes/Description</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td>-------</td>
<td>-------------------</td>
</tr>
<tr>
<td>29</td>
<td>SEI meets with CBA participants to collect financial data and to confirm content that is developed in strategic financing section of sustainability plans.</td>
<td>7/1/2020</td>
<td>8/28/2020</td>
<td>22.5</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>SEI completes strategic financing section of Sustainability plans.</td>
<td>7/1/2020</td>
<td>8/28/2020</td>
<td>22.5</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>SEI reviews sustainability plan content and provides feedback to IECC Coaches.</td>
<td>7/1/2020</td>
<td>8/28/2020</td>
<td>21</td>
<td>2 hours per CBA participant organization.</td>
</tr>
<tr>
<td>32</td>
<td>SEI meets with IECC Coaches to review content of sustainability plan and to provide coaching and support for completion.</td>
<td>7/1/2020</td>
<td>8/28/2020</td>
<td>25</td>
<td>Assumes 2 hours per CBA participant for one-one support and a 1 hour collaborative meeting with SEI.</td>
</tr>
<tr>
<td>33</td>
<td>SEI provides final GSR on Sustainability plans and provides them to coaches for distribution to CBA participants.</td>
<td>7/1/2020</td>
<td>9/18/2020</td>
<td>14</td>
<td>2 hours per CBA participant organization.</td>
</tr>
<tr>
<td>34</td>
<td>SEI collects videos from IECC coaches for each graduating CBA participant and tests them in preparation for use during event.</td>
<td>9/1/2020</td>
<td>9/18/2020</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>SEI establishes Zoom link and preps for CBA graduation facilitation.</td>
<td>9/7/2020</td>
<td>9/11/2020</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>SEI cofacilitates a CBA graduation rehearsal with CBA participants</td>
<td>9/14/2020</td>
<td>9/17/2020</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>SEI co-facilitates CBA graduation with IECC.</td>
<td>9/24/2020</td>
<td>9/24/2020</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
## First 5 San Bernardino

### Capacity Building Continuum – July, August & September

<table>
<thead>
<tr>
<th>Task #</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours and Resources</th>
<th>Notes/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Set-up internal systems necessary to manage project.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Monthly invoicing process to include project status updates and budget submission into Persimmon.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td></td>
<td>Sierra - includes time to support IECC monthly reports</td>
</tr>
<tr>
<td>40</td>
<td>Allowance for project contingencies and wrap-up activities that may not be anticipated in workplan.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td>15 7 5 8</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Internal project management meetings to discuss SEI responsibilities within the project.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Collaborative project management meetings with IECC to discuss overarching deliverables within the project.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td>6 3 3 3</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Miscellaneous communications between SEI, First 5, the IECC and CBA participants.</td>
<td>8/1/2020</td>
<td>9/30/2020</td>
<td>4 2 2 2</td>
<td></td>
</tr>
</tbody>
</table>
Budget Summary
Fees are based on the scope of the project and on the division of responsibilities as outlined in the scope of work. Changes to the project scope, such as the addition of other deliverables to be produced, may result in additional fees. SEI will notify the Commission if we believe that the scope has changed; additional fees cannot be charged unless agreed to by the Commission.

<table>
<thead>
<tr>
<th>Phase</th>
<th>SEI Hours</th>
<th>Professional Fees</th>
<th>Expenses</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE 1. IECC Subcontractor</td>
<td>238</td>
<td>$13,090.00</td>
<td>0.00</td>
<td>$13,090.00</td>
</tr>
<tr>
<td>PHASE 2: Train the Trainer</td>
<td>218</td>
<td>$27,660.00</td>
<td>0.00</td>
<td>$27,660.00</td>
</tr>
<tr>
<td>PHASE 3: Ongoing Coordination</td>
<td>93</td>
<td>$12,421.00</td>
<td>0.00</td>
<td>$12,421.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>549</strong></td>
<td><strong>$53,171.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>$53,171.00</strong></td>
</tr>
</tbody>
</table>
First 5 San Bernardino
Capacity Building Continuum – July, August & September

Persimmony Milestones

<table>
<thead>
<tr>
<th>Persimmony Milestones – August &amp; September</th>
<th>From</th>
<th>To</th>
<th>Report Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sustainability Plan Drafted</td>
<td>7/1/20</td>
<td>7/31/20</td>
<td>8/15/20</td>
</tr>
<tr>
<td>2. Strategic Financing Planning Conducted</td>
<td>7/1/20</td>
<td>7/31/20</td>
<td>8/15/20</td>
</tr>
<tr>
<td>3. Complete CBA Sustainability Plans</td>
<td>8/1/20</td>
<td>9/30/20</td>
<td>10/15/20</td>
</tr>
<tr>
<td>4. Conduct CBA Graduation/Funders Forum</td>
<td>8/1/20</td>
<td>9/30/20</td>
<td>10/15/20</td>
</tr>
<tr>
<td>5. Ongoing Project Management &amp; Communications</td>
<td>8/1/20</td>
<td>9/30/20</td>
<td>10/15/20</td>
</tr>
</tbody>
</table>
AGENCY INFORMATION

Contract #: IC033 A2

Legal Entity: Social Entrepreneurs, Inc.

Dept./Division: 

Project Name: 

Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509

Phone #: (775) 324-4567

Website: www.socialent.com

Fax #: (775) 324-4941

Program Site Address: 6548 South McCarran Boulevard, Suite B

Client Referral Phone #: N/A

Choose an item.

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Kelly A. Marschall
Title: President and Principal

Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509

Direct Phone #: (775) 324-4567
Fax #: (775) 324-4941

E-Mail: kmarschall9@socialent.com

CONTRACT REPRESENTATIVE

Name: Kelly A. Marschall
Title: President and Principal

Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509

Direct Phone #: (775) 324-4567
Cell #: (775) 846-0155
Fax #: (775) 324-4941

E-Mail: kmarschall9@socialent.com

PROGRAM CONTACT

Name: Lisa Watson
Title: Client Services Manager

Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509

Direct Phone #: (775) 324-4567

Fax #: (775) 324-4941

E-Mail: lwatson@socialent.com
FISCAL CONTACT
Name: Peter Marschall
Title: Operations Associate
Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509
Direct Phone #: (775) 324-4567
Fax #: (775) 324-4941
E-Mail: pmarschall9@socialent.com

ADDITIONAL CONTACT (Describe): Program
Name: Lisa Watson
Title: Client Services Manager
Address: 6548 South McCarran Boulevard, Suite B
Reno, NV 89509
Direct Phone #: (425) 242-0541
Fax #: (775) 324-4941
E-Mail: lwatson@socialent.com

PROGRAM INFORMATION

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

PROGRAM DESCRIPTION
Social Entrepreneurs, Inc. provides consultant services to serve as Sustainability Project Facilitator of the First 5 Capacity Building Systems Strengthening.

ASSIGNED ANALYST: Ronnie S. Robinson

CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$347,084</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$311,039</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$293,572</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$ 53,171</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,019,832</strong></td>
</tr>
</tbody>
</table>

SERVICE AREA (LOCATIONS)
Countywide