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## Agenda: Children and Families Commission 04-2017

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

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**Meeting date, time, and place**      April 5, 2017  
3:30 p.m. to 5:00 p.m.  
Commission Conference Center

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

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**SPECIAL PRESENTATION**              Swearing-In Ceremony for Supervisor James Ramos

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**Conflict of Interest Disclosure**      Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.  
A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

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**Report**    Advisory Committee Report by Margaret Hill, Chair

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

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**Report**    Executive Director's Report by Karen E. Scott

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

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

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**Consent Item**

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

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<b>Item No.</b>	<b>CONSENT ITEMS</b>
1	Approve Minutes of March 1, 2017 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	Approve Amendment A4 for CFC 03-01 Policy Commission Rules of Order. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
3	Approve Amendment No 3 to Bylaws for Children and Families Commission for San Bernardino County. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

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<b>Item No.</b>	<b>DISCUSSION ITEMS</b>
4	Conduct Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2015-2016. (Presenter: Scott McGrath, Supervisor, 252-4259)
5	Approve Contract Number IC032 with Harder+Company Community Research in the total amount of \$1,068,180 for Fiscal Years 2017-2020 to provide external evaluation, consultation and professional services. (Presenter: Scott McGrath, Supervisor, 252-4259)
6	Approve Contract IC031 with Persimmony International, Inc. in the total amount of \$466,170 for Fiscal Years 2017-2020. (Presenter: Scott McGrath, Supervisor, 909-252-4259)
7	Approve Amendment A1 to Contract Number IC029 with Vavrinek, Trine, Day & Co., LLP (VTD) to increase the contract amount by \$21,300 for a total of \$84,660 for Fiscal Year 2018-2019 to add accounting services to develop the financial statements for First 5 San Bernardino (F5SB). (Presenter: Debora Dickerson, Administrative Supervisor II, 252-4269)
8	Approve Contract Amendments for the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Contracts (RFP 14-02) for Fiscal Year 2018-2020 in the amount of \$4,840,700 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$16,561,113 with the following: A. Bear Valley Community Healthcare District, Contract FS066 A1, in the total amount of \$544,394. B. El Sol Neighborhood Education Center, Contract FS068 A1, in the total amount of \$919,212. C. Moses House Ministries, Contract FS070 A1, in the total amount of \$897,220. D. Parents Anonymous, Contract FS071 A1, in the total amount of \$844,748. E. Reach Out, Contract FS072 A1, in the total amount of \$1,014,272. F. St. Joseph Health-St. Mary, Contract FS073 A1, in the total amount of \$620,854. (Presenter: Mary Jaquish, Supervisor, 252-4254)

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**SPECIAL PRESENTATION**

Swearing-Out Ceremony for Commissioner Stacy Iverson

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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."

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**Commissioner Roundtable**      Open to comments by the Commissioners

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**Next Meetings at  
First 5 San  
Bernardino**

**Wednesday, May 3, 2017**

**Budget Workshop**

**2:00 p.m. to 3:15 p.m.**

**Commission Meeting**

**3:30 p.m. to 5:00 p.m.**

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: JANUARY 4, 2017**

**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)

<b>Item No.</b>	<b>Contractor</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors; Principals &amp; Agents</b>	<b>Commissioner Abstentions</b>
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	N/A	N/A	N/A	N/A
6	County of San Bernardino Preschool Services Department	Robert Lovingood, Chairman San Bernardino County Board of Supervisors	Diana Alexander Director	Dr. Ohikhuare
7	N/A	N/A	N/A	N/A
8A	Bear Valley Community Hospital District	John Friel, Chief Executive Officer	N/A	N/A
8B	El Sol Neighborhood Education Center	Alex Fajardo, Associate Director	N/A	N/A
8C	Moses House	Matthew Coughlin, Executive Director	N/A	N/A
8D	Parents Anonymous, Inc.	Dr. Lisa Pion-Berlin, President and CEO	N/A	N/A
8E	Reach Out	Diana Fox, Executive Director	N/A	N/A
8F	St. Joseph Health, St. Mary	Kelly M. Linden, Executive Vice President/COO	N/A	N/A



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## Minutes: Children and Families Commission Meeting

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

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**Meeting Date, Time and Location**      Commission Meeting  
January 4, 2017 - 3:30 p.m.  
First 5 San Bernardino

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**Pledge of Allegiance**                      The Pledge of Allegiance was led by Vice Chair Ohikhuare

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**SPECIAL PRESENTATION**      *Commissioner Swearing-In Ceremony: CaSonya Thomas*

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

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

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- Attendees**
- Commissioners Present**
- Margaret Hill
  - Stacy Iverson
  - Maxwell Ohikhuare, M.D.
  - CaSonya Thomas
  - Elliot Weinstein, M.D.

- Staff Present**
- Karen E. Scott, Executive Director
  - Cindy Faulkner, Operations Manager
  - Mary Jaquish, Supervisor
  - Scott McGrath, Supervisor
  - Staci Scranton, Supervising Office Assistant
  - Sophie Akins, Commission Counsel
  - Amanda Ferguson, Staff Analyst II
  - Leslie Fountain, Media Specialist II
  - Victor Hernandez, Staff Analyst II
  - William Kariuki, Staff Analyst II

**Changes to the  
Agenda**

- Ronnie Thomas, Staff Analyst II
- Walid Wahba, Staff Analyst II

None

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**Report –  
Executive  
Director**

**First 5 Advisory Committee Member, Ed Pare**

Ed Pare was killed in a car accident late Saturday night in the High Desert where he lived.

Ed was an active member and parent volunteer in the community serving not only on the First 5 Advisory Committee, but also with Preschool Services Department, Children’s Fund, the High Desert’s Community Cabinet and several school districts. Ed’s two young daughters, Holly and Heather were often seen accompanying him in his community engagement work.

Ed is survived by his wife, Natalie, his son Josh and his two daughters.

Ed was passionate about making the world a better place. We will miss him and we send our prayers and thoughts of hope to his family.

**The State of Young Children – A Community Town Hall Event Developing Policy, Developing Relationships**

This event is scheduled for 7:30 a.m. to 10:00 a.m. at California State University San Bernardino – Santos Manuel Student Union. Parking is free. This event was made possible by a grant from First 5 California. F5CA (First 5 California) approved funding for 10 Commissions to hold such an event and actually awarded to eight Commissions. We are one of those proud eight recipients. Expected attendance around 200.

This is a legislative event local legislators attend to hear about the relationships and collaborative work that San Bernardino County is doing in support of young children and to have legislators connect with us and share their plans and support in the coming year 2017 at the Federal, State and local levels.

Congressman Pete Aguilar, Congressman Paul Cook, Senator Mike Morrell, Senator Connie Leyva, Senator Jean Fuller, Assemblyman Marc Steinorth and Assemblymember Eloise Reyes have confirmed to send staff if they are not able to attend personally. Supervisors Ramos, Hagman, Gonzales and Lovingood have also confirmed participation.

Supervisor and Chairman of the Board James Ramos will open the Town Hall Event with a welcoming speech.

Ted Alejandre, Superintendent of County Schools, Dena Smith, Chief Operating Officer for San Bernardino County Administrative Office and Barbara Alejandre, Chief Intergovernmental Relations Officer for the Superintendent of County Schools will all provide insight into our partnerships, developing relationships and developing policy supporting the Countywide Vision and its collective impact.

Dr. Edward Curry, President of the local AAP-Chapter 2 and our very own Commissioner, Dr. Elliott Weinstein are participating in a team presentation called “It’s About Development” – Prioritizing Early Childhood Developmental Screening.” Dr. Weinstein will share a bit about Help Me Grow and our plans for implementation.

Next on the Town Hall agenda is a Panel Discussion – “It’s About Access” - Quality Child Care and Quality Early Education for Young Children in San Bernardino County. This panel will be moderated by Margot Grant Gould, Policy Director, First 5 Association of California. Panelists include: Diana Alexander, Director of San Bernardino County Preschool Services Department; James Moses, Regional Director, Child Care Resource Center of San Bernardino County; Chrystina Smith Rasshan, Operations Manager, Early Learning Division, San Bernardino County Superintendent of Schools and recent First 5 San Bernardino QRIS Coordinator; Randy Elphic, Assistant Superintendent of Student Services, San Bernardino County Superintendent of Schools; and Trudy Raymundo, Director, San Bernardino County Department of Public Health.

The goal with this panel discussion is to present fact based information to our local legislators and other stakeholders about the state of “access” to quality early child care and quality early education in San Bernardino County – lending to an opportunity for policymakers and partners to “pledge” to improve the outcomes.

To conclude the program, Dr. Ron Powell and Dr. Tim Hougen will provide a team presentation entitled “It’s about Intervention” Improving a Child’s Lifelong Trajectory. They will speak on the importance of early intervention for young children to meet their socio-emotional needs and improve their lifelong trajectory. The presentation will address factors such as early childhood trauma, cost analysis, improving the workforce and the environments, the need for joint partnerships, identification of collective roles and an integrative solution to the current gap and how it can be implemented and taken to scale.

The Community Town Hall Event is intended to move the audience to a call to action - to commit to supporting efforts to improve the “State of Young Children.” The event will wrap with the opportunity for our legislators and stakeholders to publicly and collectively pledge commitment to young children and First 5 San Bernardino will commitment to stay engaged and provide information and opportunity to succeed in improving the “State of Young Children” in San Bernardino County.

### **Advocacy Day**

First 5 2017 Advocacy Day will be held at the Capitol on January 31st. First 5 staff will have the opportunity to meet with legislators, network with fellow First 5 leadership alongside advocacy and legislative leaders within the First 5 Association. Our ability to advocate for First 5 programs and continued resources is strengthened enormously by a strong showing from counties large and small. First 5 San Bernardino is the 6th largest Commission in the State. Our work in 2017 depends on successful advocacy and collaboration.

Last year, 29 counties attended Advocacy Day with 80 attendees and 83 legislative visits. This day was a great showing of First 5 strength, and our subsequent success with the BOE legislation and many other bills was clearly tied to the First 5 name recognition that our visits created.

Commissioners are encouraged and welcomed to attend this event.

### **Additional Information**

The California Budget Project released a report recently finding that 1.2 million (or 6 out of 7) children who qualify for child care subsidies in CA do not receive services. The report also found that state child care spending continues below pre-recession levels. This is the first report in a multi-phase effort to study the unmet need of child care services across California.

A sweeping analysis from the National Institute for Early Education Research was released recently on Head Start, the federally funded early childhood education and social service program, and the fact that it is poorly funded, and quality and access is uneven across the states.

**Report –  
 Advisory  
 Committee**

Chair Margaret Hill reported the next Advisory Committee Meeting will be held on Thursday, January 26, 2017 at 11:30 a.m. at this location.

**Consent**

A motion was made by Commissioner Weinstein and seconded by Commissioner Iverson to approve the Consent Item. With Commissioner Gonzales absent, and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of December 7, 2016 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
2	<p>Elect Chair and Vice-Chair for the Children and Families Commission of San Bernardino County.                      (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p>Ms. Scott asked for nominations from the floor for the position of Commission Chair. A nomination was made by Margaret Hill for Dr. Ohikhuare as Chair. Dr. Ohikhuare accepted the nomination.</p> <p>Hearing none further, nominations for the position of Commission Chair were closed. With Commissioner Gonzales absent, and without further comment or objection, commission members unanimously voted in favor of Dr. Ohikhuare to serve as the new Commission Chair.</p> <p>Ms. Scott asked for nominations from the floor for the position of Commission Vice Chair. A nomination was made by Dr. Ohikhuare for Dr. Weinstein as Vice Chair. Dr. Weinstein accepted the nomination.</p> <p>Hearing none further, nominations for the position of Commission Vice Chair were closed. With Commissioner Gonzales absent, and without further comment or objection, commission members unanimously voted in favor of Dr. Weinstein to serve as the new Commission Vice Chair.</p>
3	<p>Elect Chair for the First 5 San Bernardino Advisory Committee.                      (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p>Ms. Scott asked for nominations from the floor for the position of Advisory Committee Chair. A nomination was made by Dr. Ohikhuare for Margaret Hill to continue in her role as Advisory Committee Chair. Ms. Hill accepted the nomination.</p> <p>Hearing none further, nominations for the position of Advisory Committee Chair were closed. With Commissioner Gonzales absent, and without further comment or objection, commission members unanimously voted in favor of Margaret Hill to continue serving as Advisory Committee Chair.</p>



4	<p>Approve CFC 17-01 Advocacy and Legislative Policy for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>A motion was made by Commissioner Iverson and seconded by Commissioner Hill to approve Item 4. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
5	<p>Approve the Request for Applications (RFA 17-01) to identify an organization to utilize AmeriCorps members to administer the Nurturing Parenting Program for Fiscal Year 2017-2018. (Presenter: Mary Jaquish, Program Supervisor, 252-4254)</p> <p><b><u>Discussion</u></b> Commissioner Thomas asked if we are reaching families that have never had this service before. Ms. Jaquish stated that a stronger survey can be created to better determine this factor.</p> <p><b><u>Public Comment</u></b> None</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 5. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
6	<p>Approve non-financial Memorandum of Understanding (MOU) with the County of San Bernardino Preschool Services Department (PSD) to provide data entry services associated with Contract FS076 with San Bernardino County Library in support of the Career Online High School Initiative for Fiscal Year 2016-2018. (Presenter: Scott McGrath, Supervisor, 252-4259)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Chair Ohikhuare abstained due to his position on the governing board of PSD. A motion was made by Commissioner Thomas and seconded by Commissioner Weinstein to approve Item 6. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>

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Item No.	INFORMATION
7	<p>Receive information on Local Outcomes Brief for Fiscal Year 2015-2016. (Presenter: Scott McGrath, Supervisor, 252-4259)</p>

**Public Comment**      None

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**Commissioner Roundtable**      Commissioner Thomas is thankful, grateful and excited to be a part of the First 5 Commission and looks forward to the new year ahead.

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**Adjournment**      A motion to adjourn was made by Commissioner Iverson and seconded by Commissioner Hill. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.

Chair Ohikhuare adjourned the meeting at 4:45 p.m.

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**Next meeting at First 5 San Bernardino**      **In lieu of a February Commission Meeting, a “Pre-Budget and Program Workshop” will be held February 1, 2017 from 1:00 p.m. to 5:00 p.m. at this location.**

**The next scheduled Commission Meeting is April 5, 2017 at 3:30 p.m. at this location.**

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**Attest**

\_\_\_\_\_  
Maxwell Ohikhuare, M.D., Chair

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Ann M. Calkins, Commission Clerk

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**AGENDA ITEM 2  
APRIL 5, 2017**

<b>Subject</b>	Approve Amendment A4 CFC 03-01 Commission Rules of Order
<b>Recommendations</b>	Approve Amendment A4 to CFC Policy 03-01 Commission Rules of Order. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
<b>Financial Impact</b>	None.
<b>Background Information</b>	<p>On April 16, 2003, the Commission Rules of Order CFC SB Policy 03-01 was established to standardize organizational practices, to facilitate the exchange of information to all interested parties, to allow for equitable and courteous participation and to safeguard public rights and sovereignty.</p> <p>After 15 years, the Commission Rules of Order was reviewed and revised by Commission staff and Counsel to include updated titles, meeting locations, and general information. Item 15 relating to "Committees" was updated to include delegation of authority to appoint members to standing and ad hoc committees to the Commission Executive Director consistent with the proposed change to the Commission's Bylaws.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>



Number 03-01 A4

Effective 04-05-17

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**Commission Rules of Order**

Approved:  
**ORIGINAL SIGNED**

\_\_\_\_\_  
**Maxwell Ohikhuare M.D., Chair**

**Purpose** These Rules of Order are established to standardize organizational practices, to facilitate the exchange of information to all interested parties, to allow for equitable and courteous participation and, especially for public agencies, to safeguard public rights and sovereignty.

**Policy** It is the policy of the Children and Families Commission for San Bernardino County (Commission or First 5 San Bernardino) that the following Rules of Order shall apply, as appropriate, in the conduct of business:

**1. REGULAR MEETINGS**

Regular meetings of the Commission shall be held at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California, at 3:30 p.m. on the first Wednesday of each month, unless modified by the Chair of the Commission or by majority vote of the Commission, as specified herein.

The notice and agenda of the regular meeting shall specify the date, time and location and shall be posted at least 72 hours before the meeting in a location that is freely accessible to members of the public and shall comply with the Ralph M. Brown Act, Government Code Section 54950 et seq., (Brown Act). Notice of any meeting of the Commission shall be given to any person so requesting.

**2 SPECIAL MEETINGS**

A special meeting may be called at any time by the Chair of the Commission or by a majority of the members of the Commission, by written notice (email) to each member of the Commission, and to all media outlets who have requested notification. Such notice shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice and posted on the First 5 San Bernardino website as well as in a location that is freely accessible to members of the public.

The written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission.

A member of the Commission may waive failure to receive notice of the meeting by filing a written waiver prior to or at the meeting or by being present at the meeting.

3. EMERGENCY MEETINGS

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Commission may hold an emergency meeting without complying with either the twenty-four (24) hour notice or posting requirements.

For purposes of this rule, "emergency situation" means any of the following:

- a. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the Commission.
- b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Commission.

The minutes of a meeting called pursuant to this rule, a list of persons who the Chair of the Commission, or the Chair's designee, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

4. OPEN MEETINGS

All meetings of the Commission, except those closed sessions permitted by law, shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, except as otherwise provided herein.

All meetings shall conform to the Brown Act, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, and disruption of a public meeting. To the extent that these Commission Rules of Order conflict with the Brown Act, as may be modified from time to time, the Brown Act shall govern.

Meeting notices and agendas shall be posted on the First 5 San Bernardino Website, the County Government Center, 385 North Arrowhead Avenue, San Bernardino, California, Victorville City Hall, 14343 Civic Center Drive, Victorville, California 92392 and Ontario City Hall, 303 East B Street, Ontario, California 91764.

- 5. CLOSED SESSIONS      The Commission may hold closed sessions as provided by law. The posted agenda for the Commission shall state that the public may comment on the closed session agenda prior to the closed session by submitting a speaker slip before the closed session convenes.
  
- 6. ORDER OF BUSINESS      The regular order of business of the Children and Families Commission for San Bernardino County shall be:
  - a. Closed Session
  - b. Flag Salute
  - c. Special Presentations
  - d. Reports
  - e. Agenda Items of the Commission
  - f. Public Comment
  - g. Commissioner Roundtable
  - h. Adjournment
  
- 7. PREPARATION OF AGENDA AND MINUTES      An agenda shall be prepared by the Commission Clerk for each meeting of the Commission and shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

All proposed agenda items shall be reviewed by the Commission Counsel, the Executive Director, or their designees, before being placed on the agenda by the Commission Clerk.

Any member of the Commission may place an item on the agenda after presenting the item to the Executive Director.

The Commission Clerk shall prepare minutes of each meeting which shall be approved by the Commission at the following meeting.

8. ADDRESSING THE BOARD
- Any member of the public may address the Commission:
- a. On an agenda item, including closed session items, before or during the Commission's consideration of the item, and
  - b. On any matter not on the Agenda that is within the subject matter jurisdiction of the Commission at the time provided on the agenda for public comment, providing the person submits a Request to Speak on a form provided by the Commission Clerk which identifies both the agenda items to be addressed and the action, if any, requested of the Commission, together with a copy of all documentary information or supporting material to be presented. To address the Commission on an agenda item or for public comment, a Request to Speak form must be submitted to the Commission Clerk prior to the time the Chair calls the item for the Commission's consideration.

The person wishing to address the Commission shall, when recognized by the Chair of the Commission, step up to the podium and announce his or her name and if applicable, organization affiliation.

The Chair may, in the interest of facilitating the business of the Commission, limit the amount of time which a member of the public may use in addressing the Commission to a specified number of minutes (e.g. three or five minutes). The time limit of representatives of an organization or a group of individuals may be provided additional time to address the Commission if the Chair deems appropriate.

9. DISRUPTIVE  
CONDUCT

In the event that any meeting of the Commission is willfully disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or be removed from the meeting.

Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Commission, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Commission from conducting its meeting in an orderly manner.

10. ADJOURNED  
MEETINGS

Regular and special meetings may be adjourned to a future date. If the subsequent meeting is conducted within five (5) days of the original meeting, matters properly placed on the agenda for the original meeting may be considered at the subsequent meeting. If the subsequent meeting is more than five (5) days from the original meeting, a new agenda must be prepared and posted pursuant to section 54954.2. Less than a quorum may so adjourn from time to time.

When a meeting is adjourned to a subsequent date, notice of the adjournment must be posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment. When less than a quorum of a body appears at a noticed meeting, the body may either meet as a committee of the parent body or adjourn to a future date pursuant to the provisions of sections 54955 or 54954.2(b)(3). If no members of the legislative body appear at a noticed meeting, the Commission Clerk may adjourn the meeting to a future date and provide notice to members of the legislative body and to the media in accordance with the special meeting notice provisions set forth in section 54956.



11. CHAIR AND VICE-CHAIR
- The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. The Chair of the Commission shall preserve order and decorum and shall decide questions of order subject to appeal to the Commission.
- In the Chair's absence, the Vice-Chair shall act as Chair. If both the Chair and Vice-Chair are absent, the Commission shall elect an acting Chair for that meeting.
- All documents approved by the Commission which require signature shall be signed by the Chair, or in his absence the Vice-Chair, or by such other person designated by the Commission. The use of a facsimile signature of the Chair may be used on documents requiring the signature of the Chair, including contracts.
12. COMMITTEES
- The Chair may create standing and ad hoc committees and the Commission hereby delegates authority to appoint members to those committees to the Commission Executive Director. One or more Commissioners may serve on the committees but all committees must be composed of less than a quorum of Commissioners.
13. QUESTIONS OF LAW
- All questions of law shall be referred by the Commission to the Commission Counsel for opinion. All contracts shall be referred to the Commission Counsel for approval as to form.
14. WAIVER OF RULES
- Any of the within rules not required by law may be waived by the Chair of the Commission or by a majority of the members of the Commission.



**AGENDA ITEM 3  
APRIL 5, 2017**

<b>Subject</b>	Approve Amendment No. 2 to Bylaws for Children and Families Commission for San Bernardino County.
<b>Recommendations</b>	Approve Amendment No. 2 to Bylaws for Children and Families Commission for San Bernardino County. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
<b>Financial Impact</b>	None.
<b>Background Information</b>	<p>On January 24, 2000, First 5 San Bernardino (F5SB) Commission reviewed and approved the Children and Families Commission of San Bernardino County's Bylaws. The bylaws state the purpose and intent of the Commission, outlines the power and duties of the Commission, describes the selection of Commissioners and Officers, identifies meetings and committees and highlights business and fiscal protocol. The bylaws were last amended on December 3, 2008.</p> <p>The current amendment reflects minor updates to position titles, code references and general information. Article VI relating to "Committees" was updated to include delegation of authority to appoint members to standing and ad hoc committees to the Commission Executive Director.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

**CHILDREN AND FAMILIES COMMISSION**  
**for**  
**SAN BERNARDINO COUNTY**  
**BYLAWS**

**ARTICLE I**

**Name and Authority**

Section 1. The name of the organization is the Children and Families Commission for San Bernardino County, hereinafter referred to as “Commission”. The principal location of the offices of the Commission is San Bernardino County, at a location to be determined by the Commission.

Section 2. The Commission is established by the California Children and Families First Act of 1998, specifically, California Health and Safety Code Sections 130140 and 130140.1, and Chapter 29 to Division 2 of Title 1 of the San Bernardino County Code.

Section 3. The Commission shall file appropriate forms (roster of public entities) with the California Secretary of State.

**ARTICLE II**

**Purpose and Intent**

Section 1. (Purpose) The Children and Families Commission for San Bernardino County is created for the purposes of promoting, supporting and improving the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, childcare, social services, health care, and research.

Section 2. (Intent) The Commission’s intent is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal family functioning and early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this act to emphasize local decision-making and to integrate services in the areas of child care, health care, early intervention programs and parent education for children and parents of children prenatal to five years of age.

## ARTICLE III

### Powers and Duties

Section 1. (Dissemination of Materials) Provide for countywide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

Section 2. (Strategic Plan) Adopt a strategic plan for the integration of a comprehensive countywide program promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in San Bernardino County. The plan shall, at a minimum, address the following matters:

Parental education and support service in all areas required for, and relevant to, informed and healthy parenting.

The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance to ensure appropriate child care for all households.

The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of a prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

The Commission shall conduct at least one public hearing on its proposed strategic plan before it is adopted. The Commission shall, on at least an annual basis, periodically review its adopted strategic plan and revise it as may be necessary or appropriate.

Section 3. (Outcome Measures) Define the results to be achieved by the adopted strategic plan, and collect and analyze data to measure progress toward attaining such results.

Section 4. (Provide for Research) Provide for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and the establishment and monitoring of funded projects and / or programs.

Section 5. (Solicit Input) Solicit input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitate the exchange of information between such individuals and entities, and assist in the coordination of the services provided by public and private agencies to deal more effectively with early childhood development.

Section 6. (Provide Technical Assistance) Provide technical assistance to individuals and agencies providing early child development services within San Bernardino County.

Section 7. (Enter into Contracts) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the California Children and Families First Act of 1998.

Section 8. (Monitor, Review and Evaluate Funded Programs) Monitor, review, and evaluate at least annually, programs that receive funds from the Children and Families Commission for San Bernardino County Trust Fund.

Section 9. (Apply for Grants) Apply for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state, or any agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a statewide program of early childhood development.

Section 10. (Advise State Commission, Governor and Legislature) Make recommendations to the California Children and Families State Commission, Governor and the Legislature for changes in state guidelines, state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

## **ARTICLE IV**

### **Commissioners**

Section 1. (Number) The Children and Families Commission for San Bernardino County shall consist of seven (7) voting members.

Section 2. (Selection) Members of the Commission shall be appointed by the San Bernardino County Board of Supervisors.

Section 3. (Qualifications) The Commission shall consist of one member of the Board of Supervisors, the Assistant Executive Officer for Human Services and the Director of Public Health or Health Officer and four members appointed by the Board of Supervisors, pursuant to San Bernardino County Code Section 12.2903.

Section 4. (Terms of Office) The members of the Commission shall serve for two (2) years, except for the Assistant Executive Officer for Human Services and the Public Health Director or Health Officer who shall each serve for the duration of their employment in that position. The members of the Commission shall serve at the pleasure of the Board of Supervisors.

Section 5. (Resignation) A Commissioner may resign effective on giving written notice

to the Board of Supervisors, unless the notice specifies a later date for his / her resignation to become effective. The Executive Director of the Commission shall notify the Commission.

Section 6. (Removal) Any Commissioner may be removed from office at any time by a majority vote of the Board of Supervisors favoring such removal.

Section 7. (Vacancies) Any vacancy on the Commission shall be filled by the Board of Supervisors.

Section 8. (Compensation and Expenses) Members of the Commission shall not be compensated for their services, except that they may be paid reasonable per diem and reimbursement of reasonable business expenses for attending meetings and discharging other official responsibilities.

Section 9. (Conflict of Interest Code) Commission members shall file statements of economic interest as required by the Political Reform Act and pursuant to its Conflict of Interest Code.

## **ARTICLE V**

### **Officers and Duties**

Section 1. (Designation) Officers of the Commission shall be a Chair, Vice-Chair and such officers as the Commission may from time to time provide. The Chair and Vice-Chair shall perform the duties of their respective offices, and such other duties as may be approved by the Commission

Section 2. (Selection) The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall hold office until their successors are duly elected.

Section 3. (Duties) The Chair shall be the executive head of the organization and shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. The Chair shall sign all contracts on behalf of the Commission, unless the bylaws of the Commission provide otherwise. The Chair shall perform such other duties as may be imposed by the Commission in the bylaws. The use of a facsimile signature of the Chair may be used on documents requiring the signature of the Chair, including contracts.

Section 4. (Executive Director) The Commission shall, after the majority of its members have been appointed, provide for an Executive Director. The Commission shall thereafter hire such other staff as necessary or appropriate. The Executive Director and staff shall be compensated as determined by the Commission, consistent with available funds for appropriation in the Administration Account. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

Section 5. (Officers and Employees of the Commission) All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief disability, workers' compensation and other benefits which apply to the activities of officers, agents or employees of a public agency when performing their respective functions shall apply to the officers, agents or employees of the Commission to the same degree and extent while engaged in the performance of any of the functions and other duties of such officers, agents or employees.

## ARTICLE VI

### Meetings and Committees

Section 1. (Regular Meetings) Regular meetings of the Commission shall be held on a regular basis at a time and place to be specified by the Commission.

Section 2. (Open Meetings) All meetings of the Commission board, except those closed sessions permitted by law, shall be open and public. All meetings shall conform to the Ralph M. Brown Act, California Government Code Section 54950 et seq., including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, special meetings, closed sessions, and emergency meetings, maintenance of records, and disruption of a public meeting.

Section 3. (Notice of Meetings) Notice of each regular meeting shall be posted at least seventy two (72) hours prior to the time of the meeting and shall include the time, date, and place of the meeting. Notice of any meeting of the Commission shall be given to any person so requesting.

Section 4. (Quorum) A majority of the appointed voting members of the Commission shall constitute a quorum of the Commission.

Section 5. (Rules of Order) The Commission shall adopt policies and procedures to serve as its rules of order.

Section 6. (Committees) The Commission Chair may create standing and ad hoc committees and the Commission hereby delegates the authority to appoint members to those committees to the Commission Executive Director. One or more Commissioners may serve on the committees but all committees must be composed of less than a quorum of Commissioners.

(A) Committee and ad hoc member selection shall be determined by the Commission Executive Director.

(B) Meetings: Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by Committee Chair or the Commission Executive

Director. A majority of the appointed members of a committee shall constitute a quorum. The schedule of standing committees shall be on file at the Commission Office.

(C) Notice and Agenda: All standing committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these bylaws, except for ad hoc committees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

(D) Minutes: The Executive Director of the Commission or designee shall prepare the minutes of each meeting of the committees of the Commission. The minutes shall be an accurate summary of the committee's consideration of each item on the agenda and an accurate record of each action taken by the committee. Minutes will be disseminated to the Commission and held on file at the Commission Office.

(E) Open and Public: Meetings of the committees will be open and public.

## **ARTICLE VII**

### **Business and Fiscal**

Section 1. The fiscal year of the Children and Families Commission for San Bernardino County shall begin on July 1st and end on June 30th each year.

Section 2. The Commission shall adopt an annual budget consistent in accordance with and consistent with applicable laws and standards.

Section 3. A majority of the quorum of the Commission is required for all official actions, including contracts.

Section 4. The Commission shall adopt policy and procedures for the conduct of its business.



**ARTICLE VIII**

**Amendments**

These Bylaws may be amended or repealed by a majority vote of the Commission at any duly noticed regular or special meeting.

**CERTIFICATE OF CHAIR**

I, the undersigned, do hereby certify:

That I am the duly elected and acting Chair of the Children and Families Commission for San Bernardino County, a local public agency of the State of California; and

That the foregoing Bylaws, comprising seven (7) pages, including this page, constitute the Bylaws of the Commission, as duly adopted by the Commission at a regular meeting, duly called and held on the fifth day of April, 2017, at San Bernardino, California.

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Chair of the Commission

**CHILDREN AND FAMILIES COMMISSION**  
**for**  
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**BYLAWS**

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Section 2. The Commission shall adopt an annual budget consistent in accordance with and consistent with applicable laws and standards.

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Section 4. The Commission shall adopt policy and procedures for the conduct of its business.

## ARTICLE VIII

### Amendments

These Bylaws may be amended or repealed by a majority vote of the Commission at any duly noticed regular or special meeting.

### CERTIFICATE OF CHAIR

I, the undersigned, do hereby certify:

That I am the duly elected and acting Chair of the Children and Families Commission for San Bernardino County, a local public agency of the State of California; and

That the foregoing Bylaws, comprising seven (7) pages, including this page, constitute the Bylaws of the Commission, as duly adopted by the Commission at a regular meeting, duly called and held on the fifth day of April, 2017, at San Bernardino, California.

---

Chair of the Commission





**AGENDA ITEM 4  
APRIL 5, 2017**

<b>Subject</b>	Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2015-2016.
<b>Recommendations</b>	Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2015-2016. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	None.
<b>Background Information</b>	<p>As required by California Health and Safety Code Section 130125(G), the California Children and Families Commission (CCFC) develops an Annual Report to reflect the annual achievements and expenditures of the First 5 California program. This report offers a summary of the State Commission's history, mission, vision as well as some 2015-2016 highlights as a summarization of the data submitted by the County Commissions.</p> <p>County Commissions are required, in accordance with Section 130140(a)(1)(H) of the Health and Safety Code, to conduct a public hearing of the State annual report. Any comments made by the public or Commissions will be provided to the State Commission.</p> <p>A copy of the Annual Report can be found in the State Commission's web-site at <a href="http://www.cafc.ca.gov/pdf/annual_report_pdfs/Annual_Report_15-16.pdf">http://www.cafc.ca.gov/pdf/annual_report_pdfs/Annual_Report_15-16.pdf</a> and a hard copy can be requested from the First 5 San Bernardino office for review.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

**AGENDA ITEM 4  
APRIL 5, 2017**

**CALIFORNIA CHILDREN AND FAMILIES COMMISSION ANNUAL REPORT  
FISCAL YEAR 2015-2016**

**►► HIGHLIGHTS ◀◀**

In accordance with the Health and Safety Code Sections related to Prop 10, First 5 California collects and reviews each county commission's annual report and includes this county-level data in this First 5 CA annual report.

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

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

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

In FY 2015-2016, First 5 California received \$85.5 million and County Commissions received \$341.9 million.

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

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

These result areas comprise a framework for reporting and assessing early childhood outcome data. Appendix A and B (pages 57-58) include descriptions of the result areas and services for First 5 California and the 58 county commissions.

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

**First 5 San Bernardino's highlights are noted on Page 31 and 47 in the Report.**

The entire report is available for reviewing at:

[http://www.cfc.ca.gov/pdf/annual\\_report\\_pdfs/Annual\\_Report\\_15-16.pdf](http://www.cfc.ca.gov/pdf/annual_report_pdfs/Annual_Report_15-16.pdf)

**First 5 Revenue:** First 5 California continued to garner awareness of the importance of First 5-funded programs and significant state-level support for its Policy Agenda goals from policymakers, advocacy partners, and other stakeholders during the 2016-2017 state legislative and budget session. First 5 California forged new partnerships within the health care field during the Legislature's 2016 Extraordinary Session on Health Care, which resulted in a number of tobacco prevention and control measures that significantly impact children's health and First 5-funded programs. These included defining electronic cigarettes as tobacco products from age 18 to 21, and ensuring tobacco cessation services are covered benefits through Medi-Cal. These efforts culminated in historic wins for First 5 funds through ABX2 11 and AB 2770 (Nazarian), which set a precedent to halt excessive draws on First 5 revenues, mandating the Board of Equalization's tobacco licensing and enforcement program be self-sustaining and prohibiting the draw on Proposition 10 funds. These new laws are anticipated to result in millions more dollars annually for First 5 programs. (Additional information on Page 9 of the Annual Report).

**FIRST 5 IMPACT:** First 5 California is investing \$190 million in First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) for Fiscal Years 2015-2016 to 2019-2020 to support a network of local quality rating and improvement systems (QRIS) statewide. Striving toward high-quality, evidence-based standards will ensure more early learning settings can support California's children to gain the skills, knowledge and dispositions necessary to be successful in school and life.

**CARES Plus County Example – San Bernardino (SBC):** San Bernardino County is mentioned on Page 31 of the Annual Report for its CARES Plus program and the 392 early educators who successfully completed the program requirements and received stipends. This was a dramatic increase over the prior year of 14 successful participants. San Bernardino's implementation of Component B provided stipends for early educators to continue their higher education coursework. In addition to stipend awards for successful completion of six semester units, SBC provided additional funds to those who chose to take nine or more semester units. In all, the Component B stipends provided \$2,500 to \$3,000 to support continued progress toward degree completion among early educators.

**Tobacco Cessation:** First 5 California supports the toll free California Smokers' Helpline at 1-800-NO-BUTTS which provides one-on-one telephone counseling, self-help materials, and referrals to local resources. In Fiscal Year 2015-2016, First 5 California approved a \$5.6 million investment for Fiscal Years 2016-2017 through Fiscal Year 2019-2020 to support the Helpline. First 5 California's investment provided Helpline services for a total of 4,413 participants, including 262 pregnant smokers and 4,252 tobacco-using parents or caregivers of children ages 0 to 5.

**FIRST 5 CALIFORNIA COMMISSION MEMBERS FY 2015-2016**

<b><i>Commission Member</i></b>	<b><i>Appointing Power</i></b>
George Halvorson, Chair	Governor
Joyce Iseri, Vice-Chair	Senate Rules Committee
Conway Collis	Speaker of the Assembly
Shana Hazan	Speaker of the Assembly
Lupe Jaime	Governor
Muntu Davis	Governor
Erin K. Pak	Senate Rules Committee
<b><i>Ex Officio Members</i></b>	
Diana Dooley	Secretary of the California Health and Human Services Agency
Jim Suennen	Designee



**AGENDA ITEM 5  
APRIL 5, 2017**

<b>Subject</b>	Contract for Evaluation Services
<b>Recommendations</b>	Approve Contract Number IC032 with Harder+Company Community Research in the total amount of \$1,068,180 for Fiscal Years 2017-2020 to provide external evaluation, consultation and professional services. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	\$1,068,180 for Fiscal Years 2017-2020.
<b>Background Information</b>	<p>A fundamental concept of the First 5 program is to focus on the benefit to participants rather than to mainly assess activities. This principle is reflected in Section 130100(b) of the California Children and Families Act, which states that “the state and county commissions shall use outcome-based accountability to determine future expenditures.” The Act further states, in Section 130400(a)(1)(C)(ii), that each strategic plan “shall, at a minimum, include ... a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators.”</p> <p>First 5 San Bernardino (F5SB) recommends contracting with Harder+Company Community Research to provide external evaluation, consultation and professional services for fiscal years 2017 through 2020. Harder+Company has provided external evaluation services to F5SB since 2006 and has worked with other First 5 Commissions throughout the state. The sole-source procurement of an additional three years of service will allow Harder+Company to provide uninterrupted evaluation consultation services through the duration of the current F5SB Strategic Plan and for the duration of the First 5 California IMPACT grant for which comprehensive evaluation activities by Harder+Company are underway and will continue pending commission approval of a sole-source contract.</p> <p>Harder+Company has demonstrated expertise and experience in community-based research processes within a collaborative setting; facilitation of training workshops; and delivery of nonprofit, government and school-based technical assistance. They possess strong knowledge of systems and programs serving children 0-5 and their families, and have the administrative and fiscal capability to provide and manage the proposed services.</p> <p>Harder+Company’s scope of services include assisting Commission staff in general program implementation and logistic support including but not limited to:</p> <ul style="list-style-type: none"> <li>• <u>Building systems infrastructure-</u> Training, capacity building and technical support for First 5 staff; technical support to Commission, management and Advisory Committee; and a refresh of the F5SB Strategic Plan 2015-2020 as required annually.</li> <li>• <u>Driving systems change-</u> Plan and conduct stakeholder interviews and prepare report of findings; Oral Health Action Coalition evaluation; and Quality Start San Bernardino evaluation.</li> <li>• <u>Programs-</u> Develop and/or refine evaluation frameworks and tools; download, match, clean and analyze program data; create annual evaluation outcomes report; and update interactive data dashboards.</li> </ul>

- 
- Field Building- Prepare submissions and presentations for up to three conferences; support development of community friendly briefs using data from evaluation activities.
  - On-going project management- Plan and conduct in-person meetings with First 5 staff (8 per year); project management and internal team meetings.

Pending Commission approval, Harder+Company will continue its external evaluation and consultant services to assist F5SB with demonstrating measureable outcomes of programs, services and projects for Fiscal Years 2017-2020 in alignment with the F5SB Strategic Plan 2015-2020.

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**Review**

Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

FOR COMMISSION USE ONLY						
<input checked="" type="checkbox"/> New	Vendor Code HARDERT271			<b>SC</b>	Dept. 903	<b>A</b>
<input type="checkbox"/> Change						Contract Number IC032
<input type="checkbox"/> Cancel						
Organization Children and Families Commission				Dept. 903	Orgn. PROG	Contractor's License No.
Commission Representative Cindy Faulkner, Operations Manager				Telephone 909-386-7706		Total Contract Amount \$1,068,180
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200		Contract Start Date July 1, 2017		Contract End Date June 30, 2020		Original Amount
Amendment Amount						
Fund RRC	Dept. 903	Organization PROG	Appr. 200	Obj/Rev Source 2445	GRC/PROJ/JOB No.	Amount \$319,260
Fund RRC	Dept. 903	Organization IMPT	Appr. 200	Obj/Rev Source 2445	GRC/PROJ/JOB No.	Amount \$36,800
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use External Evaluation, Consultation & Professional Services				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				17-18	\$356,060	---
				18-19	\$356,060	---
				19-20	\$356,060	---

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)

Harder+Company Community Research

Department/Division

Address

202 West 1<sup>st</sup> Street, Suite 4-0430

Los Angeles, CA 90012

Phone

(213) 891-1113

Federal ID No.

94-3042271

Program Address (if different from legal address):

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

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

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

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

**Auditor-Controller/Treasurer Tax Collector Use Only**

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

- I. CONTRACTOR’S SERVICE RESPONSIBILITIES.....3
- II. CONTRACTOR'S GENERAL RESPONSIBILITIES .....3
- III. COMMISSION RESPONSIBILITIES ..... 10
- IV. FISCAL PROVISIONS..... 10
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- IX. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS ..... 15
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- XII. CONCLUSION..... 17
- PROJECT SCOPE OF WORK .....Attachment A**
- PROJECT BUDGET .....Attachment B**



## **I. CONTRACTOR'S SERVICE RESPONSIBILITIES**

- A. Contractor shall perform the specific tasks for implementing the program level evaluation as described in Attachment A- Scope of Work for evaluation consultation services. Pursuant to Section VII, Paragraphs C & D of this contract, Attachment A will be amended for any period beyond Fiscal Year 2019-2020 to list the specific deliverables for the respective year.
- \_\_\_\_\_  
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- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available 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. Contract shall provide adequate staff for the satisfactory and timely completion of project. The Commission reserves the right to approve the assignment or re-assignment of all key staff roles as identified in Attachment A. Contractor will notify the Commission of any changes of staff assigned to the project.
- 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 agrees to attend and participate in evaluation planning meetings and advisory committee meetings as requested by the Commission.
- G. The Executive Director, on behalf of the Commission, may approve any changes or modifications to the Scope of Work (Attachment A) and Budget that do not alter the overall purpose or cost of this Contract. Any request for a change or modification must be submitted in writing to the Commission and may not be implemented without prior written approval.

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## **II. CONTRACTOR'S GENERAL RESPONSIBILITIES**

### **A. Performance**

Contractor will provide all services and perform all activities identified in Attachment A of this Contract and will administer the project in a manner acceptable to the Commission.

It is understood that the Contractor has the skills, experience and knowledge necessary to perform the work agreed to be performed under this Contract, and that the Commission relies upon the Contractor's representation about its skills, experience and knowledge to perform the Contractor's work in a competent and safe manner. Acceptance by the Commission of the work to be performed under this Contract does not operate as a release of said Contractor from the responsibility for the work performed.

It is further understood and agreed that the Contractor is apprised of the scope of work to be performed under this Contract and the Contractor agrees that said work can and shall be performed in a fully competent and safe manner.

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

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

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

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Notification

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. Confidentiality

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

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

M. 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.

N. 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.

#### O. 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.

#### P. Health and Safety

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

#### Q. Americans with Disabilities Act

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

#### R. 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.

#### S. 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.

T. Attribution

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

U. 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.

V. 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.

Report requirements include, but are not limited to and subject to change, the following:

▪ Fiscal Reports

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

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

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

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W. 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.

X. 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.

**III. COMMISSION RESPONSIBILITIES**

- A. Commission shall verify performance results of Contractor according to the Project Scope of Work 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.

**IV. FISCAL PROVISIONS**

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,068,180 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 2017-18	\$ <u>    \$356,060    </u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>    \$356,060    </u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>    \$356,060    </u>	July 1, 2019 through June 30, 2020

                      
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B. Payment Provisions

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

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 – Project 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 Project Manager.

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

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#### E. Supplanting of Funds

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

#### F. Payment of Taxes

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

#### G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

#### H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to

the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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## V. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (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. 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).

## **VI. 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.

## **VII. TERM**

A. This Contract is effective commencing July 1, 2017 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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- B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
- C. The contract term may be extended for one (1) additional one (1)-year period by mutual agreement of the parties.
- D. Continuation of this Contract for each fiscal year after June 30, 2020 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.

## VIII. 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:** Harder+Company Community Research  
 202 West 1<sup>st</sup> Street, Suite 4-0430  
 Los Angeles, CA 90012

**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. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.
  - E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
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- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
  - G. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
  - H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a

cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

## **IX. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS**

### **A. Equal Employment Opportunity Program**

During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

### **B. Civil Rights Compliance**

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

## **X. IMPROPER CONSIDERATION**

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

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

## **XI. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS**

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

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

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

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continued on next page

**XII. CONCLUSION**

- A. This Contract, consisting of 17 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

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

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature

**Maxwell Ohikhuare, M.D.**  
\_\_\_\_\_  
Printed Name

**Commission Chair**  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature

**Paul Harder**  
\_\_\_\_\_  
Printed Name

**Chief Executive Officer**  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Operations Manager</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Sophie Akins Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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# First 5 San Bernardino

## 2017-18 Evaluation Scope of Work

March 20, 2017

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### Background Information

The following narrative highlights evaluation activities and services we anticipate providing to First 5 San Bernardino (F5SB) during the 2017-18 fiscal year. In an effort to ensure continuity with previous years' evaluations, we will retain as many components of the existing system as possible, especially those which allow for meaningful comparisons over time, while allowing flexibility to expand and adapt evaluation systems to meet the Commission's needs.

### Approach and Scope of Work

The evaluation framework was developed in collaboration with First 5 San Bernardino's internal evaluation team and is intended to support their work and to align with the goals and objectives of First 5 San Bernardino's strategic plan.

#### Phase 1: Building systems infrastructure

**Task 1.1 Training, capacity building and technical support for First 5 staff.** Harder+Company will provide ongoing training, evaluation capacity building and technical support with the specific goal of supporting the work of the Evaluation staff. This will include two to three formal trainings (for example, social network analysis, evaluating collaborative initiatives, etc.) as well as consulting upon request to support emergent needs.

**Task 1.2 Technical support to commission, management and advisory committee.** Harder+Company staff will be available throughout the year to provide planning and evaluation support to the F5SB management staff, the Commission, work groups and advisory committees. This includes ongoing support to management staff and assistance with strategic planning updates and implementation guidelines. We also anticipate active participation and support for 1. Advisory Committee meetings and associated sub-committee meetings (estimated 6-8 per year), Commission Planning meetings/workshops (estimated 2-3 per year) and attendance at Commission meetings (estimated at once per month).

**Task 1.3 Strategic plan refresh.** Harder+Company will work with F5SB leadership to plan and facilitate up to three meetings with key stakeholders (such as Commissioners, Advisory Committee members, and collaborative partners) for the purposes of refreshing the current strategic plan. We will provide agenda and notes for all meetings and will provide updated text for the plan as is appropriate.

#### Phase 2: Driving systems change

**Task 2.1: Plan and conduct stakeholder interviews and prepare report of findings.** We will work with F5SB leadership to design a stakeholder interview protocol for the purposes of understanding how the organization's work is contributing to systems change throughout the county. This could include examining perceptions of F5SB's role as a convener, their role to advance early childhood policy and advocacy and their role in specific systems efforts, such as Quality Rating I System (QRIS) and the Dental Transformation Initiative. Our team will conduct between 12 to 15 interviews, create a code book and conduct qualitative analysis of the data. We will prepare a product of F5SB's choosing, for example, a brief report or a slide deck.



**Task 2.2: Oral Health Action Coalition (OHAC) evaluation.** We will continue the developmental evaluation of the OHAC. This includes attending and documenting coalition meetings, conducting interviews with key stakeholders to assess coalition progress and providing real-time support to the Coalition to help them meet emergent needs, such as meeting facilitation and development of strategic goals. We will provide F5SB with quarterly updates and one summative product (such as a brief report or slide deck) based on their preferences and the data available.

**Task 2.3: QRIS outcomes evaluation.** We will work with F5SB to develop an outcomes evaluation plan for Quality Start San Bernardino. This work will focus on assessing the impact that QRIS is having on children and families. This will include development of a data collection tools, a data collection plan and timeline. The plan and all tools will be vetted with the Quality Start Evaluation Work Group to ensure buy in and consistency with other evaluation activities.

### Phase 3: Programs

**Task 3.1 Develop and/or refine evaluation frameworks and tools.** We will work with F5SB to ensure that all supported programs (such as Nurturing Parenting and FDM-based Case Management) and any new programs funded to meet emergent needs can be documented and evaluated. Harder+Company will work with F5SB evaluation staff to create evaluation frameworks, monitoring and evaluation tools, and to ensure data can be adequately captured in Persimmony or via some other system.

**Task 3.2 Download, match, clean and analyze program data.** Harder+Company will work with F5SB Evaluation staff to download all 2016-17 program-related data from Persimmony and other relevant sources (such as AAPI-2 for Nurturing Parenting). Where possible, data will be matched so that client demographic and service data can be linked to outcome data. We will also assist F5SB evaluation staff with ongoing data quality checks for new data being entered into Persimmony throughout the year.

**Task 3.3 Create annual evaluation outcomes report.** We will use annual program data and secondary data to prepare an annual evaluation outcomes report. This report is intended to highlight the achievements of F5SB-funded programs. Findings are contextualized using secondary data, such as comparisons with local, county, state or national findings in similar area. We will furnish draft content for F5SB review and revise the content based upon feedback. Final content will be provided to F5SB for graphic design and layout. Final content for the annual evaluation brief will be provided by late November 2017.

**Task 3.4 Update interactive data dashboards.** The data dashboards developed in 2016 will be updated to include 2016-17 program data. This includes program service and outcome information organized by focus area. The dashboards will be adapted to meet F5SB needs based on feedback from end users, including evaluation staff, program analysts, and leadership. All dashboards will be updated by the end December of 2017.

**Task 3.5 FDM/NPP Study.** We will support First 5 in evaluating the joint impact of the Family Development Matrix for structured family case management in combination with the Nurturing Parenting Program. This may involve study design, support with data collection, analysis and report writing.

### Phase 4: Field Building

**Task 4.1 Prepare submissions and presentations for up to three conferences.** Harder+Company will collaborate with evaluation and leadership staff to strategically identify conferences to present F5SB work in order to advance F5SB's visibility in their field. We will support preparation of submission and if accepted to present, will work collaboratively to prepare presentations and handouts and to deliver presentations.

### Phase 5: Ongoing Project Management

**Task 5.1 Plan and conduct in-person meetings with First 5 Staff (8 per year).** Harder+Company will plan and conduct up to 8 in-person meetings (one approximately every 6 weeks) with the F5SB team. Agendas and meeting notes will be provided for all meetings.

**Task 5.2 Project management and internal team meetings.** The Harder+Company team will meet approximately every two weeks to monitor progress on all project tasks; frequency of meetings may increase during periods of heavy data collection or report writing. Each meeting includes an agenda and notes that highlight next steps, action items and decisions made. These notes may be furnished to F5SB for review upon request. Meetings are not held if there is no business to discuss.

## Budget

Harder+Company's proposed budget for this engagement is \$356,060, as outlined below:

Labor Costs	Director Greene	Manager Kronz	Associate Moore	Associate Perera	Assistants	
<b>Phase 1. Building Systems Infrastructure</b>						
Task 1: Training, capacity building and technical support for First 5 staff	24	60	40	40	40	
Task 2: Technical support to commission, management and advisory committee	40	40	20	20	20	
Task 3: Strategic plan refresh	16	16	8	8	16	
<i>Staff Hours for Phase 1</i>	<i>80</i>	<i>116</i>	<i>68</i>	<i>68</i>	<i>76</i>	
<b>Labor Costs for Phase 1</b>	<b>\$14,000</b>	<b>\$15,080</b>	<b>\$8,840</b>	<b>\$8,840</b>	<b>\$6,840</b>	<b>\$53,600</b>
<b>Phase 2. Driving Systems Change</b>						
Task 1: Plan and conduct stakeholder interviews and prepare report of findings	16	48	48	48	80	
Task 2: Conduct Oral Health Action Coalition (OHAC) evaluation and prepare report of findings	8	80	80	40	40	
Task 3: QRIS outcomes evaluation	80	40	40	40	80	
<i>Staff Hours for Phase 2</i>	<i>104</i>	<i>168</i>	<i>168</i>	<i>128</i>	<i>200</i>	
<b>Labor Costs for Phase 2</b>	<b>\$18,200</b>	<b>\$21,840</b>	<b>\$21,840</b>	<b>\$16,640</b>	<b>\$18,000</b>	<b>\$96,520</b>
<b>Phase 3: Programs</b>						
Task 1: Develop and/or refine evaluation frameworks and tools	8	24	16	16	40	
Task 2: Download, match, clean and analyze program data	4	20	24	24	40	
Task 3: Create annual evaluation outcomes report	16	24	16	16	24	
Task 4: Create interactive data dashboards	16	80	80	80	120	
Task 5: FDM/NPP Study	40	68	40	40	80	
<i>Staff Hours for Phase 3</i>	<i>84</i>	<i>216</i>	<i>176</i>	<i>176</i>	<i>304</i>	
<b>Labor Costs for Phase 3</b>	<b>\$14,700</b>	<b>\$28,080</b>	<b>\$22,880</b>	<b>\$22,880</b>	<b>\$27,360</b>	<b>\$115,900</b>
<b>Phase 4: Field Building</b>						
Task 1: Prepare submissions and presentations for up to three conferences	60	40	40	40	20	
<i>Staff Hours for Phase 4</i>	<i>60</i>	<i>40</i>	<i>40</i>	<i>40</i>	<i>20</i>	
<b>Labor Costs for Phase 4</b>	<b>\$10,500</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$1,800</b>	<b>\$27,900</b>
<b>Phase 5: Communication &amp; Project Management</b>						
Task 1: Plan and conduct in-person meetings with First 5 Staff (8 per year)	40	40	40	40	40	
Task 2: Project management and internal team meetings	40	60	40	40	40	
<i>Staff Hours for Phase 5</i>	<i>80</i>	<i>100</i>	<i>80</i>	<i>80</i>	<i>80</i>	
<b>Labor Costs for Phase 5</b>	<b>\$14,000</b>	<b>\$13,000</b>	<b>\$10,400</b>	<b>\$10,400</b>	<b>\$7,200</b>	<b>\$55,000</b>
<b>Total Staff Hours</b>	<b>408</b>	<b>640</b>	<b>532</b>	<b>492</b>	<b>680</b>	
<b>% Time</b>	<b>19.6%</b>	<b>30.8%</b>	<b>25.6%</b>	<b>23.7%</b>	<b>32.7%</b>	
<b>Hourly Rate</b>	<b>\$175</b>	<b>\$130</b>	<b>\$130</b>	<b>\$130</b>	<b>\$90</b>	
<b>Sub-Total for Labor Costs</b>	<b>\$71,400</b>	<b>\$83,200</b>	<b>\$69,160</b>	<b>\$63,960</b>	<b>\$61,200</b>	<b>\$348,920</b>
<b>Other Direct Costs</b>						
Local mileage and travel						\$ 4,500
Interview transcription (12 interviews x 60 minutes)						\$ 540
Telecommunications						\$ 800
Tableau license maintenance						\$ 500
Printing and materials						\$ 300
Meeting expenses and supplies						\$ 500
<b>Sub-Total for Direct Costs</b>						<b>\$ 7,140</b>
<b>Total Costs</b>						
Labor Costs						\$ 348,920
Direct Costs						\$ 7,140
<b>Total Costs</b>						<b>\$ 356,060</b>

## Budget

Harder+Company's proposed budget for this engagement is \$356,060, as outlined below:

Labor Costs	Director Greene	Manager Kronz	Associate Moore	Associate Perera	Assistants	
<b>Phase 1. Building Systems Infrastructure</b>						
Task 1: Training, capacity building and technical support for First 5 staff	24	60	40	40	40	
Task 2: Technical support to commission, management and advisory committee	40	40	20	20	20	
Task 3: Strategic plan refresh	16	16	8	8	16	
<i>Staff Hours for Phase 1</i>	<i>80</i>	<i>116</i>	<i>68</i>	<i>68</i>	<i>76</i>	
<b>Labor Costs for Phase 1</b>	<b>\$14,000</b>	<b>\$15,080</b>	<b>\$8,840</b>	<b>\$8,840</b>	<b>\$6,840</b>	<b>\$53,600</b>
<b>Phase 2. Driving Systems Change</b>						
Task 1: Plan and conduct stakeholder interviews and prepare report of findings	16	48	48	48	80	
Task 2: Conduct Oral Health Action Coalition (OHAC) evaluation and prepare report of findings	8	80	80	40	40	
Task 3: QRIS outcomes evaluation	80	40	40	40	80	
<i>Staff Hours for Phase 2</i>	<i>104</i>	<i>168</i>	<i>168</i>	<i>128</i>	<i>200</i>	
<b>Labor Costs for Phase 2</b>	<b>\$18,200</b>	<b>\$21,840</b>	<b>\$21,840</b>	<b>\$16,640</b>	<b>\$18,000</b>	<b>\$96,520</b>
<b>Phase 3: Programs</b>						
Task 1: Develop and/or refine evaluation frameworks and tools	8	24	16	16	40	
Task 2: Download, match, clean and analyze program data	4	20	24	24	40	
Task 3: Create annual evaluation outcomes report	16	24	16	16	24	
Task 4: Create interactive data dashboards	16	80	80	80	120	
Task 5: FDM/NPP Study	40	68	40	40	80	
<i>Staff Hours for Phase 3</i>	<i>84</i>	<i>216</i>	<i>176</i>	<i>176</i>	<i>304</i>	
<b>Labor Costs for Phase 3</b>	<b>\$14,700</b>	<b>\$28,080</b>	<b>\$22,880</b>	<b>\$22,880</b>	<b>\$27,360</b>	<b>\$115,900</b>
<b>Phase 4: Field Building</b>						
Task 1: Prepare submissions and presentations for up to three conferences	60	40	40	40	20	
<i>Staff Hours for Phase 4</i>	<i>60</i>	<i>40</i>	<i>40</i>	<i>40</i>	<i>20</i>	
<b>Labor Costs for Phase 4</b>	<b>\$10,500</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$1,800</b>	<b>\$27,900</b>
<b>Phase 5: Communication &amp; Project Management</b>						
Task 1: Plan and conduct in-person meetings with First 5 Staff (8 per year)	40	40	40	40	40	
Task 2: Project management and internal team meetings	40	60	40	40	40	
<i>Staff Hours for Phase 5</i>	<i>80</i>	<i>100</i>	<i>80</i>	<i>80</i>	<i>80</i>	
<b>Labor Costs for Phase 5</b>	<b>\$14,000</b>	<b>\$13,000</b>	<b>\$10,400</b>	<b>\$10,400</b>	<b>\$7,200</b>	<b>\$55,000</b>
Total Staff Hours	408	640	532	492	680	
% Time	19.6%	30.8%	25.6%	23.7%	32.7%	
Hourly Rate	\$175	\$130	\$130	\$130	\$90	
<b>Sub-Total for Labor Costs</b>	<b>\$71,400</b>	<b>\$83,200</b>	<b>\$69,160</b>	<b>\$63,960</b>	<b>\$61,200</b>	<b>\$348,920</b>
<b>Other Direct Costs</b>						
Local mileage and travel						\$ 4,500
Interview transcription (12 interviews x 60 minutes)						\$ 540
Telecommunications						\$ 800
Tableau license maintenance						\$ 500
Printing and materials						\$ 300
Meeting expenses and supplies						\$ 500
<b>Sub-Total for Direct Costs</b>						<b>\$ 7,140</b>
<b>Total Costs</b>						
Labor Costs						\$ 348,920
Direct Costs						\$ 7,140
<b>Total Costs</b>						<b>\$ 356,060</b>



## Program Outline Document 2017-2018

### AGENCY INFORMATION

Contract #: IC032

Legal Entity: Harder+Company Community Research

Dept./Division: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: 202 West 1<sup>st</sup> Street, Suite 4-0430  
Los Angeles, CA 90012

Phone #: (213) 891-1113

Website: http://harderco.com

Fax #: (213) 891-0055

Program Site Address: same

Client Referral Phone #: N/A

Choose an item.

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Paul Harder

Title: Chief Executive Officer

Address: 202 West 1<sup>st</sup> Street, Suite 4-0430  
Los Angeles, CA 90012

Direct Phone #: (213) 891-1113

Fax #: (213) 891-0055

E-Mail: Pharder@harderco.com

#### PROGRAM CONTACT

Name: Joelle Greene

Title: Director

Address: 202 West 1<sup>st</sup> Street, Suite 4-0430  
Los Angeles, CA 90012

Direct Phone #: (213) 891-1113

Fax #: (213) 891-0055

E-Mail: jgreene@harderco.com

#### FISCAL CONTACT

Name: Egan Brumley

Title: Financial Manager

Address: 299 Kansas Street  
San Francisco, CA 94103

Direct Phone #: (415) 522-5400

Fax #: (415) 522-5145

E-Mail: ebrumley@harderco.com

**ADDITIONAL CONTACT (Describe):** Program

**Name:**     Matt Kronz     **Title:**     Research Associate      
**Address:**     202 West 1<sup>st</sup> Street, Suite 4-0430     **Direct Phone #:**     (213) 891-1113      
    Los Angeles, CA 90012      
**E-Mail:**     mkronz@harderco.com     **Fax #:**     (213) 891-0055    

**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:     Choose an item.

**FIRST 5 FOCUS AREA**

- Health**
- Education**
- Family**
- Systems**

**STRATEGY**

- Early Screening and Intervention**
- Health Care Access**
- Oral Health**
- Early Education Programs**
- Access to Quality Child Care**
- Parent Education**
- Resource Center & Case Management**
- Integrated Systems Planning & Implementation**
- Countywide Information Referral Systems**
- Organizational Capacity Building**
- Health & Safety Education**
- Other:** \_\_\_\_\_
- Quality Provider Programs**
- Other:** \_\_\_\_\_
- Other:** \_\_\_\_\_
- Community Outreach**
- Other:** **Evaluation/Web-based data system**

**PROGRAM DESCRIPTION**

Harder+Company helps nonprofits, public agencies, and foundations to pursue their missions through high-quality research and consulting services. They provide data-driven analysis to help organizations understand the results of their programs and initiatives—and translate that data into actionable improvements. Their expertise spans a wide range of social impact areas, such as healthcare, social services, community development, educational achievement, arts and culture, and violence prevention. Consulting services provided by the firm include program evaluation, strategic planning, community engagement, and nonprofit capacity-building.

**SERVICE AREA (LOCATIONS)**

**COMMISSION LEVEL OUTCOMES**

**ASSIGNED ANALYST:** William Kariuki

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2017-2018	\$ 356,060
2018-2019	\$ 356,060
2019-2020	\$ 356,060
Choose an item.	\$
<b>Total</b>	<b>\$ 1,068,180</b>



**AGENDA ITEM 6  
APRIL 5, 2017**

<b>Subject</b>	Contract with Persimmony International, Inc. for Evaluation Database Services
<b>Recommendations</b>	Approve Contract IC031 with Persimmony International, Inc. in the total amount of \$466,170 for Fiscal Years 2017-2020. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	\$466,170 for Fiscal Years 2017-2020.
<b>Background Information</b>	<p>A fundamental concept of the First 5 San Bernardino (F5SB) is to effectively evaluate program effectiveness and measure outcomes. This principle is reflected in Section 130100(b) of the California Children and Families Act, which states that “the state and county commissions shall use outcome-based accountability to determine future expenditures.”</p> <p>Since 2007, F5SB has contracted with Persimmony International, Inc., resulting in high quality work product and excellent customer service. The primary features of this database are 1) It aligns with the State reporting requirements; 2) It provides minimal disruptions with our existing contracted agencies; and 3) It requires minimal customizations. The database is also utilized by six First 5 Commissions in neighboring counties, allowing opportunities for more effective evaluations at a regional level.</p> <p>Approval of this three year contract will allow F5SB to utilize the data generated by Persimmony to demonstrate program and strategy outcomes, and to monitor contracts related to performance measures and fiscal expenditures over time. It will align with the 2015-2020 F5SB Strategic Plan and the duration of our Family Community Support Partnership initiative contract term to which it is the primary evaluation database.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action as taken</b>	
<b>Action:</b>	
<b>Moved:</b> _____	<b>Second:</b> _____
<b>In Favor:</b>	
<b>Opposed:</b>	
<b>Abstained:</b>	
<b>Comments:</b> _____	
<b>Witnessed:</b>	

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

<i>FOR COMMISSION USE ONLY</i>						
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code PERSIMM801		<b>SC</b>	Dept. 903	<b>A</b>	Contract Number  IC031
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$466,170	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200		Contract Start Date July 1, 2017		Contract End Date June 30, 2020		Original Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	200	2445		\$155,390
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use San Bernardino County Evaluation Database System				Estimated Payment Total by Fiscal Year		
			FY	Amount	I/D	
			17-18	\$155,390		
			18-19	\$155,390		
			19-20	\$155,390		

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

Legal Name (hereinafter called the Contractor)

Persimmony International, Inc.

Department/Division

Address

33 Endless Vista

Aliso Viejo, CA 92656

Phone

(949) 770-5550

Federal ID No.

35-2189801

Program Address (if different from legal address):

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

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

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

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

**Auditor-Controller/Treasurer Tax Collector Use Only**

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



- I. CONTRACTOR'S SERVICE RESPONSIBILITIES ..... 3
- II. CONTRACTOR'S GENERAL RESPONSIBILITIES ..... 3
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- PROJECT BUDGET ..... Attachment B**

## **I. CONTRACTOR'S SERVICE RESPONSIBILITIES**

A. Contractor shall perform the specific tasks of (A) providing a limited and non-exclusive license to use Contractor's Software, (B) hosting of the server necessary to run Software, (C) training, software support, and online training videos, and (D) unlimited customization of reports, assessments, and field values resulting from the use of Software and services identified in the contract and Attachment A – Scope of Work 2017-2020. Pursuant to Section VIII, Paragraphs C & D of this contract, Attachment A will be amended for any period beyond Fiscal Year 2019-2020 to list the specific deliverables for the respective year.

\_\_\_\_\_  
Initial Here

- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission.
- C. Contractor shall coordinate with appropriate agencies whenever possible to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.
- D. Contractor shall provide adequate staff for the satisfactory and timely completion of the Project. Mr. Michael Kogus shall be defined as the primary staff member of the Contractor. The Commission reserves the right to approve the assignment or re-assignment of Mr. Kogus in the event the Contractor desires to do so.
- 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. The Executive Director, on behalf of the Commission, may approve any changes or modifications to the Scope of Work (Attachment A) and Budget that do not alter the overall purpose or cost of this Contract. Any request for a change or modification must be submitted in writing to the Commission and may not be implemented without prior written approval.

## **II. CONTRACTOR'S GENERAL RESPONSIBILITIES**

### **A. Performance**

Contractor will provide all services and perform all activities identified in Attachment A of this Contract and will administer the project in a manner acceptable to the Commission.

It is understood that the Contractor has the skills, experience and knowledge necessary to perform the work agreed to be performed under this Contract, and that the Commission relies upon the Contractor's representation about its skills, experience and knowledge to perform the Contractor's work in a competent and safe manner. Acceptance by the Commission of the work to be performed under this Contract does not operate as a release of said Contractor from the responsibility for the work performed.

It is further understood and agreed that the Contractor is apprised of the scope of work to be performed under this Contract and the Contractor agrees that said work can and shall be performed in a fully competent and safe manner.

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

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

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

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Notification

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

Michael Kogus will serve as the primary contact for the Contractor. Contractor shall notify the Commission when Mr. Kogus 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. 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.
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

#### M. 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.

#### N. 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.

O. 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.

P. Health and Safety

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

Q. Americans with Disabilities Act

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

R. 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.

S. 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.

T. Attribution

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

U. 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.

V. 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.

Report requirements include, but are not limited to and subject to change, the following:

▪ 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.

\_\_\_\_\_  
Initial Here

W. 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.

X. 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.

### **III. COMMISSION RESPONSIBILITIES**

- A. Monitor and evaluate the performance of Contractor according to the Scope of Work (Attachment A) and other data collection information requested by the Commission in meeting the terms of the Contract and the quality and effectiveness of services provided, based on criteria determined by the Commission, as delineated in this Contract.
- B. 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. The Executive Director, on behalf of the Commission, may approve any changes or modifications to the Scope of Work that do not alter the overall purpose or cost of this Contract. Any request for a change or modification must be submitted in writing to the Commission and may not be implemented without prior written approval.
- 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.

### **IV. INTELLECTUAL PROPERTY**

#### **A. Ownership of Intellectual Property**

Commission acknowledges that all proprietary information and/or technology (“Intellectual Property”) developed and made available by Contractor, including, without limitation, the First 5 software, modifications, enhancements and/or derivative works thereto (“Software”), and any written work product of Contractor which is related to its Intellectual Property are commercially valuable proprietary products of Contractor, the design and development of which have involved the expenditure of substantial amounts of money and the use of skilled development experts over a long period of time and which affords Contractor a commercial advantage over its competitors, and that loss of this competitive advantage due to unauthorized disclosure or use of such proprietary information would cause great injury and harm to Contractor. Commission acknowledges that the Intellectual Property (specifically including, but not limited to, the design, programming techniques, flow charts, source code and documentation thereof) constitute trade secrets, disclosed to Commission on the basis of the confidential relationship between Commission and Contractor under this Contract, to be used only as may be expressly permitted by the terms and conditions of this Contract, and that the restrictions imposed upon Commission by this Article are necessary to protect the secrecy of such proprietary information and prevent the occurrence of such injury and harm to Contractor. Any work product other than the Intellectual Property developed by Contractor under this Contract, including but not limited to writings, documents and reports developed utilizing Commission’s data, shall be the property of Commission and Commission shall hold all rights and interests therein.

#### **B. License**

As part of the services to be provided hereunder, Contractor grants to the Commission a royalty-free, non-exclusive, worldwide, revocable license for the term of this Contract to use, reproduce and display solely for Commission’s own internal business purposes, but not to sublicense, such Software for matters related to the services to be provided by Contractor. Further, Commission agrees not to reverse engineer or decompile Software or other Intellectual Property of Contractor for any competitive purpose. Contractor represents and warrants that it has the authority to provide the Commission with the foregoing Intellectual Property rights.

#### **C. Limitation of Liability**

The total liability of Contractor for all claims, whether in contract, tort (including negligence and product). Contract shall not exceed the net amount realized by Contractor hereunder. IN NO EVENT

SHALL CONTRACTOR BE LIABLE FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE LICENSED SOFTWARE.

## V. FISCAL PROVISIONS

### A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$466,170 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 2017-18	<u>\$155,390</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	<u>\$155,390</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	<u>\$155,390</u>	July 1, 2019 through June 30, 2020

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### B. 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 and monthly report submissions.

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

### C. EFT Payments

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

### D. Allowable Costs

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

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

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

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

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

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to

the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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E. Supplanting of Funds

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

F. Payment of Taxes

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

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to

First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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## VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (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. Recovery of Investigation and Audit Costs

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

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

## VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

- A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:
- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
  - Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
  - Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
  - Withhold funds pending duration of the breach; and/or
  - Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
  - Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.
- C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

## VIII. TERM

- A. This Contract is effective commencing July 1, 2017 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract. \_\_\_\_\_  
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- B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
- C. The contract term may be extended for one (1) additional one (1)-year period by mutual agreement of the parties.
- D. Continuation of this Contract for each fiscal year after June 30, 2020 is contingent on a Project Scope of Work and a Project 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:** Persimmony International, Inc.  
33 Endless Vista  
Aliso Viejo, CA 92408

**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. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.
  - E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- Initial Here
- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
  - G. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
  - H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

**X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS**

**A. Equal Employment Opportunity Program**

During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

**B. Civil Rights Compliance**

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of

the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

**XI. IMPROPER CONSIDERATION**

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

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

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

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

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

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

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*continued on next page*

**XIII. CONCLUSION**

- A. This Contract, consisting of 17 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

Persimmony International, Inc.

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Michael Kogus  
Printed Name

President and CEO  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Operations Manager</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Sophie Akins Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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Contractor shall, under the terms and conditions of this Agreement provide Commission with (A) a limited and non-exclusive license to use Contractor's Software, (B) hosting of the server necessary to run Software, (C) training, software support, and online training videos, and (D) unlimited customization of Software reports, assessments and field values as described in this exhibit.

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

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

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

Persimmony International, Inc  
Attn: Inez Thomas  
33 Endless Vista  
Aliso Viejo, CA 92656  
Phone (Direct) (760) 488-1254  
Fax (949) 770-5550

- B. Contractor shall participate in a minimum of 1 (to be scheduled) face-to-face meetings for each fiscal year FY2017-2020. Face-to-face meetings to be scheduled at times compatible for Commission as well as Contractor staff.

*NOTE: Virtual meetings can/do occur as needed, as often as needed.*

**2. PROVIDE SUPPORT TO AUTHORIZED USERS**

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

### **3. PERSIMMONY SOFTWARE SUPPORT**

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

- Online support requests made by authorized Software users ("Requestor" for the purposes of this software support provision) received through e-mail or online form submissions will be responded to via three modes of communication: (1) telephone; (2) e-mail; or (3) remote desktop technology, depending on the nature of support request and discretion of Contractor for which support method it deems reasonable. Requestor will be solely responsible for all telephone, Internet and other communication charges that Requestor incurs from any support related activities. If Contractor deems remote desktop support necessary, using the remote desktop technology, Requestor will be solely responsible to ensure that Requestor's network does not block access for use of such technology by Contractor.
- Authorized users can access free technical support via toll-free phone or via e-mail during Contractor's regular business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding national holidays. Response times cannot be guaranteed, however typical response times to resolve most issues is within four hours of the initial request. Contractor cannot be held liable for extended delays in technical support response times related to acts of God, third party communication systems failures and other unforeseeable events which may impact response times. 24 hour call back emergency assistance is available seven days a week for emergencies covering system failures or other emergency needs.

### **4. PERSIMMONY DATABASE CUSTOMIZATION**

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

- Clients Module
- First 5 Module
- (M)DRDP functionality
- ASQ functionality
- Finance/Invoicing Module
- Referral Module
- Contract Monitoring Tools and Reports
- Unlimited number of customized reports that pull data from any of the modules listed above (reports, charts, graphs, and/or GIS).
- Unlimited number of customized surveys.

### **5. PERSIMMONY DATA EXPORTS**

Contractor shall during the term of this Agreement provide data exports of all Commission-

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

## **6. HOSTING SERVER ACCESSIBILITY AND UPTIME**

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

## **7. SOFTWARE TRAINING**

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

- Train-The-Trainer (T3): Comprehensive training will be provided to select individuals who may train all subsequent authorized users of the Commission on Software. This option is most beneficial when the Commission has internal staffing that will be held accountable for specific data and evaluation-related functions for Software.
- Classroom Training with One-On-One Follow-Up: Classroom training will be provided in large group format for all new users. This option is best implemented when moving from one data system to another or when a large group of new users need to be trained quickly. For users who may request or require follow-up training, Contractor will provide virtual one-on-one follow-up sessions.
- Just-In-Time Video Training: Contractor will provide all authorized users access to video training 24-hours a day, seven days a week which provides training "just in time" for any of the data entry screens in the system. The SHOW ME videos provide step-by-step demonstrations on how to enter data, run reports and setup new fields; all at a pace that is comfortable for the user who can stop, repeat or get back to any portion of the video training at any time.

**8. PERFORMANCE**

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

## PERSIMMONY PRICING 2017-2020 - FIRST 5 SAN BERNARDINO

<b>EXHIBIT B PERSIMMONYBUDGET</b>	FY17-18 July 1 2017 to June 30, 2018	FY18-19 July 1 2018 to June 30, 2019	FY19-20 July 1 2019 to June 30, 2020
<b>ASP Operations, Software License, Software Updates and System Maintenance for Standard Persimmony First 5 Online Database</b>  <div style="text-align: right; color: red;"> <b>First 5 San Bernardino Discount</b>  <b>Persimmony Best Partner Discount</b> </div>	 <div style="text-align: right; color: red;"> <b>\$226,000</b>  <b>\$189,500</b> </div> <b>\$155,390</b>	 <div style="text-align: right; color: red;"> <b>\$226,000</b>  <b>\$189,500</b> </div> <b>\$155,390</b>	 <div style="text-align: right; color: red;"> <b>\$226,000</b>  <b>\$189,500</b> </div> <b>\$155,390</b>
Persimmony Users Group Membership; includes all approved User Group database enhancements for the Standard Persimmony product.	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
One-on-one virtual training for Commission Staff: How to use Software (including re-training, new hire training, and just-in-time training) and second-tier tech support for First 5 San Bernardino's Tech Support Personnel. (Yearly flat rate)  <div style="text-align: right; color: red;"> <b>First 5 San Bernardino Discount</b> </div>	<div style="text-align: right; color: red;"> <b>\$10,000</b> </div> <b>\$0</b>	<div style="text-align: right; color: red;"> <b>\$10,000</b> </div> <b>\$0</b>	<div style="text-align: right; color: red;"> <b>\$10,000</b> </div> <b>\$0</b>
On-Demand Data Exports  <div style="text-align: right; color: red;"> <b>First 5 San Bernardino Discount</b> </div>	<div style="text-align: right; color: red;"> <b>\$1,200</b> </div> <b>\$0</b>	<div style="text-align: right; color: red;"> <b>\$1,200</b> </div> <b>\$0</b>	<div style="text-align: right; color: red;"> <b>\$1,200</b> </div> <b>\$0</b>
<b>TOTAL FEES</b>	<b>\$155,390</b>	<b>\$155,390</b>	<b>\$155,390</b>

### CUSTOMIZATION FEATURES FOR THE LIFE OF THE CONTRACT

<b>UNLIMITED REPORTS:</b> Customize an unlimited number of reports developed specifically for any First 5 San Bernardino stakeholder for 24/7 access to up-to-the-minute data with point and click reporting.	<b>Included in Price</b>	\$0
<b>UNLIMITED SURVEYS:</b> Add or customize an unlimited number of surveys/questionnaires developed for any First 5 San Bernardino stakeholder for 24/7 access (e.g., MDRDP, DRDP, ASQ surveys, Parent Behavior Checklists, program questionnaires, surveys for grantees, etc.).	<b>Included in Price</b>	\$0
<b>CUSTOMIZED DATA FIELDS:</b> Customization of all existing data field drop-down options.	<b>Included in Price</b>	\$0
<b>CUSTOM FIELDS:</b> Add/modify/hide any data field within the Persimmony First 5 database.	<b>Included in Price</b>	\$0
<b>DELETING CLIENTS:</b> Restrict or allow funded program users the rights to delete clients.	<b>Included in Price</b>	\$0
<b>DELETING SERVICES:</b> Restrict or allow funded program users the rights to delete services.	<b>Included in Price</b>	\$0
<b>PARTIAL DATA ENTRY:</b> Restrict or allow program users the rights to add incomplete data.	<b>Included in Price</b>	\$0
<b>USER DASHBOARD:</b> Customized dashboard.	<b>Included in Price</b>	\$0
<b>AGENCY SETUP:</b> First 5 San Bernardino staff can setup/add/modify an unlimited number of agencies within the system 24/7.	<b>Included in Price</b>	\$0
<b>CONTRACT SETUP:</b> Add an unlimited number of contracts within the system 24/7.	<b>Included in Price</b>	\$0
<b>CONTRACT RENEWAL AND TERMINATION:</b> Automated contract renewal is just one click to renew a funded program from one year to the next while terminating contracts are automatically closed without user intervention.	<b>Included in Price</b>	\$0
<b>STRATEGIC PLAN:</b> Integrated strategic plan (from 1 to 4 levels).	<b>Included in Price</b>	\$0
<b>SYSTEM REMINDERS AND E-MAIL BLASTS:</b> Unlimited number of automated e-mail communiques to all or selected system users; as well as an unlimited number of automated reports delivered by e-mail to all or selected system users.	<b>Included in Price</b>	\$0
<b>STATE UPLOAD:</b> Unlimited number of local values aggregated into the state upload with the ability to combine state and local surveys into one survey tool, complete Part 3 online, review and validate state upload data integrity, and submit to the state with a single click.	<b>Included in Price</b>	\$0



**AGENCY INFORMATION**

**Contract #:** IC031

**Legal Entity:** Persimmony International Inc.

**Dept./Division:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Address:** 33 Endless Vista  
Aliso Viejo, Ca. 92656

**Phone #:** (949) 770-5550

**Website:** www.persimmony.com

**Fax #:** (949) 770-5550

**Program Site Address:** same  
Choose an item.

**Client Referral Phone #** (949) 770-5550

**CONTACT INFORMATION**

**CONTRACT REPRESENTATIVE/SIGNING AUTHORITY**

**Name:** Michael Kogus

**Title:** President and CEO

**Address:** 33 Endless Vista  
Aliso Viejo, Ca. 92656

**Direct Phone #:** (949) 770-5550

**Fax #:** (949) 770-5550

**E-Mail:** Michael@persimmony.com

**PROGRAM CONTACT**

**Name:** Judson Slusser

**Title:** Chief Operating Officer

**Address:** 33 Endless Vista  
Aliso Viejo, Ca. 92656

**Direct Phone #:** (949) 4228183

**Fax #:** (949) 770-5550

**E-Mail:** Judson@persimmony.com

**FISCAL CONTACT**

**Name:** Judson Slusser

**Title:** same

**Address:** \_\_\_\_\_  
same

**Direct Phone #:** same

**Fax #:** same

**E-Mail:** same

**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: Choose an item.

**FIRST 5 FOCUS AREA**

- Health
- Education
- Family
- Systems

**STRATEGY**

- Early Screening and Intervention  Health & Safety Education
- Health Care Access  Other: \_\_\_\_\_
- Oral Health
- Early Education Programs  Quality Provider Programs
- Access to Quality Child Care  Other: \_\_\_\_\_
- Parent Education  Other: \_\_\_\_\_
- Resource Center & Case Management
- Integrated Systems Planning & Implementation  Community Outreach
- Countywide Information Referral Systems  Other: Evaluation/Web-based data system
- Organizational Capacity Building

**PROGRAM DESCRIPTION**

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

**SERVICE AREA (LOCATIONS)**

**COMMISSION LEVEL OUTCOMES**

**ASSIGNED ANALYST:** William Kariuki

**CONTRACT AMOUNT**

Fiscal Year	Amount
2017-2018	\$ 155,390
2018-2019	\$ 155,390
2019-2020	\$ 155,390
<b>Total</b>	<b>\$ 466,170</b>



**AGENDA ITEM 7  
APRIL 5, 2017**

<b>Subject</b>	Contract Amendment for Financial Statement Preparation Services with VTD, LLP
<b>Recommendations</b>	Approve Amendment A1 to Contract Number IC029 with Vavrinek, Trine, Day & Co., LLP (VTD) to increase the contract amount by \$21,300 for a total of \$84,660 for Fiscal Year 2018-2019 to add accounting services to develop the financial statements for First 5 San Bernardino (F5SB). (Presenter: Debora Dickerson, Administrative Supervisor II, 252-4269)
<b>Financial Impact</b>	\$21,300 for Fiscal Years 2017-2018 through 2018-2019.
<b>Background Information</b>	<p>On June 1, 2016, the Commission approved a contract with Vavrinek, Trine, Day &amp; Co., LLP (VTD) to conduct and prepare an Annual Audit and Report and render an opinion of the Commission's financial statements.</p> <p>In prior years, F5SB has prepared the annual financial statements internally. Management reviewed the fiscal unit structure and determined for efficiency and consistency it would best serve F5SB if these duties were contracted out by the current auditors, VTD.</p> <p>In accordance with <i>Government Auditing Standards</i>, the audit firm that audits the Commission is permitted to prepare the Commission's financial statements, given the following safeguards are in place:</p> <p style="padding-left: 40px;">The Commission will delegate an individual with the skills, knowledge and experience to effectively oversee the preparation of the financial statements. This individual should be knowledgeable of generally accepted accounting principles and/or routinely oversees the preparation of the Commission's financial statements. This individual will review and approve the financial statements and sign a management representation letter asserting the financial statements are presented in accordance with generally accepted accounting principles.</p> <p style="padding-left: 40px;">VTD will prepare the draft of the Commission's financial statements, and will subject the review of the financial statements to several internal quality control reviews, including an engagement manager review, an engagement partner review, and a quality control partner review. These additional reviews are in place to ensure the financial statements are prepared and presented in accordance with generally accepted accounting principles, and to meet the safeguard requirements of <i>Government Auditing Standards</i>. The recommendation is to add financial statement preparation services to VTD's contract for the preparation of F5SB's financial statements.</p>
<b>Review</b>	Sophie Akins, Commission Counsel



<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

FOR COMMISSION USE ONLY						
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code VAVRINE289	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number IC029 A1	
Organization Children and Families Commission			Dept. 903	Orgn. ADMI	Contractor's License No. California CPA License No. 2376	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$84,660	
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200		Contract Start Date July 1, 2016		Contract End Date October 31, 2018		Original Amount \$63,360
						Amendment Amount \$21,300
Fund RRC	Dept. 903	Organization ADMI	Appr. 200	Obj/Rev Source 2405	GRC/PROJ/JOB No.	Amount \$20,900
Fund RRC	Dept. 903	Organization ADM	Appr. 200	Obj/Rev Source 2445	GRC/PROJ/JOB No.	Amount \$10,500
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Financial Services				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				FY17-18	10,500	I
				FY18-19	10,800	I

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

Legal Name (hereinafter called the Contractor)

Vavrinek, Trine, Day & Company, LLP

Department/Division

Address

8270 Aspen Avenue

Rancho Cucamonga, CA 91730

Phone

(909) 466-4410

Federal ID No.

95-264-8289

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

- Paragraphs 4, 5 and 6 of Section II. SCOPE OF WORK AND DUE DATES are amended to read as follows:

**II. SCOPE OF WORK AND DUE DATES**

- Accounting Services – Prepare Financial Statements
  - Prepare one draft for the Commission’s initial review and use to prepare the management’s discussion and analysis,

*continued on next page*

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

- A 2nd draft for the Commission's review, VTD QC Partner review, and the Auditor Controller's review (if needed), and
- A final (3rd) draft for the Commission's final review, approval and issuance. Additional drafts requested by the Commission beyond the three noted previously, may result in additional fees.

This fee includes the complete drafting of the report (the Commission is still responsible for preparing the Management's Discussion and Analysis), report production, and printing and binding. The Commission would still be responsible for the year end closing and preparing a final trial balance, from which we will use to produce the financial statements. Certain schedules and footnotes will also need to be provided by the Commission, consistent with our provided by client (PBC) listing.

In accordance with Government Auditing Standards, Contractor, as the auditor of the Commission, may prepare the Commission's financial statements pursuant to this Contract so long as the Parties meet the following requirements:

The Commission will delegate an individual with the skills, knowledge and experience to effectively oversee the preparation of the financial statements. This individual should be knowledgeable of generally accepted accounting principles and/or routinely oversees the preparation of the Commission's financial statements. This individual will review and approve the financial statements and sign a management representation letter asserting the financial statements are presented in accordance with generally accepted accounting principles.

Contractor will prepare the draft of the Commission's financial statements, and will subject the review of the financial statements to several internal quality control reviews, including an engagement manager review, an engagement partner review, and a quality control partner review. These additional reviews are in place to ensure the financial statements are prepared and presented in accordance with generally accepted accounting principles, and to meet the safeguard requirements of Government Auditing Standards.

5. Work Product

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

6. Project Considerations

The Contractor's personnel will possess appropriate licenses and certificates and be qualified in accordance with applicable statutes and regulations (when applicable). The Contractor(s) will obtain, maintain and comply with all necessary government authorizations, permits, and licenses required to conduct its operations. In addition, the Contractor(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. Paragraph 1. of Section IV, COMPENSATION, is amended to read as follows:

**IV. COMPENSATION**

1. As total compensation for all services to be performed by Contractor under this contract, Commission shall pay Contractor an amount not to exceed \$20,900 for the audits and reviews for fiscal year ending June 30, 2016; \$31,400 for the audits and reviews for fiscal year ending June 30, 2017; and \$32,360 for the audits and reviews for fiscal year ending June 30, 2018. Partial payment is authorized on the basis of monthly progress billing. However, no more than 90% of each fiscal year's fee shall be paid before receipt of the final audit reports for such fiscal year.

**Summary of Fees**

Summary of Fees is outlined in the budget, Attachment B and B-1

**ATTACHMENTS:**

**Attachment B-1** –The attached Budget for additional auditing services to complete financial statements are for FY 17-18 and FY 18-19 added to the Contract.

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

CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

VAVRINEK, TRINE, DAY & COMPANY, LLP

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name

Commission Chair  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature

David Showalter  
\_\_\_\_\_  
Printed Name

Partner  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Operations Manager</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Sophie Akins Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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## Attachment B-1

### Vavrinik Trine, Day & Company, LLP

<b>Summary of Costs</b>	<b>FY 17/18</b>	<b>FY 18/19</b>
	\$ 10,500	\$ 10,800

FY 2017/18  
 Staff level  
 (List staff involved)

	Standard Hourly	Estimated Hours		Proposed Fees
Partner	205	10	\$	2,050
Manager	185	10		1,850
Supervisor	165	40		6,600
<b>Total</b>		60	\$	10,500
Total cost not to exceed fees			<b>\$</b>	<b>10,500</b>

FY 2018/19  
 Staff level  
 (List staff involved)

	Standard Hourly	Estimated Hours		Proposed Fees
Partner	210	10	\$	2,100
Manager	190	10		1,900
Supervisor	170	40		6,800
<b>Total</b>		60	\$	10,800
Total cost not to exceed fees			<b>\$</b>	<b>10,800</b>



**AGENDA ITEM 8  
APRIL 5, 2017**

<b>Subject</b>	Contract Amendments for RFP 14-02 – Family and Community Support Partnerships (FCSP) – Family Support Services (FSS).
<b>Recommendation</b>	<p>Approve Contract Amendments for the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Contracts (RFP 14-02) for Fiscal Year 2018-2020 in the amount of \$4,840,700 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$16,561,113 with the following:</p> <ul style="list-style-type: none"><li>A. Bear Valley Community Hospital District, Contract FS066 A1, in the total amount of \$544,394.</li><li>B. El Sol Neighborhood Education Center, Contract FS068 A1, in the total amount of \$919,212.</li><li>C. Moses House Ministries, Contract FS070 A1, in the total amount of \$897,220.</li><li>D. Parents Anonymous, Contract FS071 A1, in the total amount of \$844,748.</li><li>E. Reach Out, Contract FS072 A1, in the total amount of \$1,014,272.</li><li>F. St. Joseph Health-St. Mary, Contract FS073 A1, in the total amount of \$620,854.</li></ul> <p>(Presenter: Mary Jaquish, Supervisor, 252-4254)</p>
<b>Background Information</b>	<p>In the Spring of 2015, the Commission approved multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) to support programs under First 5 San Bernardino's (F5SB) family support focus area for a 3-year period. Those contracts completed the first year cycle of their contract in June 2016. F5SB staff, taking inventory of what currently exists and acknowledging the challenges for opportunities to further support the system and networks within the family support sector, coupled with the evolving changes in government mandates and legislation, recommends extending the six contracts listed above for an additional two years, ending June 30, 2020. Extension to contract terms for additional years is allowable per Commission's standard contract language in Section VIII (C) and (D).</p>
<b>Initiative Objective</b>	<p>The Family and Community Support Partnerships for Family Support Services (FCSP-FSS) is the Commission's cornerstone Child Abuse Prevention initiative. The contractors/programs have been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past year. Analysis of data from this investment indicates that the greatest positive gains for families were attained from the parenting education initiative. The (FCSP-FSS) initiative utilizes the evidence-based NPP curriculum for Parent Education in addition to the Matrix Outcomes Model (MOM) with the accompanying Family Development Matrix (FDM), to ensure the program model assessed the family's strengths and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.</p> <p>In Fiscal Year 2015-2016, approximately 950 parents have been served over the one-year period for parent education and case management thus far. The Nurturing Parenting Program (NPP) was required to be used by contractors. The Adult and</p>

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Adolescent Parenting Inventory (AAPI) tool was used to measure success. The AAPI is an inventory designed to assess the parenting and child rearing attitudes of parents. Outcomes data showed that the program yielded a significant increase among participants in knowledge and behaviors related to positive parenting that help protect against abuse and neglect.

The multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) contracted through June 2018 are encumbered. F5SB staff elected to be proactive in support of the family focus area and solicit from the Commission a commitment for contract endorsement through June 30, 2020. F5SB will use the additional two years to normalize the data over a three-year evaluation period. This period will allow F5SB staff to identify, collaborate and build a solid network with providers and resources to tighten alignment with the F5SB Strategic Plan. Based on the continued evaluation of the data and the outcomes achieved with the NPP - Family Support Services initiative, the Commission will share and collaborate widely and seek to engage more if not all providers, i.e. school districts, County of San Bernardino Departments (Children and Family Services (CFS), Behavioral Health, and Public Health), non-profits, faith-based, etc. to encourage utilization of this evidence-based model in service to families thereby supporting and strengthening a comprehensive, uniform system of care Countywide.

Pending Commission approval, these contracted agencies will assist families seeking the skills necessary to develop and maintain positive parenting skills and decrease behaviors associated with child abuse and neglect. In addition to supporting the strengthening of relationships between parent/caregiver and child, this initiative will support long-term safety and healthy developmental outcomes for children in San Bernardino County. Safe, stable, and nurturing relationships are paramount to healthy child development and preventing child maltreatment.

These contracts support SPA1 of First 5 San Bernardino's Strategic Plan, specifically:

**SPA 1:** Children and Families

**Goal 1.3:** Family and Community Support and Partnerships

**Objective 1.3.a:** Promote and support child abuse and neglect prevention

**Objective 1.3.b:** Parents provide developmentally appropriate care

**Objective 1.3.c:** Families are resilient

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**Financial Impact**

\$4,840,700 for FY2018-2020 as allocated within the Long-Term Financial Plan approved by the Commission in June 2016.

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**Review**

Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>



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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code BEARVAL751		<b>SC</b>	Dept. 903	<b>A</b>	Contract Number FS066A1
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$1,342,875	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$798,481
Amendment Amount \$544,394						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$272,197
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				18-19	\$272,197	1
				19-20	\$272,197	1

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)

Bear Valley Community Healthcare District \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

P.O. Box 1649 \_\_\_\_\_

Big Bear Lake, CA 92315 \_\_\_\_\_

Phone \_\_\_\_\_

(909) 878-8214 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

33-0294751 \_\_\_\_\_

Program Address (if different from legal address):

41820 Garstin Drive \_\_\_\_\_

Big Bear Lake, CA 92315 \_\_\_\_\_

**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 \$1,342,875 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2015-16	\$ <u>259,919</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>266,365</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>272,197</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>272,197</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>272,197</u>	July 1, 2019 through June 30, 2020

\_\_\_\_\_  
Initial Here

2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. 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.

\_\_\_\_\_  
Initial Here

3. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
Initial Here

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.

*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

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

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

**BEAR VALLEY COMMUNITY HEALTHCARE  
DISTRICT**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
John Friel  
\_\_\_\_\_  
Printed Name  
  
Chief Executive Officer  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager  _____ Date	▶ _____ Sophie Akins Commission Counsel  _____ Date	▶ _____ Karen E. Scott Executive Director  _____ Date

SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Families are resilient  
 Objective 1.3.b: Parents provide developmentally appropriate care  
 Objective 1.3.c:



Agency Name: Bear Valley Community Healthcare District  
 Program Name: Mom and Dad Project  
 Service Area: Big Bear Mountain Region  
 Contract #: FS066A1  
 Period: July 2018 – June 2020

Expectation	Objective	Activity	Dosage <sup>1</sup>	Verification
	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).			
	71 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments and will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators			
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic	
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter every 90 days Minimum of 2 assessments First and Last	
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment when applicable	
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony	

**Program Description:**  
 This Group-based program utilizes *Nurturing Fathers, Prenatal Families or Nurturing Skills for Families* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Service will be provided in *Big Bear and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly  
 Period: July 2018 – June 2020  
 Due: On the 15<sup>th</sup> of the following month  
 Page 1 of 1



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		The BVCHD Mom & Dad Project		DIRECTOR:		John Friel		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Megan Meadors		TOTAL BUDGET:		272,197	
INITIATIVE:		Family and Community Support and Partnership		FINANCE OFFICER:		Garth Hamblin		RFP/CONTRACT #:		14-02 FS066A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
1	L SALARIES & BENEFITS Name: Megan Meadors Position: Program Director	0.50	48.80	1040	19%	50,752	9,643	60,395	120,790	50%	Oversees and coordinates all aspects of the program. Responsible for all reporting to First 5, and attends all applicable First 5 Functions. Responsible for implementation/ planning and coordinating all classes, workshops, etc. Responsible for oversight of staff
2	Tina Wade Office Manager	0.80	21.65	1660	25%	35,939	8,985	44,924	56,290	80%	Responsible for all financial reporting to First 5, as over seen by the Director. Responsible to ensure that all record keeping is accurate, both fiscal and programmatic. Responsible for all ordering or program materials, curriculum, office supplies, etc. Responsible for day-to-day functioning of the overall office.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		DIRECTOR:		PROGRAM YEAR:							
The BVCHD Mom & Dad Project		John Friel		2018-2019							
PROGRAM TITLE:		PROGRAM DIRECTOR:		TOTAL BUDGET:							
Nurturing Parenting		Megan Meadors		272,197							
INITIATIVE:		FINANCE OFFICER:		RFP/CONTRACT #:							
Family and Community Support and Partnership		Garth Hamblin		14-02 FS066A1							
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
	L SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Jeff Tunnell Community Educator/ Case Manager	0.75	21.65	1560	25%	33,774	8,444	42,218	56,290	75%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of clients. Responsible for all Outreach Coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for facilitation of all Nurturing Father Activities, including father/child activities, and Dad and Me. Also required to assess clients for Case Management services and if deemed appropriate by the FDM (MOM) will be responsible for obtaining services to move client into a "stable" category.
4	Nichole McGivney Community Educator/ Case Manager	0.63	22.42	1300	11%	29,146	3,206	32,352	51,763	63%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and prenatal women that are seen in the facility



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019

ORGANIZATION:		DIRECTOR:		PROGRAM YEAR:						
The BVCHD Mom & Dad Project		John Friel		2018-2019						
PROGRAM TITLE:		PROGRAM DIRECTOR:		TOTAL BUDGET:						
Nurturing Parenting		Megan Meadors		272,197						
INITIATIVE:		FINANCE OFFICER:		RFP/CONTRACT #:						
Family and Community Support and Partnership		Garth Hamblin		14-02 FS066A1						
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
L SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5 Cory McClintock	0.78	19.51	1616	11%	31,528	3,468	34,996	45,045	78%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of clients. Responsible for all Outreach Coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for facilitation of all Nurturing Father Activities, including father/child activities, and Dad and Me. Also required to assess clients for Case Management services and if deemed appropriate by the FDM (MOM) will be responsible for obtaining services to move client into a "stable" category. Also responsible for all data entry for the program.
6 Tanya Yurchyshyna	0.38	15.96	780	11%	12,449	1,369	13,818	36,848	38%	(STRUCTURED CHILDCARE) Responsible for providing licensed child care while classes are being taught that require a child care provider to be present. Responsible for facilitating Nurturing Parent Child Enrichment session. (HOUSEKEEPING) The Parenting Education Center experiences high traffic, and usage. Housekeeping services are needed to clean and sanitize toys and various areas throughout the center after each class to maintain OSHA standards of cleanliness
Total Salaries & Benefits					\$ 193,588	\$ 35,115	\$ 228,703	\$ 367,026		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		DIRECTOR:		PROGRAM YEAR:
The BVCHD Mom & Dad Project		John Friel		2018-2019
PROGRAM TITLE:		PROGRAM DIRECTOR:		TOTAL BUDGET:
Nurturing Parenting		Megan Meadors		272,197
INITIATIVE:		FINANCE OFFICER:		RFP/CONTRACT #:
Family and Community Support a		Garth Hamblin		14-02 FS066A1
II. SERVICES & SUPPLIES				
Expense:		% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials	2%	\$ 4,500	Educational Materials and Curriculum for all offered classes. Age appropriate toys and activities to use during classes associated with developmental milestones. Child friendly art and craft supplies.
2	Participant Support	1%	\$ 2,150	Incentives will be directly related to the Nurturing Parent Program, incentives will include \$65 towards car seats, diapers, children's clothing, educational games, household items, parenting books, goods associated with parent child bonding activities per the Nurturing Program ( i.e. fishing poles, for Dad and Me fishing day) Incentives will have a \$35 limit as paid by First 5. No gift cards will be charged to First 5
3	Staff Development	0%	\$ 1,000	Available to aid the BVCHD Mom and Dad Project staff to remain current in the areas of Child Development, Strengthening Families, and other related classes and workshops that will enhance the mission of the agency.
4	Advertising	2%	\$ 5,500	The use of radio, newspaper, local cable, program literature, and event outreach items such as pens, hats, and other small items with the programs/First 5's (approved) logo on them
5	Printing	0%	\$ 500	Printing costs associated with flyers, booklets, stationary, and business cards
6	Office Supplies	1%	\$ 2,000	Misc. office supplies necessary to maintain the Parenting Education Center, includes paper, pens, ink, and misc. office Office Supplies supplies.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:	The BVCHD Mom & Dad Project	DIRECTOR:	John Friel	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Parenting	PROGRAM DIRECTOR:	Megan Meadors	TOTAL BUDGET:	272,197
INITIATIVE:	Family and Community Support a	FINANCE OFFICER:	Garth Hamblin	RFP/CONTRACT #:	14-02 FS066A1
7	Office Equipment		1%	\$ 2,729	Ongoing enhancement of classrooms to create a bright and friendly atmosphere. Includes child friendly furniture, lockable storage, display boards, copier lease, and related expenses
8	Utilities		2%	\$ 5,000	Telephone, internet, to provide clients the opportunity to use the internet for research and educational purposes. gas and electric for the purpose of heat and lights.
9	Postage		0%	\$ 150	Newsletters, participant mailings, events, flyers, and class schedules.
10	Peer Parent Support		1%	\$ 1,500	A one-time stipend for peer parent support services, only offered after a completion of 50 volunteer hours. We anticipate having 3 volunteers with us each fiscal year for this component.
11	Building Equipment/Maintenance		0%	\$ 700	Cleaning supplies, repair and maintenance fees for current equipment, snow plow expenses during the winter months
	Total Services & Supplies			\$ 25,729	
III.	FOOD				
	Event(s):			<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	Nurturing Parenting Classes and Outreach			5,765	Food and refreshments for classes and support groups to have available to clients. Also includes plates, napkins, cutlery
	Total Food			5,765	
IV.	TRAVEL				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	The BVCHD Mom & Dad Project	<b>DIRECTOR:</b>	John Friel	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting	<b>PROGRAM DIRECTOR:</b>	Megan Meadors	<b>TOTAL BUDGET:</b>	272,197
<b>INITIATIVE:</b>	Family and Community Support a	<b>FINANCE OFFICER:</b>	Garth Hamblin	<b>RFP/CONTRACT #:</b>	14-02 FS066A1
	<b>Destination:</b>	<b>Purpose:</b>	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1		To attend trainings and mandatory convening's as set forth by First 5. Also to allow attendance at Commissioners Meetings, and other local enhancement trainings to support the Nurturing Parent Curriculum	2,000	Travel expenses related to classes, trainings, First 5 meetings, and trainings, hotels, rental cars etc. as related to The Nurturing Parent Programs	
	Total Travel		2,000		
V.	<b>SUBCONTRACTORS</b>				
	<b>Organization Name:</b>		<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1					
	Total Subcontractors		-		
VI.	<b>INDIRECT COSTS</b>				
	<b>Percent:</b>				
	<b>Basis:</b>	Space Utilization	10,000	Space Utilization for running the Nurturing Parent Calsses and activities associated with Nurturing Prent, i.e. Child Enrichment	
	Total Indirect Costs		\$ 10,000		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 272,197		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		The BVCHD Mom & Dad Project		DIRECTOR:		John Friel		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Megan Meadors		TOTAL BUDGET:		272,197	
INITIATIVE:		Family and Community Support and Partnership		FINANCE OFFICER:		Garth Hamblin		RFP/CONTRACT #:		14-02 FS066A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION / JUSTIFICATION
1	L SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
1	Megan Meadors	0.50	48.80	1040	19%	50,752	9,643	60,395	120,790	50%	Oversees and coordinates all aspects of the program. Responsible for all reporting to First 5, and attends all applicable First 5 Functions. Responsible for implementation/ planning and coordinating all classes, workshops, etc. Responsible for oversight of staff.
2	Tina Wade	0.80	21.65	1660	25%	35,939	8,985	44,924	56,290	80%	Responsible for all financial reporting to First 5, as over seen by the Director. Responsible to ensure that all record keeping is accurate, both fiscal and programmatic. Responsible for all ordering or program materials, curriculum, office supplies, etc. Responsible for day-to-day functioning of the overall office.



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	PROGRAM YEAR:
												2019-2020
ORGANIZATION:		The BVCHD Mom & Dad Project										
PROGRAM TITLE:		Nurturing Parenting										
INITIATIVE:		Family and Community Support and Partnership										
DIRECTOR:				John Friel								
PROGRAM DIRECTOR:				Megan Meadors								
FINANCE OFFICER:				Garth Hamblin								
TOTAL BUDGET:		272,197										
RFP/CONTRACT #:		14-02 FS066A1										
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
3	Jeff Tunnell	0.75	21.65	1560	25%	33,774	8,444	42,218	56,290	75%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of clients. Responsible for all Outreach Coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for facilitation of all Nurturing Father Activities, including father/child activities, and Dad and Me. Also required to assess clients for Case Management services and if deemed appropriate by the FDM (MOM) will be responsible for obtaining services to move client into a "stable" category.	
4	Nichole McGivney	0.63	22.42	1300	1.1%	29,146	3,206	32,352	51,763	63%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and prenatal women that are seen in the facility	



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020

ORGANIZATION:		DIRECTOR:		PROGRAM YEAR:							
The BVCHD Mom & Dad Project		John Friel		2019-2020							
PROGRAM TITLE:		PROGRAM DIRECTOR:		TOTAL BUDGET:							
Nurturing Parenting		Megan Meadors		272,197							
INITIATIVE:		FINANCE OFFICER:		RFP/CONTRACT #:							
Family and Community Support and Partnership		Garth Hamblin		14-02 FS066A1							
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
		A	B	C	D	E	F	G	H	I	J
5	Community Educator/ Data Analyst	0.78	19.51	1616	11%	31,528	3,468	34,996	45,045	78%	Responsible for facilitation of the Nurturing Parenting Program. Responsible for recruitment and retention of clients. Responsible for all Outreach Coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for facilitation of all Nurturing Father Activities, including father/child activities, and Dad and Me. Also required to assess clients for Case Management services and if deemed appropriate by the FDM (MOM) will be responsible for obtaining services to move client into a "stable" category. Also responsible for all data entry for the program.
6	Structured Childcare/Housekeeping	0.38	15.96	780	11%	12,449	1,369	13,818	36,848	38%	(STRUCTURED CHILDCARE) Responsible for providing licensed child care while classes are being taught that require a child care provider to be present. Responsible for facilitating Nurturing Parent Child Enrichment session. (HOUSEKEEPING) The Parenting Education Center experiences high traffic, and usage. Housekeeping services are needed to clean and sanitize toys and various areas throughout the center after each class to maintain OSHA standards of cleanliness
Total Salaries & Benefits						\$ 193,588	\$ 35,115	\$ 228,703	\$ 367,026		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		DIRECTOR:		PROGRAM YEAR:
The BVCHD Mom & Dad Project		John Friel		2019-2020
PROGRAM TITLE:		PROGRAM DIRECTOR:		TOTAL BUDGET:
Nurturing Parenting		Megan Meadors		272,197
INITIATIVE:		FINANCE OFFICER:		RFP/CONTRACT #:
Family and Community Support a		Garth Hamblin		14-02 FS066A1
II. SERVICES & SUPPLIES				
Expense:		% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials	2%	\$ 4,500	Educational Materials and Curriculum for all offered classes. Age appropriate toys and activities to use during classes associated with developmental milestones. Child friendly art and craft supplies.
2	Participant Support	1%	\$ 2,150	Incentives will be directly related to the Nurturing Parent Program, incentives will include \$65 towards car seats, diapers, children's clothing, educational games, household items, parenting books, goods associated with parent child bonding activities per the Nurturing Program ( i.e. fishing poles, for Dad and Me fishing day) Incentives will have a \$35 limit as paid by First 5. No gift cards will be charged to First 5
3	Staff Development	0%	\$ 1,000	Available to aid the BVCHD Mom and Dad Project staff to remain current in the areas of Child Development, Strengthening Families, and other related classes and workshops that will enhance the mission of the agency.
4	Advertising	2%	\$ 5,500	The use of radio, newspaper, local cable, program literature, and event outreach items such as pens, hats, and other small items with the programs/First 5's (approved) logo on them
5	Printing	0%	\$ 500	Printing costs associated with flyers, booklets, stationary, and business cards
6	Office Supplies	1%	\$ 2,000	Misc. office supplies necessary to maintain the Parenting Education Center, includes paper, pens, ink, and misc. office Office Supplies supplies.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:	The BVCHD Mom & Dad Project	DIRECTOR:	John Friel	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Parenting	PROGRAM DIRECTOR:	Megan Meadors	TOTAL BUDGET:	272,197
INITIATIVE:	Family and Community Support a	FINANCE OFFICER:	Garth Hamblin	RFP/CONTRACT #:	14-02 FS066A1
7	Office Equipment		1%	\$ 2,729	Ongoing enhancement of classrooms to create a bright and friendly atmosphere. Includes child friendly furniture, lockable storage, display boards, copier lease, and related expenses
8	Utilities		2%	\$ 5,000	Telephone, internet, to provide clients the opportunity to use the internet for research and educational purposes. gas and electric for the purpose of heat and lights.
9	Postage		0%	\$ 150	Newsletters, participant mailings, events, flyers, and class schedules.
10	Peer Parent Support		1%	\$ 1,500	A one-time stipend for peer parent support services, only offered after a completion of 50 volunteer hours. We anticipate having 3 volunteers with us each fiscal year for this component.
11	Building Equipment/Maintenance		0%	\$ 700	Cleaning supplies, repair and maintenance fees for current equipment, snow plow expenses during the winter months
	Total Services & Supplies			\$ 25,729	
III.	FOOD				
	Event(s):			<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	Nurturing Parenting Classes and Outreach			5,765	Food and refreshments for classes and support groups to have available to clients. Also includes plates, napkins, cutlery
	Total Food			5,765	
IV.	TRAVEL				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	The BVCHD Mom & Dad Project	<b>DIRECTOR:</b>	John Friel	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting	<b>PROGRAM DIRECTOR:</b>	Megan Meadors	<b>TOTAL BUDGET:</b>	272,197
<b>INITIATIVE:</b>	Family and Community Support a	<b>FINANCE OFFICER:</b>	Garth Hamblin	<b>RFP/CONTRACT #:</b>	14-02 FS066A1
	<b>Destination:</b>	<b>Purpose:</b>	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1		To attend trainings and mandatory convening's as set forth by First 5. Also to allow attendance at Commissioners Meetings, and other local enhancement trainings to support the Nurturing Parent Curriculum	2,000	Travel expenses related to classes, trainings, First 5 meetings, and trainings, hotels, rental cars etc. as related to The Nurturing Parent Programs	
	Total Travel		2,000		
V.	<b>SUBCONTRACTORS</b>				
	<b>Organization Name:</b>		<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1					
	Total Subcontractors		-		
VI.	<b>INDIRECT COSTS</b>				
	<b>Percent:</b>				
	<b>Basis:</b>	Space Utilization	10,000	Space Utilization for running the Nurturing Parent Calsses and activities associated with Nurturing Prent, i.e. Child Enrichment	
	Total Indirect Costs		\$ 10,000		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 272,197		





## Program Outline Document 2018-2020

### AGENCY INFORMATION

**Contract #:** FS066A1

**Legal Entity:** Bear Valley Community Healthcare District

**Dept./Division:** \_\_\_\_\_

**Project Name:** The Mom and Dad Project

**Address:** P.O. Box 1649 **Phone #:** 909.878.2326  
Big Bear Lake, CA 92315

**Website:** www.momanddadproject.com **Fax #:** 909.878.8279

**Program Site Address:** 41820 Garstin Drive, **Client Referral Phone #:** 909.878.2326  
Big Bear Lake, CA 92315

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** John Friel **Title:** Chief Executive Officer

**Address:** P.O. Box 1649 **Direct Phone #:** 909.878.8214  
Big Bear Lake, CA 92315

**E-Mail:** [John.friel@bvchd.com](mailto:John.friel@bvchd.com) **Fax #:** \_\_\_\_\_

#### PROGRAM CONTACT

**Name:** Megan Meadors **Title:** Program Director

**Address:** P.O. Box 1649 **Direct Phone #:** 909.878.2326  
Big Bear Lake, CA 92315

**E-Mail:** [megmeadors@hotmail.com](mailto:megmeadors@hotmail.com) **Fax #:** 909.878.8279

#### FISCAL CONTACT

**Name:** Tina Wade **Title:** Office Manager

**Address:** P.O. Box 1649 **Direct Phone #:** 909.878.2326  
Big Bear Lake, CA 92315

**E-Mail:** [momproject1@gmail.com](mailto:momproject1@gmail.com) **Fax #:** 909.878.8279

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Cory McClintock **Title:** Community Educator  
**Address:** P.O. Box 1649 **Direct Phone #:** 909.878.2326  
Big Bear Lake, CA 92315  
**E-Mail:** [CoryMcClintock@gmail.com](mailto:CoryMcClintock@gmail.com) **Fax #:** 909.878.8279

**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.

**FIRST 5 FOCUS AREA**

- Health**
- Education**
- Family**
- Systems**

**STRATEGY**

- Early Screening and Intervention**
- Health Care Access**
- Oral Health**
- Early Education Programs**
- Access to Quality Child Care**
- Parent Education**
- Resource Center & Case Management**
- Integrated Systems Planning & Implementation**
- Countywide Information Referral Systems**
- Organizational Capacity Building**

- Health & Safety Education**
- Other:** \_\_\_\_\_
- Quality Provider Programs**
- Other:** \_\_\_\_\_
- Other:** \_\_\_\_\_
- Community Outreach**
- Other:** \_\_\_\_\_

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

**SERVICE AREA (LOCATIONS)**

Big Bear Valley Mountain Region

- 71 Families decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
  
- 71 Families will reach a status level of at least **stable** on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <u>259,919</u>
2016-2017	\$ <u>266,365</u>
2017-2018	\$ <u>272,197</u>
2018-2019	\$ <u>272,197</u>
2019-2020	\$ <u>272,197</u>
<b>Total</b>	\$ <u>1,342,875</u>

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

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code ELSOLNE297	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number FS068A1	
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$2,279,216	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$1,360,004
Amendment Amount \$919,212						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$459,606
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				18-19	\$459,606	I
				19-20	\$459,606	I

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

Legal Name (hereinafter called the Contractor)

El Sol \_\_\_\_\_

Department/Division \_\_\_\_\_

P.O. Box 449 \_\_\_\_\_

Address \_\_\_\_\_

San Bernardino, CA 92402 \_\_\_\_\_

Phone \_\_\_\_\_

(909) 884-3735 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

33-0552297 \_\_\_\_\_

Program Address (if different from legal address):

766 North Waterman Avenue \_\_\_\_\_

San Bernardino, CA 92410 \_\_\_\_\_

**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 \$ 2,279,216 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2015-16	\$ <u>440,792</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>459,606</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>459,606</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>459,606</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>459,606</u>	July 1, 2019 through June 30, 2020

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2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. 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.

\_\_\_\_\_  
Initial Here

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

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
Initial Here

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.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY2018-2020

Attachment B – Amended Program Budget for FY2018-2020

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

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

**EL SOL NEIGHBORHOOD EDUCATIONAL  
CENTER**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Alex Fajardo  
Printed Name

Associate Director  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Operations Manager</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Sophie Akins Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: El Sol Neighborhood Educational Center  
 Program Name: Healthy Children and Resilient Families  
 Service Area: High Desert/Rural and Remote Communities

Contract #: FS068A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	113 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
	<b>Objective</b>	<b>Activity</b>	<b>Dosage<sup>1</sup></b>
	Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	1.5 <sup>2</sup> hrs/day 1 day/week
	Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies
	Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child
	Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance
			AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion)  Program Indicator  Family Demographic
			FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
			ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
			Aggregate data entered in Persimmony

**Program Description:**

This **Home-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in *Barstow, Rim Mountain Communities, Phelan, Oro Grande, Adelanto, El Mirage, Trona, Pinon Hills and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks. <sup>2</sup>Different requirement(s) for Home Based Curriculum.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018 - 2019**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support Partnerships	<b>FINANCE OFFICER:</b>	Loma Linda University , Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Angelica Alvarez	Director of Programs	0.40	38.46	832	18%	31,999	5,760	37,758	94,396	40%	Director of Programs will be responsible for program oversight and to ensure compliance with funding requirements and that program objectives are met.
2	Monica Fuentes	Program Coordinador	1.00	18.00	2080	18%	37,440	6,739	44,179	44,179	100%	Program Coordinatormain roles are; to supervise Home visitors and to provide training.
3	Nancy Lopez	Program Coordinador	1.00	18.00	2080	18%	37,440	6,739	44,179	44,179	100%	Program Coordinatormain roles are; to supervise Home visitors and to provide training.
4	Julieta Barraza	Home Visitor	1.00	14.00	2080	18%	29,120	5,242	34,362	34,362	100%	Responsibilities include: implementation of Nurturing Families curriculum, conduct weekly home visits with families and children, complete screenings, provide resource
5	Lidia Benitez	Home Visitor	1.00	14.00	2080	18%	29,120	5,242	34,362	34,362	100%	Responsibilities include: implementation of Nurturing Families curriculum, conduct weekly home visits with families and children, complete screenings, provide resource
6	Maira Contreras	Home Visitor	1.00	14.00	2080	18%	29,120	5,242	34,362	34,362	100%	Responsibilities include: implementation of Nurturing Families curriculum, conduct weekly home visits with families and children, complete screenings, provide resource





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018 - 2019**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support Partnerships	<b>FINANCE OFFICER:</b>	Loma Linda University , Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
7	Maria G. Guillen	Home Visitor	1.00	14.00	2080	18%	29,120	5,242	34,362	34,362	100%	Responsibilities include: implementation of Nurturing Families curriculum, conduct weekly home visits with families and children, complete screenings, provide resource
8	TBD	Home Visitor	1.00	14.00	2080	18%	29,120	5,242	34,362	34,362	100%	Responsibilities include: implementation of Nurturing Families curriculum, conduct weekly home visits with families and children, complete screenings, provide resource
9	Elisama Beltran	Data Support	1.00	13.00	2080	18%	27,040	4,867	31,907	31,907	100%	Data Support will oversee the data entry aspect of the program. This position is essential to program success because this position requires the individual to maintain client files up to date in databases
Total Salaries & Benefits							\$ 279,519	\$ 50,313	\$ 329,832	\$ 386,470		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018 - 2019

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support Program	<b>FINANCE OFFICER:</b>	Loma Linda University, Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Cellphones	1%	\$ 2,520	This line item will be used to facilitate the communication between families, program administration, and other people relevant to the implementation of the program
2	Family Support	1%	\$ 4,500	Family Support Items will include educational books for children ages 0-5, stress balls, cups, pencils, and magnets.
3	Office Supplies	1%	\$ 4,500	Office supplies will be ordered to ensure the efficiency in the operation of the program.
4	Professional Development	1%	\$ 3,500	Professional Development will benefit the home visitors and the families they serves. Home visitors will attend trainings on topics such as: Postpartum Depression, anxiety, stress management, Domestic Violence, Parent-Child bonding, and other trainings that will enhance the knowledge of the home visitor.
5	ASQ Materials	0%	\$ 1,200	ASQ-3 assessments are used as part of the program requirement and to assess for child developmental delays. They can also be an useful tool to highlight child strengths. Assessment equipment will be used to ensure that the assessment is carried out correctly.
6	Incentives per Families	1%	\$ 6,000	Participants completing the parental education program will receive an incentive item that will highlight and celebrate their commitment and success.
7	Utilities and Operation Support	1%	\$ 4,250	Utilities and Operation Support will be used to support the program through operational costs that include electricity, heat and air conditioning, water, telephone, and internet access.
	<b>Total Services &amp; Supplies</b>		<b>\$ 26,470</b>	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018 - 2019**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support Program	<b>FINANCE OFFICER:</b>	Loma Linda University, Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	Parent Group		900	This line item will be used to provide food and beverages for families attending the group meetings
	Total Food		900	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1		Home visitations, shadow visits, meetings, and trainings	34,500	Expenses include cost associated with travel due to out of town/state trainings & meetings, home visits, site-to-site visits, etc. Each employee includes Home Visitors (x5), coordinators (x2) and Director of Programs (x1) will be reimbursed mileage up to the prevailing IRS rate per mile. An annual approximate total for mileage reimbursement = \$34,500.00.
	Total Travel		34,500	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	Loma Linda University		26,121	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018 - 2019**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support Program	<b>FINANCE OFFICER:</b>	Loma Linda University, Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

	Total Subcontractors	26,121	Loma Linda will provide fiscal support services, some of the responsibilities include providing oversight on how the funds are spent and managed. This oversight includes ensuring funds are budgeted, where appropriate, that they are spent according to fiscal policy, that funds are spent in alignment with the account purpose, that processes and controls are in place, that assets are safeguarded, that transactions are recorded and reported properly, that the account is reconciled on a monthly basis, and that either the expenditures are in conformity with the budget, or appropriate budget changes have been made to reflect a change in the original budget.
<b>VI.</b>	<b>INDIRECT COSTS</b>		
	Percent:		Indirect costs of 10%
	Basis:	41,783	
	Total Indirect Costs	\$ 41,783	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 459,606	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019 - 2020**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support and Partnerships	<b>FINANCE OFFICER:</b>	Loma Linda University , Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
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	Name:	Position:										
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019 - 2020**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support and Partnerships	<b>FINANCE OFFICER:</b>	Loma Linda University , Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
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Total Salaries & Benefits							\$ 279,519	\$ 50,313	\$ 329,832	\$ 386,470		



**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR: 2019 - 2020**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support and	<b>FINANCE OFFICER:</b>	Loma Linda University, Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Cellphones	1%	\$ 2,520	This line item will be used to facilitate the communication between families, program administration, and other people relevant to the implementation of the program
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6	Incentives per Families	1%	\$ 6,000	Participants completing the parental education program will receive an incentive item that will highlight and celebrate their commitment and success.
7	Utilities and Operation Support	1%	\$ 4,250	Utilities and Operation Support will be used to support the program through operational costs that include electricity, heat and air conditioning, water, telephone, and internet access.
	<b>Total Services &amp; Supplies</b>		<b>\$ 26,470</b>	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019 - 2020**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Center	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support and Outreach	<b>FINANCE OFFICER:</b>	Loma Linda University, Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	Parent Group		900	This line item will be used to provide food and beverages for families attending the group meetings
	Total Food		900	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1		Home visitations, shadow visits, meetings, and trainings	34,500	Expenses include cost associated with travel due to out of town/state trainings & meetings, home visits, site-to-site visits, etc. Each employee includes Home Visitors (x5), coordinators (x2) and Director of Programs (x1) will be reimbursed mileage up to the prevailing IRS rate per mile. An annual approximate total for mileage reimbursement = \$34,500.00.
	Total Travel		34,500	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	Loma Linda University		26,121	





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019 - 2020**

<b>ORGANIZATION:</b>	El Sol Neighborhood Educational Ce	<b>DIRECTOR:</b>	Alexander Fajardo	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Healthy Children Resilience Families	<b>PROGRAM DIRECTOR:</b>	Angelica Alvarez	<b>TOTAL BUDGET:</b>	\$ 459,606
<b>INITIATIVE:</b>	Family and Community Support an	<b>FINANCE OFFICER:</b>	Loma Linda University , Aletta Salvage	<b>RFP/CONTRACT #:</b>	14-02 FS068A1

	Total Subcontractors	26,121	Loma Linda will provide fiscal support services some of the repsonsabilities include providing oversight on how the funds are spent and managed. This oversight includes ensuring funds are budgeted, where appropriate, that they are spent according to fiscal policy, that funds are spent in alignment with the account purpose, that processes and controls are in place, that assets are safeguarded, that transactions are recorded and reported properly, that the account is reconciled on a monthly basis, and that either the expenditures are in conformity with the budget, or appropriate budget changes have been made to reflect a change in the original budget.
<b>VI.</b>	<b>INDIRECT COSTS</b>		
	Percent:		Indirect costs of 10%
	Basis:	41,783	
	Total Indirect Costs	\$ 41,783	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 459,606	



## Program Outline Document 2018-2020

### AGENCY INFORMATION

**Contract #:** FS068A1

**Legal Entity:** El Sol Neighborhood Educational Center

**Dept./Division:** Home Visitation

**Project Name:** Healthy Children and Resilient Families

**Address:** P.O. Box 449  
San Bernardino, CA 92402

**Phone #:** 909-884-3735

**Website:** www.elsolnec.org

**Fax #:** 909-884-3735

**Program Site Address:** 766 North Waterman Avenue  
San Bernardino, CA 92410

**Client Referral Phone #** 909-884-3735

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Alex Fajardo

**Title:** Associate Director

**Address:** 766 North Waterman Avenue  
San Bernardino, CA 92410

**Direct Phone #:** 909-714-5003

**Fax #:** 909-884-3735

**E-Mail:** alexfajardo@elsolnec.org

#### PROGRAM CONTACT

**Name:** Andrea Nuno

**Title:** Program Supervisor

**Address:** 972 North Mt. Vernon Avenue  
San Bernardino, CA 92411

**Direct Phone #:** 909-386-3500

**Fax #:** 909-387-0903

**E-Mail:** andreanuno@elsolnec.org

#### FISCAL CONTACT

**Name:** Alex Fajardo

**Title:** Associate Director

**Address:** 766 North Waterman Avenue  
San Bernardino, CA 92410

**Direct Phone #:** 909-884-3735

**Fax #:** 909-387-0903

**E-Mail:** alexfajardo@elsolnec.org

**ADDITIONAL CONTACT (Describe):** Contract Representative

**Name:** Angelica Alvarez **Title:** Executive Director  
**Address:** 766 North Waterman Avenue **Direct Phone #:** 909-884-3735  
San Bernardino, Ca 92410  
**E-Mail:** [angelicalvarez@elsolnec.org](mailto:angelicalvarez@elsolnec.org) **Fax #:** 909-387-0903

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Choose an item.
- Community-Based** Describe: Non Profit

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Health</b>            | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b>   | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b><br><hr/> |
| <input type="checkbox"/> <b>Education</b>         | <input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b>  | <input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b><br><hr/>     |
| <input checked="" type="checkbox"/> <b>Family</b> | <input checked="" type="checkbox"/> <b>Parent Education</b><br><input checked="" type="checkbox"/> <b>Resource Center &amp; Case Management</b>   | <input type="checkbox"/> <b>Other:</b><br><hr/>  |
| <input type="checkbox"/> <b>Systems</b>           | <input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b><br><hr/>            |

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

- 113 Families decrease by at-least one (1) risk category; high-medium or medium- low as indicated by the scores (pre/post) on the AAPI.
- 113 Families will reach a status level of at least **stable** on all indicators of the FDM.

**SERVICE AREA (LOCATIONS)**

Barstow, Adelanto, El Mirage, Trona, Rim Mountain Communities, Pinon Hills, Oro Grande, and Phelan

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <b>440,792</b>
2016-2017	\$ <b>459,606</b>
2017-2018	\$ <b>459,606</b>
2018-2019	\$ <b>459,606</b>
2019-2020	\$ <b>459,606</b>
<b>Total</b>	\$ <b>2,279,216</b>

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

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code MOSESHO537	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number FS070A1	
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$2,188,026	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$1,290,806
Amendment Amount \$897,220						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$448,610
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				18-19	\$448,610	1
				19-20	\$448,610	1

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

Legal Name (hereinafter called the Contractor)

Moses House Ministries

Department/Division

15180 Anacapa Road

Address

Victorville, CA 92393

Phone

(760) 955-1895

Federal ID No.

33-0568537

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 \$ 2,188,026 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2015-16	\$ <u>412,958</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>429,238</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>448,610</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>448,610</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>448,610</u>	July 1, 2019 through June 30, 2020

\_\_\_\_\_  
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2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. 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.

\_\_\_\_\_  
Initial Here

3. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
Initial Here

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.

*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY2018-2020

Attachment B – Amended Program Budget for FY2018-2020

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

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

**MOSES HOUSE MINISTRIES**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Matthew Coughlin  
Printed Name

Executive Director  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ <u>Cindy Faulkner</u> Operations Manager</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ <u>Sophie Akins</u> Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ <u>Karen E. Scott</u> Executive Director</p> <p>_____ Date</p>
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SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Families are resilient  
 Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Moses House Ministries  
 Program Name: Nurturing Parenting  
 Service Area: High Desert  
 Contract #: FS070A1  
 Period: July 2018 – June 2020

Expectation	Objective	Activity	Dosage <sup>1</sup>	Verification
A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).	130 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments and will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills		Case Management Session	Varies	FDM Assessment at intake and thereafter every 90 days Minimum of 2 assessments First and Last
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient		Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment when applicable
Screen children for early developmental delays and refer accordingly		Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

**Program Description:**

This Group-based program utilizes **Parents & Their Infants, Toddlers, & Preschoolers** NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in *Victorville and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly  
 Period: July 2018 – June 2020  
 Due: On the 15<sup>th</sup> of the following month





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	PROGRAM YEAR: 2018-2019		
												TOTAL BUDGET:	\$	
<b>ORGANIZATION:</b> Moses House Ministries <b>PROGRAM TITLE:</b> Nurturing Parenting <b>INITIATIVE:</b> Family and Community Support and Partnerships		<b>DIRECTOR:</b> Matthew Coughlin <b>PROGRAM DIRECTOR:</b> Matthew Coughlin <b>FINANCE OFFICER:</b> Cheryl Bejarano		<b>PROGRAM YEAR:</b> 2018-2019 <b>TOTAL BUDGET:</b> \$ 448,610 <b>RFP/CONTRACT #:</b> 14-02 F5070A1										
1	L. SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J			
Name: _____ Position: _____														
1	Coughlin, Matthew	0.33	26	686.36	13.51%	17,845	2,411	20,256	61,386	33%	2080 hrs @ \$26/hr = \$54,080. First 5 investment at .33 FTE is 686 hrs @ \$26/hr = \$17,846. Balance of \$36,234 is paid by Moses House General Fund. Cost difference over last fiscal year reflects 4% cost of living increase. Executive Director oversees all program activities and personnel, responsible for program design and modification, reports to First 5, maintains program compliance, ensures NPP fidelity and monitors all fiscal reporting.			
2	Bejarano, Cheryl	0.60	15.6	1248.3	16.22%	19,473	3,158	22,632	37,710	60%	2080 hrs @ \$15.60/hr = \$32,448. First 5 investment at .6 FTE is 1248 hrs @ \$15.60/hr = \$19,469. Balance of \$12,979 is paid by Moses House General Fund. Cost difference over last fiscal year reflects 4% cost of living increase. Bookkeeper maintains financial records, posts receipts and information to binders for review, responsible for fiscal reporting to First 5 through Persimmony, responsible for payroll reporting and maintains human resource compliance.			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
1.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Zatarain, Diana Parenting Facilitator 1	1.00	18.72	2080	15.19%	38,938	5,915	44,853	44,853	100%	1 FTE 2080 hrs @ \$18.72/hr = \$38,938. Cost difference over last fiscal year reflects 4% cost of living increase. Parenting Facilitator 1 has a Masters Degree in Education and has five years experience facilitating Nurturing Parenting Programs. Maintains master calendar of classes, coordinates and prepares printed materials for classes, Facilitates group sessions for medium and high risk participants, coordinates classes with Childcare Facilitators. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Is responsible for data-entry of participants into Persimmony. Purchases and prepares supplies for meals/snacks during group sessions.



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A.1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Page, Paula	1.00	15.6	2080	16.39%	32,448	5,320	37,768	37,768	100%	1 FTE 2080 hrs @ \$15.60/hr = \$32,448. Cost difference over last fiscal year reflects 4% cost of living increase. Parenting Facilitator 2 has a Bachelors Degree in Psychology and has one year experience facilitating Nurturing Parenting Programs. Coordinates and prepares printed materials for classes, Facilitates group sessions for medium and high risk participants, coordinates classes with Childcare Facilitators. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions, as appropriate. Is responsible for data-entry of participants into Persimmony. Purchases and prepares supplies for meals/snacks during group sessions.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin		PROGRAM YEAR: 2018-2019							
PROGRAM TITLE: Nurturing Parenting		PROGRAM DIRECTOR: Matthew Coughlin		TOTAL BUDGET: \$ 448,610							
INITIATIVE: Family and Community Support and Partnerships		FINANCE OFFICER: Cheryl Bejarano		RFP/CONTRACT #: 14-02 F5070A1							
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Carmon, Shadidi	1.00	15.6	2080	16.22%	32,448	5,262	37,710	37,710	100%	1 FTE 2080 hrs @ \$15.60/hr = \$32,448. Cost difference over last fiscal year reflects 4% cost of living increase. Childcare Facilitator 1 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ's for children participating in Nurturing Parenting Program, and enters children and reports to Persimmony. Will be responsible for caring for children while participants receive case-management sessions. Supervises and directs Childcare Assistant.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
8	Holloway, Edie Case Worker 1	0.81	15.6	1685	16.39%	26,286	4,309	30,595	37,768	81%	2080 hrs @ \$15.60/hr = \$32,448. 19% share of cost from other funders totals \$6,165. First 5 investment at .81 FTE is 1685 hrs @ \$15.6/hr = \$26,283. Cost difference over last fiscal year reflects 4% cost of living increase. Case Worker 1 is responsible for conducting initial intake and assessment for Participants utilizing AAPI, NSCS, and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular case management sessions with participants and develops Family Empowerment Plan. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	TBD	0.81	15.6	1685	16.39%	26,286	4,309	30,595	37,768	81%	2080 hrs @ \$15.60/hr = \$32,448. 19% share of cost from other funders totals \$6,165. First 5 investment at .81 FTE is 1685 hrs @ \$15.6/hr = \$26,283. Cost difference over last fiscal year reflects 4% cost of living increase. Case Worker 2 is responsible for conducting initial intake and assessment for Participants utilizing AAPI, NSCS, and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular case management sessions with participants and develops Family Empowerment Plan. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services.
10	Copeland, Ernilda	0.50	15.6	1040	29.87%	16,224	4,846	21,070	42,140	50%	.5 FTE 1040 hrs @ \$15.60/hr = \$16,224. Cost difference over last fiscal year reflects 4% cost of living increase. Driver 1 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions and Case Management Sessions. This position works an AM shift. Maintains vehicle and makes sure child seats are properly installed and sized appropriately. Class B License.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2018-2019	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
11	Calloway, Dawana Driver 2	0.50	15.6	1040	29.87%	16,224	4,846	21,070	42,140	50%	.5 FTE 1040 hrs @ \$15.60/hr = \$16,224. Cost difference over last fiscal year reflects 4% cost of living increase. Driver 2 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions and Case Management Sessions. This position works a PM shift. Maintains vehicle and makes sure child seats are properly installed and sized appropriately. Class B License.
12	Parent-Peer Stipends	0.30	10	615	0%	6,150	-	6,150	20,800	30%	(* No FTE) Parent Peer Stipends will be offered to successful graduates of the Nurturing Parenting Program returning to offer support services to enrolled participants at a rate of \$10/hour for each 2.5 hours session with an anticipation of 246 separate sessions/year. (\$10*2.5)*246 = \$6,150. Benefits are not available to stipend recipients.
Total Salaries & Benefits									\$	325,405	





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Nurturing Parenting Family and Community Support and Partnerships		PROGRAM DIRECTOR: Matthew Coughlin	TOTAL BUDGET: \$ 448,610
INITIATIVE:		FINANCE OFFICER: Cheryl Bejarano	RFP/CONTRACT #: 14-02 FS070A1
II.	SERVICES & SUPPLIES		
Expense:		% of Allocation:	TOTAL F5SB BUDGET
			Description/Justification:
1	Program Materials/ Supplies	1.29%	\$ 5,772 Nurturing Parenting curriculum requires materials for participants, including certificates, facilitator manuals, student manuals and books. <b>\$5,772</b> is designated for participant materials and classroom supplies.
2	Staff Development/ Training	1.07%	\$ 4,779 Staff Development and training is budgeted for \$600 per staff position for 6 staff members (2 Parenting Facilitators, 2 Case Workers, 2 Childcare Facilitators) in anticipation of providing additional training in best practices beyond the Facilitators Training each staff has already received. Additionally, \$300 for 3 staff members (1 Childcare Assistant, 2 Van Drivers) and \$300 for Executive Director and Bookkeeper at relative percentages allocated (.33 FTE and .6 FTE respectively) providing staff development and program improvement. $(6*600)+(3*300)+(300*0.33)+(300*0.6) = \mathbf{\$4,779}$
3	Advertisements	1.33%	\$ 5,958 Advertisements for participant recruitment, including radio advertising, brochures, posters, and other print marketing materials totaling \$5,000. In addition, cost reflects 50% of website fees for moseshouse.org $(\$159.60*12) *.5= \$958$ , utilized for informing potential participants about programs and services available. A large number of participants locate our services through internet based search. $(\$5,000 + \$958 = \$5,958)$
4	Printing	0.45%	\$ 2,000 In-house printing/copying of materials for Nurturing Parenting Programs and Case Management materials. Participants compile notebooks of activities and nutritious snacks for home-practice with their children.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: PROGRAM TITLE: INITIATIVE:	Moses House Ministries Nurturing Parenting Family and Community Support and Partnerships	DIRECTOR: PROGRAM DIRECTOR: FINANCE OFFICER:	Matthew Coughlin Matthew Coughlin Cheryl Bejarano	PROGRAM YEAR: TOTAL BUDGET: RFP/CONTRACT #:	2018-2019 \$ 448,610 14-02 FS070A1
5	Postage	0.06%	\$ 250	Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.	
6	Office Supplies	0.67%	\$ 3,000	Costs based on office supplies utilized for Nurturing Parenting Sessions, Case Management and preparing required fiscal documents for First 5.	
7	Office Equipment	0.80%	\$ 3,600	Office equipment reflects 80% of the lease cost for printer/copier, reflecting percentage of use for Nurturing Parenting Programs, Case Management and fiscal department for reporting (\$375*12)*.8 = \$3,600	
8	Rent/ Lease Building	7.02%	\$ 31,500	5000 square foot office building will be utilized for Nurturing Parenting Group Sessions and Case Management appointments as well as provide office space for program staff. 75% of available space will be regularly utilized for contracted services. Leased at anticipated increase to \$42,000/year. (\$42,000*.75 = \$31,500)	
9	Building/ Equipment Maintenance	0.17%	\$ 750	Provides for minor repairs/cleaning of facility and classroom equipment.	
10	Utilities	3.24%	\$ 14,532	Utility costs reflect rate increase of 7%, billed at 75% of annualized: Phone/fax (\$4,351*.75=\$3,263), electricity (\$5,725*.75=\$4,294), gas (\$963*.75=\$722), water/sewer/trash (\$2,322*.75=\$1,742) and 100% of the cellular plan for staff utilizing phones for home-based sessions at \$4,511. Summary: Phone/fax = \$3,263; Electricity= \$4,294; Gas = \$722; Water/Sewer/Trash = \$1,742; Cellular = \$4,511; Total = \$14,532	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Nurturing Parenting Family and Community Support and Partnerships		PROGRAM DIRECTOR: Matthew Coughlin	TOTAL BUDGET: \$ 448,610
INITIATIVE:		FINANCE OFFICER: Cheryl Bejarano	RFP/CONTRACT #: 14-02 FS070A1
11	Insurance/ Taxes/ Licenses	2.73%	\$ 12,256
			Insurance includes: property, umbrella, vehicle, and Directors and Officers: based on annual average increase of 9% = \$11,706. Taxes include personal property taxes for printer/copier of \$200. Licenses include Van registration of \$350. Summary: Insurance = \$11,706; Taxes = \$200; Licenses = \$350; Total = \$12,256
12	Professional Services/ Consultants	1.30%	\$ 5,840
	Total Services & Supplies		\$ 90,237
III.	FOOD		
	Event(s):		TOTAL F5SB BUDGET
			Description/Justification:
1	Nurturing Parenting Class Sessions		Parents learn simple, yet healthy snack and meal ideas during Nurturing Parenting Program. Food purchases of \$20 per session for an estimated 246 Nurturing Parenting Sessions (\$20*246 = \$4,920)
	Total Food		4,920
IV.	TRAVEL		4,920
	Destination:	Purpose:	TOTAL F5SB BUDGET
			Description/Justification:



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin		PROGRAM YEAR: 2018-2019	
PROGRAM TITLE: Nurturing Parenting Family and Community Support and Partnerships		PROGRAM DIRECTOR: Matthew Coughlin		TOTAL BUDGET: \$ 448,610	
INITIATIVE:		FINANCE OFFICER: Cheryl Bejarano		RFP/CONTRACT #: 14-02 FS070A1	
1	Participant Residence	Home-based Nurturing Parenting Individual Session	3,208	Parenting Facilitators will offer Individual/home-based sessions to participants requiring additional support. Per IRS reimbursement rate.	
2	Participant Residence	Home-based Case Management Session	3,208	Case Managers will offer home-based case management to participants requiring additional support. Per IRS reimbursement rate.	
3	Participant Residence/Moses House office	Bus passes	7,840	Participant supports include 196 individual bus passes at \$40 per pass providing 49 individuals with a possible 4 months of bus access in order to remove transportation barriers for participants. (49*4*\$40= \$7,840)	
4	Participant Transportation	Provide safe access for participants and their children to NPP and Case Management sessions	13,792	Moses House Ministries Van service will be utilized for participants with limited or no access to public transportation, providing safe access for participants and their children to Nurturing Parenting Programs and Case Management Sessions. Fuel costs averaged from past three years of service and reflecting estimated fuel price increase of 5% = \$8,592. Anticipated maintenance and repair costs of \$5,200 based on averages of past three years ensures Van is in safe and operational order. Summary: Fuel = \$8,592 Maintenance and Repair = \$5,200 = Total \$13,792	
	Total Travel		28,048		
<b>V. SUBCONTRACTORS</b>					
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1	Total Subcontractors		-		
<b>VI. INDIRECT COSTS</b>					



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Moses House Ministries		<b>DIRECTOR:</b> Matthew Coughlin	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Nurturing Parenting Family and Community Support and Partnerships		<b>PROGRAM DIRECTOR:</b> Matthew Coughlin	<b>TOTAL BUDGET:</b> \$ 448,610
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b> Cheryl Bejarano	<b>RFP/CONTRACT #:</b> 14-02 FS070A1
	Percent:		
	Basis:		
	Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 448,610	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 FS070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
1	Coughlin, Matthew	0.33	26	686.36	13.51%	17,845	2,411	20,256	61,386	33%	2080 hrs @ \$26/hr = \$54,080. First 5 investment at .33 FTE is 686 hrs @ \$26/hr = \$17,846. Balance of \$36,234 is paid by Moses House General Fund. Cost difference over last fiscal year reflects 4% cost of living increase. Executive Director oversees all program activities and personnel, responsible for program design and modification, reports to First 5, maintains program compliance, ensures NPP fidelity and monitors all fiscal reporting.
2	Bejarano, Cheryl	0.60	15.6	1248.3	16.22%	19,473	3,158	22,632	37,710	60%	2080 hrs @ \$15.60/hr = \$32,448. First 5 investment at .6 FTE is 1248 hrs @ \$15.60/hr = \$19,469. Balance of \$12,979 is paid by Moses House General Fund. Cost difference over last fiscal year reflects 4% cost of living increase. Bookkeeper maintains financial records, posts receipts and information to binders for review, responsible for fiscal reporting to First 5 through Persimmony, responsible for payroll reporting and maintains human resource compliance.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Zatarain, Diana Parenting Facilitator 1	1.00	18.72	2080	15.19%	38,938	5,915	44,853	44,853	100%	1 FTE 2080 hrs @ \$18.72/hr = \$38,938. Cost difference over last fiscal year reflects 4% cost of living increase. Parenting Facilitator 1 has a Masters Degree in Education and has five years experience facilitating Nurturing Parenting Programs. Maintains master calendar of classes, coordinates and prepares printed materials for classes, Facilitates group sessions for medium and high risk participants, coordinates classes with Childcare Facilitators. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Is responsible for data-entry of participants into Persimmony. Purchases and prepares supplies for meals/snacks during group sessions.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A.1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Page, Paula	1.00	15.6	2080	16.39%	32,448	5,320	37,768	37,768	100%	1 FTE 2080 hrs @ \$15.60/hr = \$32,448. Cost difference over last fiscal year reflects 4% cost of living increase. Parenting Facilitator 2 has a Bachelors Degree in Psychology and has one year experience facilitating Nurturing Parenting Programs. Coordinates and prepares printed materials for classes, Facilitates group sessions for medium and high risk participants, coordinates classes with Childcare Facilitators. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions, as appropriate. Is responsible for data-entry of participants into Persimmony. Purchases and prepares supplies for meals/snacks during group sessions.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Carmon, Shadidi	1.00	15.6	2080	16.22%	32,448	5,262	37,710	37,710	100%	1 FTE 2080 hrs @ \$15.60/hr = \$32,448. Cost difference over last fiscal year reflects 4% cost of living increase. Childcare Facilitator 1 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ's for children participating in Nurturing Parenting Program, and enters children and reports to Persimmony. Will be responsible for caring for children while participants receive case-management sessions. Supervises and directs Childcare Assistant.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
8	Holloway, Edie Case Worker 1	0.81	15.6	1685	16.39%	26,286	4,309	30,595	37,768	81%	2080 hrs @ \$15.60/hr = \$32,448. 19% share of cost from other funders totals \$6,165. First 5 investment at .81 FTE is 1685 hrs @ \$15.6/hr = \$26,283. Cost difference over last fiscal year reflects 4% cost of living increase. Case Worker 1 is responsible for conducting initial intake and assessment for Participants utilizing AAPI, NSCS, and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular case management sessions with participants and develops Family Empowerment Plan. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	TBD	0.81	15.6	1685	16.39%	26,286	4,309	30,595	37,768	81%	2080 hrs @ \$15.60/hr = \$32,448. 19% share of cost from other funders totals \$6,165. First 5 investment at .81 FTE is 1685 hrs @ \$15.6/hr = \$26,283. Cost difference over last fiscal year reflects 4% cost of living increase. Case Worker 2 is responsible for conducting initial intake and assessment for Participants utilizing AAPI, NSCS, and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular case management sessions with participants and develops Family Empowerment Plan. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services.
10	Copeland, Ernilda	0.50	15.6	1040	29.87%	16,224	4,846	21,070	42,140	50%	.5 FTE 1040 hrs @ \$15.60/hr = \$16,224. Cost difference over last fiscal year reflects 4% cost of living increase. Driver 1 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions and Case Management Sessions. This position works an AM shift. Maintains vehicle and makes sure child seats are properly installed and sized appropriately. Class B License.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Moses House Ministries		DIRECTOR:		Matthew Coughlin		PROGRAM YEAR:		2019-2020	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Matthew Coughlin		TOTAL BUDGET:		\$ 448,610	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Cheryl Bejarano		RFP/CONTRACT #:		14-02 F5070A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
11	Calloway, Dawana Driver 2	0.50	15.6	1040	29.87%	16,224	4,846	21,070	42,140	50%	.5 FTE 1040 hrs @ \$15.60/hr = \$16,224. Cost difference over last fiscal year reflects 4% cost of living increase. Driver 2 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions and Case Management Sessions. This position works a PM shift. Maintains vehicle and makes sure child seats are properly installed and sized appropriately. Class B License.
12	Parent-Peer Stipends	0.30	10	615	0%	6,150	-	6,150	20,800	30%	(* No FTE) Parent Peer Stipends will be offered to successful graduates of the Nurturing Parenting Program returning to offer support services to enrolled participants at a rate of \$10/hour for each 2.5 hours session with an anticipation of 246 separate sessions/year. (\$10*2.5)*246 = \$6,150. Benefits are not available to stipend recipients.
Total Salaries & Benefits									\$	325,405	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Nurturing Parenting Family and Community Support and Partnerships		PROGRAM DIRECTOR: Matthew Coughlin	TOTAL BUDGET: \$ 448,610
INITIATIVE:		FINANCE OFFICER: Cheryl Bejarano	RFP/CONTRACT #: 14-02 FS070A1
II.	SERVICES & SUPPLIES		
Expense:		% of Allocation:	TOTAL F5SB BUDGET
			Description/Justification:
1	Program Materials/ Supplies	1.29%	\$ 5,772 Nurturing Parenting curriculum requires materials for participants, including certificates, facilitator manuals, student manuals and books. <b>\$5,772</b> is designated for participant materials and classroom supplies.
2	Staff Development/ Training	1.07%	\$ 4,779 Staff Development and training is budgeted for \$600 per staff position for 6 staff members (2 Parenting Facilitators, 2 Case Workers, 2 Childcare Facilitators) in anticipation of providing additional training in best practices beyond the Facilitators Training each staff has already received. Additionally, \$300 for 3 staff members (1 Childcare Assistant, 2 Van Drivers) and \$300 for Executive Director and Bookkeeper at relative percentages allocated (.33 FTE and .6 FTE respectively) providing staff development and program improvement. $(6*600)+(3*300)+(300*0.33)+(300*0.6) = \mathbf{\$4,779}$
3	Advertisements	1.33%	\$ 5,958 Advertisements for participant recruitment, including radio advertising, brochures, posters, and other print marketing materials totaling \$5,000. In addition, cost reflects 50% of website fees for moshouse.org (\$159.60*12) *.5= \$958, utilized for informing potential participants about programs and services available. A large number of participants locate our services through internet based search. (\$5,000 + \$958 = \$5,958)
4	Printing	0.45%	\$ 2,000 In-house printing/copying of materials for Nurturing Parenting Programs and Case Management materials. Participants compile notebooks of activities and nutritious snacks for home-practice with their children.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION: PROGRAM TITLE: INITIATIVE:	Moses House Ministries Nurturing Parenting Family and Community Support and Partnerships	DIRECTOR: PROGRAM DIRECTOR: FINANCE OFFICER:	Matthew Coughlin Matthew Coughlin Cheryl Bejarano	PROGRAM YEAR: TOTAL BUDGET: RFP/CONTRACT #:	2019-2020 \$ 448,610 14-02 FS070A1
5	Postage	0.06%	\$ 250	Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.	
6	Office Supplies	0.67%	\$ 3,000	Costs based on office supplies utilized for Nurturing Parenting Sessions, Case Management and preparing required fiscal documents for First 5.	
7	Office Equipment	0.80%	\$ 3,600	Office equipment reflects 80% of the lease cost for printer/copier, reflecting percentage of use for Nurturing Parenting Programs, Case Management and fiscal department for reporting (\$375*12)*.8 = \$3,600	
8	Rent/ Lease Building	7.02%	\$ 31,500	5000 square foot office building will be utilized for Nurturing Parenting Group Sessions and Case Management appointments as well as provide office space for program staff. 75% of available space will be regularly utilized for contracted services. Leased at anticipated increase to \$42,000/year. (\$42,000*.75 = \$31,500)	
9	Building/ Equipment Maintenance	0.17%	\$ 750	Provides for minor repairs/cleaning of facility and classroom equipment.	
10	Utilities	3.24%	\$ 14,532	Utility costs reflect rate increase of 7%, billed at 75% of annualized: Phone/fax (\$4,351*.75=\$3,263), electricity (\$5,725*.75=\$4,294), gas (\$963*.75=\$722), water/sewer/trash (\$2,322*.75=\$1,742) and 100% of the cellular plan for staff utilizing phones for home-based sessions at \$4,511. Summary: Phone/fax = \$3,263; Electricity= \$4,294; Gas = \$722; Water/Sewer/Trash = \$1,742; Cellular = \$4,511; Total = \$14,532	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION: Moses House Ministries		DIRECTOR: Matthew Coughlin	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Nurturing Parenting Family and Community Support and Partnerships		PROGRAM DIRECTOR: Matthew Coughlin	TOTAL BUDGET: \$ 448,610
INITIATIVE:		FINANCE OFFICER: Cheryl Bejarano	RFP/CONTRACT #: 14-02 FS070A1
11	Insurance/ Taxes/ Licenses	2.73%	\$ 12,256
Insurance includes: property, umbrella, vehicle, and Directors and Officers: based on annual average increase of 9% = \$11,706. Taxes include personal property taxes for printer/copier of \$200. Licenses include Van registration of \$350. Summary: Insurance = \$11,706; Taxes = \$200; Licenses = \$350; Total = \$12,256			
12	Professional Services/ Consultants	1.30%	\$ 5,840
Professional services include Annual Audit (Audits are conducted on a calendar year, converted to fiscal year for the proposal: 50% of 2015 Audit = \$2000; 50% of 2016 Audit = \$2000; Total = \$4000), DOJ fingerprinting for Parent Peers and childcare volunteers(10 @ \$25 each = \$250), and Payroll processing fees (\$1,590) Summary: Audit = \$4000; DOJ clearance = \$250; Payroll = \$1,590; Total = \$5,840			
Total Services & Supplies			\$ 90,237
III. FOOD			
Event(s):			<b>TOTAL F5SB BUDGET</b>
Description/Justification:			
1	Nurturing Parenting Class Sessions		4,920
Total Food			4,920
IV. TRAVEL			
Destination:		Purpose:	<b>TOTAL F5SB BUDGET</b>
Description/Justification:			
1	Participant Residence	Home-based Nurturing Parenting Individual Session	3,208
Parenting Facilitators will offer individual/home-based sessions to participants requiring additional support. Per estimated IRS reimbursement rate.			







**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Moses House Ministries	<b>DIRECTOR:</b> Matthew Coughlin	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Nurturing Parenting Family and Community Support and Partnerships	<b>PROGRAM DIRECTOR:</b> Matthew Coughlin	<b>TOTAL BUDGET:</b> \$ 448,610
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Cheryl Bejarano	<b>RFP/CONTRACT #:</b> 14-02 FS070A1
Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>	\$ 448,610	



Program Outline Document 2018-2020

**AGENCY INFORMATION**

		<b>Contract #:</b>	<u>FS070A1</u>
<b>Legal Entity:</b>	<u>Moses House Ministries</u>		
<b>Dept./Division:</b>	<u>N/A</u>		
<b>Project Name:</b>	<u>Nurturing Parenting</u>		
<b>Address:</b>	<u>15180 Anacapa Road</u> <u>Victorville, CA 92392</u>	<b>Phone #:</b>	<u>760.955.1895</u>
<b>Website:</b>	<u><a href="http://www.moseshouse.org">www.moseshouse.org</a></u>	<b>Fax #:</b>	<u>760.955.1303</u>
<b>Program Site Address:</b>	<u>15180 Anacapa Road</u> <u>Victorville, CA 92392</u>	<b>Client Referral Phone #</b>	<u>760.955.1895</u>

**CONTACT INFORMATION**

**CONTRACT REPRESENTATIVE/SIGNING AUTHORITY**

<b>Name:</b>	<u>Matthew Coughlin</u>	<b>Title:</b>	<u>Executive Director</u>
<b>Address:</b>	<u>15180 Anacapa Road</u> <u>Victorville, CA 92392</u>	<b>Direct Phone #:</b>	<u>760.955.1895</u>
		<b>Fax #:</b>	<u>760.955.1303</u>
<b>E-Mail:</b>	<u><a href="mailto:matt@moseshouse.org">matt@moseshouse.org</a></u>		

**PROGRAM CONTACT**

<b>Name:</b>	<u>Matthew Coughlin</u>	<b>Title:</b>	<u>Executive Director</u>
<b>Address:</b>	<u>15180 Anacapa Road</u> <u>Victorville, CA 92392</u>	<b>Direct Phone #:</b>	<u>760.955.1895</u>
		<b>Fax #:</b>	<u>760.955.1303</u>
<b>E-Mail:</b>	<u><a href="mailto:matt@moseshouse.org">matt@moseshouse.org</a></u>		

**FISCAL CONTACT**

<b>Name:</b>	<u>Cheryl Bejarano</u>	<b>Title:</b>	<u>Bookkeeper</u>
<b>Address:</b>	<u>15180 Anacapa Road</u> <u>Victorville, CA 92392</u>	<b>Direct Phone #:</b>	<u>760.955.1895</u>
		<b>Fax #:</b>	<u>760.955.1303</u>
<b>E-Mail:</b>	<u><a href="mailto:Cheryl@moseshouse.org">Cheryl@moseshouse.org</a></u>		

**ADDITIONAL CONTACT (Describe):** Choose an item.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**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: Faith Based

**FIRST 5 FOCUS AREA**

**Health**

**Education**

**Family**

**Systems**

**STRATEGY**

<input type="checkbox"/> <b>Early Screening and Intervention</b>	<input type="checkbox"/> <b>Health &amp; Safety Education</b>
<input type="checkbox"/> <b>Health Care Access</b>	<input type="checkbox"/> <b>Other:</b>
<input type="checkbox"/> <b>Oral Health</b>	_____
<input type="checkbox"/> <b>Early Education Programs</b>	<input type="checkbox"/> <b>Quality Provider Programs</b>
<input type="checkbox"/> <b>Access to Quality Child Care</b>	<input type="checkbox"/> <b>Other:</b>
	_____
<input checked="" type="checkbox"/> <b>Parent Education</b>	<input type="checkbox"/> <b>Other:</b>
<input type="checkbox"/> <b>Resource Center &amp; Case Management</b>	_____
<input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b>	<input type="checkbox"/> <b>Community Outreach</b>
<input type="checkbox"/> <b>Countywide Information Referral Systems</b>	<input type="checkbox"/> <b>Other:</b>
<input type="checkbox"/> <b>Organizational Capacity Building</b>	_____

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

**SERVICE AREA (LOCATIONS)**

Victor Valley:  
 Victorville, Apple Valley, Hesperia, with more limited services to the surrounding unincorporated regions of the Victor Valley (Oak Hills, Phelan, Helendale, Lucerne Valley, Wrightwood

The results will indicate the following:

- 130 Families decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
  
- 130 Families will reach a status level of at least **stable** on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ 412,958
2016-2017	\$ 429,238
2017-2018	\$ 448,610
2018-2019	\$ 448,610
2019-2020	\$ 448,610
<b>Total</b>	<b>\$ 2,188,026</b>

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

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code PARENTS097	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number FS071A1	
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$2,111,870	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$1,267,122
Amendment Amount \$844,748						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$422,374
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				18-19	\$422,374	I
				19-20	\$422,374	I

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

Legal Name (hereinafter called the Contractor)

Parents Anonymous, Inc. \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

250 West First Street, Ste. 250 \_\_\_\_\_

Claremont, CA 91711 \_\_\_\_\_

Phone \_\_\_\_\_

(909) 575-4211 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

23-7278097 \_\_\_\_\_

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 \$ 2,111,870 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Auditor-Controller/Treasurer Tax Collector Use Only

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

Fiscal Year 2015-16	\$ <u>422,374</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>422,374</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>422,374</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>422,374</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>422,374</u>	July 1, 2019 through June 30, 2020

\_\_\_\_\_  
Initial Here

2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. 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.

\_\_\_\_\_  
Initial Here

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

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
Initial Here

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.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY2018-2020

Attachment B – Amended Program Budget for FY2018-2020

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

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

**PARENTS ANONYMOUS, INC.**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
Dr. Lisa Pion-Berlin  
\_\_\_\_\_  
Printed Name  
  
President & CEO  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager  _____ Date	▶ _____ Sophie Akins Commission Counsel  _____ Date	▶ _____ Karen E. Scott Executive Director  _____ Date



SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Parents Anonymous  
 Program Name: Strengthening Families San Bernardino  
 Service Area: Central Valley

Contract #: FS071A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	127 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
	<b>Objective</b>	<b>Activity</b>	<b>Dosage<sup>1</sup></b>
	Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week
	Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies
	Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child
	Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance
			AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion)  Program Indicator  Family Demographic
			FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
			ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
			Aggregate data entered in Persimmony

**Program Description:**

This **Group-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes an evidence based peer parent support group component integrated into services to support families participating in identified curriculum. Services will be provided in *San Bernardino City and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>*The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.*

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Parents Anonymous® Inc	<b>DIRECTOR:</b>	Dr. Lisa Pion-Berlin	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Strengthening Families San Bernardino	<b>PROGRAM DIRECTOR:</b>	TaVia Wooley-Iles	<b>TOTAL BUDGET:</b>	422,374
<b>INITIATIVE:</b>	Family and Community Support Partners	<b>FINANCE OFFICER:</b>	Unknown	<b>RFP/CONTRACT #:</b>	14-02 FS071A1

**II. SERVICES & SUPPLIES**

Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1 Program Materials	2%	\$ 10,000	NPP Manuals & Parents Anonymous® Program Materials for Program Participants
2 Participant Support	1%	\$ 2,500	educational toys for children of Parents who Complete the
3 Rent & Utilities	7%	\$ 31,409	Monthly Rent & Utilities to Operate the Program
4 Office	4%	\$ 15,000	Office supplies to support program operations
5 Parent Leader Council	0%	\$ 1,200	Stipends & Travel Costs for Parent Leaders to assist in Program Outreach and to accomplish Program Goals of Family Support
6 Professional Development	1%	\$ 5,000	Training for Staff to ensure Model Fidelity and Positive Outcomes
<b>Total Services &amp; Supplies</b>		<b>\$ 65,109</b>	

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Classes & Groups	1,000.00	Healthy snacks for Parents and Children
<b>Total Food</b>	<b>\$ 1,000.00</b>	

**IV. TRAVEL**

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 Local Travel	To Program Sites	1,700.00	Mileage in San Bernardino



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET**

**FISCAL YEAR:** 2018-2019

<b>ORGANIZATION:</b>	Parents Anonymous® Inc	<b>DIRECTOR:</b>	Dr. Lisa Pion-Berlin	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Strengthening Families San Bernardino	<b>PROGRAM DIRECTOR:</b>	TaVia Wooley-Iles	<b>TOTAL BUDGET:</b>	422,374
<b>INITIATIVE:</b>	Family and Community Support Partners	<b>FINANCE OFFICER:</b>	Unknown	<b>RFP/CONTRACT #:</b>	14-02 FS071A1
	Total Travel		1,700.00		
<b>V.</b>	<b>SUBCONTRACTORS</b>				
	Organization Name:		<b>TOTAL F5SB BUDGET</b>		Description/Justification:
	1 Accounting, MIS, Website and Audit Services		30,000.00		Acctg: \$ 9,000; MIS: \$ 12,000 Website: \$ 4000 and Audit \$ 5000
	Total Subcontractors		30,000.00		
<b>VI.</b>	<b>INDIRECT COSTS</b>				
	Percent:	15%			
	Basis:	367298		55,093.00	
	Total Indirect Costs		\$ 55,093.00		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 422,374		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Parents Anonymous® Inc	<b>DIRECTOR:</b> Dr. Lisa Pion-Berlin	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Strengthening Families San Bernardino	<b>PROGRAM DIRECTOR:</b> TaVia Wooley-Iles	<b>TOTAL BUDGET:</b> 422,374
<b>INITIATIVE:</b> Family and Community Support and Partnerships	<b>FINANCE OFFICER:</b> Unknown	<b>RFP/CONTRACT #:</b> 14-02 FS071A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:	Position:									
1	TaVia Wooley-Iles	0.85	36.06	1760	14%	63,466	8,885	72,351	85,505	85%	Program oversight; manage data; train staff and ensure outcomes.
2	TaVia Wooley-Iles	1.00	18.00	2080	17%	37,440	6,365	43,805	43,805	100%	Recruit Parents; provide NPP & Parents Anonymous® Peer Support; administer assessments; track progress and ensure positive results; provide supportive services to achieve goals of FDM
3	TaVia Wooley-Iles	1.00	18.00	2080	17%	37,440	6,365	43,805	43,805	100%	Recruit Parents; provide NPP & Parents Anonymous® Peer Support; administer assessments; track progress and ensure positive results; provide supportive services to achieve goals of FDM
4	TaVia Wooley-Iles	1.00	18.00	2080	17%	37,440	6,365	43,805	43,805	100%	Recruit Parents; provide NPP & Parents Anonymous® Peer Support; administer assessments; track progress and ensure positive results; provide supportive services to achieve goals of FDM
5	TaVia Wooley-Iles	1.00	18.00	2080	17%	37,440	6,365	43,805	43,805	100%	Recruit Parents; provide NPP & Parents Anonymous® Peer Support; administer assessments; track progress and ensure positive results; provide supportive services to achieve goals of FDM
6	TaVia Wooley-Iles	0.50	18.00	1040	17%	18,720	3,182	21,902	43,805	50%	Recruit Parents; provide NPP & Parents Anonymous® Peer Support; administer assessments; track progress and ensure positive results; provide supportive services to achieve goals of FDM
<b>Total Salaries &amp; Benefits</b>						<b>\$ 231,946</b>	<b>\$ 37,527</b>	<b>\$ 269,472</b>	<b>\$ 304,529</b>		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Parents Anonymous® Inc	<b>DIRECTOR:</b>	Dr. Lisa Pion-Berlin	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Strengthening Families San Bernardino	<b>PROGRAM DIRECTOR:</b>	TaVia Wooley-Iles	<b>TOTAL BUDGET:</b>	422,374
<b>INITIATIVE:</b>	Family and Community Support and Prevention	<b>FINANCE OFFICER:</b>	Unknown	<b>RFP/CONTRACT #:</b>	14-02 FS071A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials	2%	\$ 10,000	NPP Manuals & Parents Anonymous® Program Materials for Program Participants	
2 Participant Support	1%	\$ 2,500	educational toys for children of Parents who Complete the Program	
3 Rent & Utilities	7%	\$ 31,409	Monthly Rent & Utilities to Operate the Program	
4 Office	4%	\$ 15,000	Office supplies to support program operations	
5 Parent Leader Council	0%	\$ 1,200	Stipends & Travel Costs for Parent Leaders to assist in Program Outreach and to accomplish Program Goals of Family Support	
6 Professional Development	1%	\$ 5,000	Training for Staff to ensure Model Fidelity and Positive Outcomes	
Total Services & Supplies		\$ 65,109		
III. FOOD				
Event(s):		TOTAL F5SB BUDGET	Description/Justification:	
1 Classes & Groups		1,000.00	Healthy snacks for Parents and Children	
Total Food		\$ 1,000.00		
IV. TRAVEL				
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Parents Anonymous® Inc	<b>DIRECTOR:</b>	Dr. Lisa Pion-Berlin	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Strengthening Families San Bernardino	<b>PROGRAM DIRECTOR:</b>	TaVia Wooley-Iles	<b>TOTAL BUDGET:</b>	422,374
<b>INITIATIVE:</b>	Family and Community Support and	<b>FINANCE OFFICER:</b>	Unknown	<b>RFP/CONTRACT #:</b>	14-02 FS071A1

1	Local Travel	To Program Sites	1,700.00	Mileage in San Bernardino
	Total Travel		1,700.00	
<b>V. SUBCONTRACTORS</b>				
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	Accounting, MIS, Website and Audit Services		30,000.00	Acctg: \$ 9,000; MIS: \$ 12,000 Website: \$ 4000 and Audit \$ 5000
	Total Subcontractors		30,000.00	
<b>VI. INDIRECT COSTS</b>				
	Percent:	15%		
	Basis:	367298	55,093.00	
	Total Indirect Costs		\$ 55,093.00	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 422,374	



## Program Outline Document 2018-2020

### AGENCY INFORMATION

**Contract #:** FS071A1

**Legal Entity:** Parents Anonymous, Inc.

**Dept./Division:** N/A

**Project Name:** Strengthening Families San Bernardino

**Address:** 250 West First Street, Suite 250  
Claremont, CA 91711

**Phone #:** 909-575-4211

**Website:** www.parentsanonymous.org

**Fax #:** 909-621-0614

**Program Site Address:** Sites to be determined within SBCUSD's  
parent cluster centers  
Choose an item.

**Client Referral Phone #** 909-575-4215

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Dr. Lisa Pion-Berlin

**Title:** President & CEO

**Address:** 250 West First Street, Suite 250  
Claremont, CA 91711

**Direct Phone #:** 909-575-4211

**Fax #:** 909-621-0614

**E-Mail:** lpion-berlin@parentsanonymous.org

#### PROGRAM CONTACT

**Name:** TaVia Wooley-Iles

**Title:** Program Director

**Address:** 250 West First Street, Suite 250  
Claremont, CA 91711

**Direct Phone #:** 909-575-4215

**Fax #:** 909-480-3578

**E-Mail:** Twooley-iles@parentsanonymous.org

#### FISCAL CONTACT

**Name:** Dr. Lisa Pion-Berlin

**Title:** President & CEO

**Address:** 250 West First Street, Suite 250  
Claremont, CA 91711

**Direct Phone #:** 909-575-4211

**Fax #:** 909-621-0614

**E-Mail:** lpion-berlin@parentsanonymous.org



**ADDITIONAL CONTACT (Describe):** Choose an item.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Direct Phone #:** \_\_\_\_\_

\_\_\_\_\_

**Fax #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: \_\_\_\_\_
- Government Agency** Describe: \_\_\_\_\_
- Private Entity/Institution** Describe: \_\_\_\_\_
- Community-Based** Describe: Non Profit

**FIRST 5 FOCUS AREA**

- Health**
- Education**
- Family**
- Systems**

**STRATEGY**

- Early Screening and Intervention**
- Health Care Access**
- Oral Health**
- Early Education Programs**
- Access to Quality Child Care**
- Parent Education**
- Resource Center & Case Management**
- Integrated Systems Planning & Implementation**
- Countywide Information Referral Systems**
- Organizational Capacity Building**
- Health & Safety Education**
- Other:** \_\_\_\_\_
- Quality Provider Programs**
- Other:** \_\_\_\_\_
- Other:** \_\_\_\_\_
- Community Outreach**
- Other:** \_\_\_\_\_

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

**SERVICE AREA (LOCATIONS)**

San Bernardino and Central Valley

The results will indicate the following:

- 127 Families decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
- 127 Families will reach a status level of at least stable on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

---

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <u>422,374</u>
2016-2017	\$ <u>422,374</u>
2017-2018	\$ <u>422,374</u>
2018-2019	\$ <u>422,374</u>
2019-2020	\$ <u>422,374</u>
<b>Total</b>	\$ <u>2,111,870</u>

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

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code REACHOU747	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number FS072A1	
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$2,533,565	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$1,519,293
Amendment Amount \$1,014,272						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$507,136
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				18-19	\$507,136	1
				19-20	\$507,136	1

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

Legal Name (hereinafter called the Contractor)

Reach Out \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

1126 W. Foothill Blvd., Ste. 255 \_\_\_\_\_

Upland, CA 91786 \_\_\_\_\_

Phone \_\_\_\_\_

(909) 982-8641 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

95-2642747 \_\_\_\_\_

Program Address (if different from legal address):

\_\_\_\_\_

\_\_\_\_\_

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

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 \$ 2,533,565 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 2015-16 \$ 506,459 July 1, 2015 through June 30, 2016

Auditor-Controller/Treasurer Tax Collector Use Only

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

Fiscal Year 2016-17	\$ <u>505,698</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>507,136</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>507,136</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>507,136</u>	July 1, 2019 through June 30, 2020

\_\_\_\_\_  
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2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. Allowable Costs

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

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

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

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

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

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

\_\_\_\_\_  
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3. Paragraph A. of Section VIII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

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

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

**REACH OUT**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
Diana Fox  
\_\_\_\_\_  
Printed Name  
  
Executive Director  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Operations Manager _____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Sophie Akins Commission Counsel _____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director _____ Date</p>
--	--	--



Agency Name: Reach Out  
 Program Name: Nurturing Parenting  
 Service Area: West End

Contract #: FS072A1  
 Period: July 2018 – June 2020

Expectation	Objective	Activity	Dosage <sup>1</sup>	Verification
A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).	135 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments and will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills		Case Management Session	Varies	FDM Assessment at intake and thereafter every 90 days Minimum of 2 assessments First and Last
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient		Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment when applicable
Screen children for early developmental delays and refer accordingly		Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

**Program Description:**

This Group-based program utilizes *Parents & Their Infants, Toddlers, & Preschoolers, Nurturing Skills for Families or Young Parents & Their Families* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in North Ontario, Montclair, Rancho Cucamonga, Upland and surrounding communities as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly  
 Period: July 2018 – June 2020

Due: On the 15<sup>th</sup> of the following month



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Reach Out		DIRECTOR:		Diana Fox		PROGRAM YEAR:		2018-19	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Karini Pereira		TOTAL BUDGET:		507,136	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Susan Vacko		RFP/CONTRACT #:		14-02 FS072A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
1	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
2	Karini Pereira Program Director	0.25	37.82	520	24%	19,667	4,641	24,308	97,231	25%	The Director oversees the Program Manager of NPP. The Director helps the PM with establishing policies and procedures for the program as well as helps with HR issues and strategic decisions.
3	Tranda Drumwright Program Manager	0.75	26.01	1560	24%	40,581	9,576	50,156	66,875	75%	The Program Manager oversees the program and is responsible for the NPP team. Pm provides reflective supervision and ensures the fidelity of the program.
4	Gloria Lopez Family Facilitator II	1.00	21.31	2080	24%	44,332	10,461	54,793	54,793	100%	Provides facilitation of NPP classes and case management of all participants. Masters Degree and 2 years experience.
5	Julie Karchuc Family Facilitator I	0.50	19.10	1040	24%	19,860	4,686	24,546	49,093	50%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
6	Griselda Ramirez Child Facilitator	0.25	13.79	520	24%	7,172	1,692	8,864	35,456	25%	Provides child facilitation with fidelity.
7	Deidra Edwards-Turner Family Facilitator I	1.00	19.13	2080	24%	39,786	9,388	49,174	49,174	100%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
8	Christine Metzler Family Facilitator I	0.25	26.75	520	24%	13,908	3,282	17,189	68,757	25%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
9	Letty Quiroz Family Facilitator I	1.00	19.13	2080	24%	39,786	9,388	49,174	49,174	100%	Provides facilitation of NPP classes and case management of all participants. BA or BS.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		REACH OUT		DIRECTOR:		DIANA FOX		PROGRAM YEAR:		2018-19		
PROGRAM TITLE:		NURTURING PARENTING		PROGRAM DIRECTOR:		KARINI PEREIRA		TOTAL BUDGET:		507,136		
INITIATIVE:		FAMILY AND COMMUNITY SUPPORT AND PARTNERSHIPS		FINANCE OFFICER:		SUSAN VACKO		RFP/CONTRACT #:		14-02 FS072A1		
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	FIRST 5 % OF TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
9	Vivian Haus	0.75	20.67	1560	24%	32,239	7,607	39,847	53,129	75%	Provides child facilitation and parent support/provides the guidelines for all other child care facilitators. Ensures fidelity of child care portion of the program.	
10	Chelsey Walker	0.50	16.97	1040	24%	17,653	4,166	21,819	43,638	50%	Provides child facilitation with fidelity.	
11	1100h	0.75	16.48	1560	24%	25,709	6,066	31,775	42,367	75%	Provides child facilitation with fidelity.	
12	Angelina Watje	0.50	21.22	1040	24%	22,067	5,207	27,274	54,547	50%	Responsible for all data collection, inputting and reporting. Provides program support and attends to all clerical function of the program. Also serves as a back up child facilitator.	
Total Salaries & Benefits									\$ 322,760	\$ 76,160	\$ 398,920	\$ 664,234





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION: Reach Out		DIRECTOR: Diana Fox	PROGRAM YEAR: 2018-19	
PROGRAM TITLE: Nurturing Parenting		PROGRAM DIRECTOR: Karini Pereira	TOTAL BUDGET: 507,136	
INITIATIVE: Family and Community Support at		FINANCE OFFICER: Susan Vacko	RFP/CONTRACT #: 14-02 FS072A1	
II.	SERVICES & SUPPLIES		TOTAL F5SB BUDGET (\$)	Description/Justification:
	Expense:	% of Allocation:		
1	Program Materials & Supplies-Curriculum	1%	\$ 7,000	For parent and child books (Infant Attachment and Bonding books) Coloring books, baby massage books.
2	Program Materials & Supplies-Child Care Supplies	0%	\$ 1,000	Crafts, materials for projects, baby wipes, age appropriate materials.
3	Program Supplies/Incentives	0%	\$ 1,500	Baskets for families who attend the program. Approximately \$15.00 per basket based at the time of year and the needs of the family is what will be placed in the baskets).
4	Participant Transportation	0%	\$ 200	Transportation for participants who cannot drive
5	Advertising	0%	\$ 1,000	Flyers, brochures, online marketing
6	Office Supplies & Materials-Facilitator Supplies	0%	\$ 1,200	Journals, personal supplies for class
7	Staff Development & Training	0%	\$ 1,500	Staff development training or any NPP training that is needed/any new trend that arises in participants that might require training.
8	Office Supplies & Materials	0%	\$ 1,350	Case files, journals for participants, paper, labels, folders, ink cartridges, flash drives,
9	Telephone/Communications	0%	\$ 1,200	\$10/month cell phone reimbursement to program staff/cellphones are used for timekeeping, staff collaboration in setting up classes, participant contact, case management situations participant contact, case management situations.
10	Postage/Mailing	0%	\$ 300	Mailing invitations to program participants/events announcements/newsletter/postcards/
11	Off Eq-Computers/Computer Repair/Maint for Staff	0%	\$ 1,500	Computers and computer repair/maintenance
12	Program Materials & Supplies-NPP Event Supplies	0%	\$ 1,500	Décor, crafts, games, entertainment, location rental,/ 2 events with the participation of all Nurturing Parenting current and former graduates.
	Total Services & Supplies		\$ 19,250	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

ORGANIZATION:		Reach Out	DIRECTOR:		Diana Fox	PROGRAM YEAR:		2018-19
PROGRAM TITLE:		Nurturing Parenting	PROGRAM DIRECTOR:		Karini Pereira	TOTAL BUDGET:		507,136
INITIATIVE:		Family and Community Support at	FINANCE OFFICER:		Susan Vacko	RFP/CONTRACT #:		14-02 FS072A1
III.	FOOD	TOTAL F5SB BUDGET		Description/Justification:				
	Event(s):							
	1	Classes/NPP Events/Parent Peer Support	10,000					Food for classes. Large family and community NPP events such as holiday celebration, toy drive, Halloween, and Hearts and Crafts (including all former and current participants). Food for parents as they work on their leadership skills and as a continuation of support with peers.
		Total Food	10,000					
IV.	TRAVEL	TOTAL F5SB BUDGET		Description/Justification:				
	Destination:							
	1	West End Locations	5,650					Staff driving to classes, health fairs, collaboratives and any required program meetings. Calculated at the IRS federal mileage rate
		Total Travel	5,650					
V.	SUBCONTRACTORS	TOTAL F5SB BUDGET		Description/Justification:				
	Organization Name:							
	1		-					
	Total Subcontractors		-					
VI.	INDIRECT COSTS	TOTAL F5SB BUDGET		Description/Justification:				
	Percent:	17%	73,316					Reach Out's federally approved indirect rate is 16.9%
	Basis:	Total Direct Costs						
	Total Indirect Costs		73,316					
<b>TOTAL FIRST 5 BUDGET</b>			\$ 507,136					



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		Reach Out		DIRECTOR:		Diana Fox		PROGRAM YEAR:		2019-20	
PROGRAM TITLE:		Nurturing Parenting		PROGRAM DIRECTOR:		Karini Pereira		TOTAL BUDGET:		507,136	
INITIATIVE:		Family and Community Support and Partnerships		FINANCE OFFICER:		Susan Vacko		RFP/CONTRACT #:		14-02 FS072A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
1	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
2	Karini Pereira Program Director	0.25	38.95	520	23%	20,256	4,704	24,961	99,842	25%	The Director oversees the Program Manager of NPP. The Director helps the PM with establishing policies and procedures for the program as well as helps with HR issues and strategic decisions.
3	Tranda Drumwright Program Manager	0.75	26.79	1560	23%	41,793	9,706	51,498	68,665	75%	The Program Manager oversees the program and is responsible for the NPP team. Pm provides reflective supervision and ensures the fidelity of the program.
4	Gloria Lopez Family Facilitator II	1.00	21.95	2080	23%	45,655	10,602	56,257	56,257	100%	Provides facilitation of NPP classes and case management of all participants. Masters Degree and 2 years experience.
5	Julie Karchuc Family Facilitator I	0.50	19.67	1040	23%	20,460	4,751	25,211	50,423	50%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
6	Griselda Ramirez Child Facilitator	0.25	14.20	520	23%	7,386	1,715	9,101	36,405	25%	Provides child facilitation with fidelity.
7	Deidra Edwards-Turner Family Facilitator I	1.00	19.70	2080	23%	40,984	9,518	50,502	50,502	100%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
8	Christine Metzler Family Facilitator I	0.25	27.78	520	23%	14,446	3,355	17,800	71,201	25%	Provides facilitation of NPP classes and case management of all participants. BA or BS.
9	Letty Quiroz Family Facilitator I	1.00	19.70	2080	23%	40,984	9,518	50,502	50,502	100%	Provides facilitation of NPP classes and case management of all participants. BA or BS.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:		REACH OUT		DIRECTOR:		DIANA FOX		PROGRAM YEAR:		2019-20		
PROGRAM TITLE:		NURTURING PARENTING		PROGRAM DIRECTOR:		KARINI PEREIRA		TOTAL BUDGET:		507,136		
INITIATIVE:		FAMILY AND COMMUNITY SUPPORT AND PARTNERSHIPS		FINANCE OFFICER:		SUSAN VACKO		RFP/CONTRACT #:		14-02 FS072A1		
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	FIRST 5 % OF TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
9	Vivian Haus	0.75	21.29	1560	23%	33,213	7,713	40,926	54,567	75%	Provides child facilitation and parent support/provides the guidelines for all other child care facilitators. Ensures fidelity of child care portion of the program.	
10	Adelise Walker	0.50	17.48	1040	23%	18,178	4,222	22,400	44,800	50%	Provides child facilitation with fidelity.	
11	Ch	0.50	16.97	1040	23%	17,653	4,100	21,753	43,506	50%	Provides child facilitation with fidelity.	
12	Angelina Watje	0.50	21.86	1040	23%	22,731	5,279	28,010	56,019	50%	Responsible for all data collection, inputting and reporting. Provides program support and attends to all clerical function of the program. Also serves as a back up child facilitator.	
Total Salaries & Benefits									\$ 323,739	\$ 75,182	\$ 398,920	\$ 682,688



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Reach Out	DIRECTOR:	Diana Fox	PROGRAM YEAR:	2019-20
PROGRAM TITLE:	Nurturing Parenting	PROGRAM DIRECTOR:	Karini Pereira	TOTAL BUDGET:	507,136
INITIATIVE:	Family and Community Support at	FINANCE OFFICER:	Susan Vacko	RFP/CONTRACT #:	14-02 FS072A1
II. SERVICES & SUPPLIES					
Expense:			% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials & Supplies-Curriculum		1%	\$ 7,000	For parent and child books (Infant Attachment and Bonding books) Coloring books, baby massage books.
2	Program Materials & Supplies-Child Care Supplies		0%	\$ 1,000	Crafts, materials for projects, baby wipes, age appropriate materials.
3	Program Supplies/Incentives		0%	\$ 1,500	Baskets for families who attend the program. Approximately \$15.00 per basket based at the time of year and the needs of the family is what will be placed in the baskets).
4	Participant Transportation		0%	\$ 200	Transportation for participants who cannot drive
5	Advertising		0%	\$ 1,000	Flyers, brochures, online marketing
6	Office Supplies & Materials-Facilitator Supplies		0%	\$ 1,200	Journals, personal supplies for class
7	Staff Development & Training		0%	\$ 1,500	Staff development training or any NPP training that is needed/any new trend that arises in participants that might require training.
8	Office Supplies & Materials		0%	\$ 1,350	Case files, journals for participants, paper, labels, folders, ink cartridges, flash drives,
9	Telephone/Communications		0%	\$ 1,200	\$10/month cell phone reimbursement to program staff/cellphones are used for timekeeping, staff collaboration in setting up classes, participant contact, case management situations participant contact, case management situations.
10	Postage/Mailing		0%	\$ 300	Mailing invitations to program participants/events announcements/newsletter/postcards/
11	Off Eq-Computers/Computer Repair/Maint for Staff		0%	\$ 1,500	Computers and computer repair/maintenance
12	Program Materials & Supplies-NPP Event Supplies		0%	\$ 1,500	Décor, crafts, games, entertainment, location rental, / 2 events with the participation of all Nurturing Parenting current and former graduates.
	Total Services & Supplies			\$ 19,250	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Reach Out	DIRECTOR:	Diana Fox	PROGRAM YEAR:	2019-20
PROGRAM TITLE:	Nurturing Parenting	PROGRAM DIRECTOR:	Karini Pereira	TOTAL BUDGET:	507,136
INITIATIVE:	Family and Community Support at	FINANCE OFFICER:	Susan Vacko	RFP/CONTRACT #:	14-02 FS072A1
<b>III. FOOD</b>				<b>TOTAL F5SB BUDGET</b>	
Event(s):					Description/Justification:
1	Classes/NPP Events/Parent Peer Support			10,000	Food for classes. Large family and community NPP events such as holiday celebration, toy drive, Halloween, and Hearts and Crafts (including all former and current participants). Food for parents as they work on their leadership skills and as a continuation of support with peers.
	Total Food			10,000	
<b>IV. TRAVEL</b>				<b>TOTAL F5SB BUDGET</b>	
Destination:		Purpose:			Description/Justification:
1	West End Locations			5,650	Staff driving to classes, health fairs, collaboratives and any required program meetings. Calculated at the IRS federal mileage rate
	Total Travel			5,650	
<b>V. SUBCONTRACTORS</b>				<b>TOTAL F5SB BUDGET</b>	
Organization Name:					Description/Justification:
1				-	
	Total Subcontractors			-	
<b>VI. INDIRECT COSTS</b>				<b>TOTAL F5SB BUDGET</b>	
Percent:	17%			73,316	Reach Out's federally approved indirect rate is 16.9%
Basis:	Total Direct Costs				
	Total Indirect Costs			73,316	
<b>TOTAL FIRST 5 BUDGET</b>				\$	507,136



## Program Outline Document 2018-2020

### AGENCY INFORMATION

**Contract #:** FS072A1

**Legal Entity:** Reach Out

**Dept./Division:** \_\_\_\_\_

**Project Name:** Nurturing Parenting

**Address:** 1126 West Foothill Boulevard, Suite 255  
Upland, CA 91786

**Phone #:** 909.982.8641

**Website:** www.we-reachout.org

**Fax #:** 909.982.8642

**Program Site Address:** 1126 West Foothill Boulevard, Suite 255  
Upland, CA 91786

**Client Referral Phone #** 909.982.8641

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Diana Fox

**Title:** Executive Director

**Address:** 1126 West Foothill Boulevard, Suite 255  
Upland, CA 91786

**Direct Phone #:** 909.982.8641 x133

**Fax #:** 909.982.8642

**E-Mail:** [Diana@we-reachout.org](mailto:Diana@we-reachout.org)

#### PROGRAM CONTACT

**Name:** Tranda Drumwright

**Title:** Nurturing Parenting Program Supervisor

**Address:** 1126 West Foothill Boulevard, Suite 255  
Upland, CA 91786

**Direct Phone #:** 909.982.8641 x101

**Fax #:** 909.982.8642

**E-Mail:** [tranda@we-reachout.org](mailto:tranda@we-reachout.org)

#### FISCAL CONTACT

**Name:** Susan Vacko

**Title:** Accounting Director

**Address:** 1126 West Foothill Boulevard, Suite 255  
Upland, CA 91786

**Direct Phone #:** 909.982.8641 x136

**Fax #:** 909.982.8642

**E-Mail:** [susan@we-reachout.org](mailto:susan@we-reachout.org)

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Karini Periera **Title:** Director-Youth and Family Wellness  
**Address:** 1126 West Foothill Boulevard, Suite 250 **Direct Phone #:** 909.982.8641x122  
Upland, CA 91786  
**Fax #:** 909.982.8642  
**E-Mail:** [karini@we-reachout.org](mailto:karini@we-reachout.org)

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Choose an item.
- Community-Based** Describe: Non Profit

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Health</b>            | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b>   | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b> _____ |
| <input type="checkbox"/> <b>Education</b>         | <input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b>  | <input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b> _____     |
| <input checked="" type="checkbox"/> <b>Family</b> | <input checked="" type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b>  | <input type="checkbox"/> <b>Other:</b> _____  |
| <input type="checkbox"/> <b>Systems</b>           | <input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b> _____            |



**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

- 135 Families decrease by at-least one (1) risk category; high-medium or medium- low as indicated by the scores (pre/post) on the AAPI
- 135 Families will reach a status level of at least **stable** on all indicators of the FDM

**SERVICE AREA (LOCATIONS)**

West End:  
 North Ontario, Rancho Cucamonga, Upland, Montclair, Mt. Baldy, Guasti, Lytle Creek, Etiwanda

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <b>506,459</b>
2016-2017	\$ <b>505,698</b>
2017-2018	\$ <b>507,136</b>
2018-2019	\$ <b>507,136</b>
2019-2020	\$ <b>507,136</b>
<b>Total</b>	\$ <b>2,533,565</b>

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

<b>FOR COMMISSION USE ONLY</b>										
<input type="checkbox"/>	New	Vendor Code			<b>SC</b>	Dept.	<b>A</b>	Contract Number		
<input checked="" type="checkbox"/>	Change	STMARYS489				903		FS073A1		
<input type="checkbox"/>	Cancel									
Organization					Dept.	Orgn.	Contractor's License No.			
Children and Families Commission					903	PROG				
Commission Representative					Telephone		Total Contract Amount			
Cindy Faulkner, Operations Manager					909-386-7706		\$1,529,723			
Contract Type										
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:										
If not encumbered or revenue contract type, provide reason: _____										
Commodity Code		Contract Start Date		Contract End Date		Original Amount		Amendment Amount		
95200		July 1, 2015		June 30, 2020		\$908,869		\$620,854		
Fund	Dept.	Organization	Appr.	Obj/Rev Source		GRC/PROJ/JOB No.		Amount		
RRC	903	PROG	300	3357		CFFPEY19		\$310,427		
Fund	Dept.	Organization	Appr.	Obj/Rev Source		GRC/PROJ/JOB No.		Amount		
Fund	Dept.	Organization	Appr.	Obj/Rev Source		GRC/PROJ/JOB No.		Amount		
Abbreviated Use				Estimated Payment Total by Fiscal Year						
Nurturing Parenting &				FY	Amount	I/D	FY	Amount	I/D	
Matrix Outcomes Model										
(NPP-MOM)				18-19	\$310,427	I				
				19-20	\$310,427	I				

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

Legal Name (hereinafter called the Contractor)

St. Joseph Health, St. Mary \_\_\_\_\_

Department/Division \_\_\_\_\_

Community Health \_\_\_\_\_

Address \_\_\_\_\_

18300 Highway 18 \_\_\_\_\_

Apple Valley, CA 92307 \_\_\_\_\_

Phone \_\_\_\_\_

(760) 242-2311 X5033 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

95-1914489 \_\_\_\_\_

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 \$ 1,529,723 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 2015-16 \$ 296,502 July 1, 2015 through June 30, 2016

**Auditor-Controller/Treasurer Tax Collector Use Only**

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

Fiscal Year 2016-17	\$ <u>301,940</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>310,427</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>310,427</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>310,427</u>	July 1, 2019 through June 30, 2020

Initial Here

2. Paragraph B. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

B. 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.

Initial Here

3. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

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.

*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

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

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

**ST. JOSEPH HEALTH, ST. MARY  
(ST. MARY MEDICAL CENTER)**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
Kelly M. Linden  
\_\_\_\_\_  
Printed Name  
  
Executive Vice President/Chief Operating  
Officer  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager  _____ Date	▶ _____ Sophie Akins Commission Counsel  _____ Date	▶ _____ Karen E. Scott Executive Director  _____ Date

SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: St. Joseph Health St. Mary  
 Program Name: Bridges for Families  
 Service Area: Countywide

Contract #: FS073A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	105 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
	<b>Objective</b>	<b>Activity</b>	<b>Dosage<sup>1</sup></b>
	Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week <i>(potential gap in weeks NPP sessions due to birth of baby)</i>
	Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies
	Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child
	Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance
			AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic
			FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
			ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
			Aggregate data entered in Persimmony

**Program Description:**

This **Group-based** program utilizes *Prenatal Families* and *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in *Apple Valley, Hesperia, Adelanto and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	St. Joseph St.Mary	<b>DIRECTOR:</b>	Gloria Peak	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Bridges For Families	<b>PROGRAM DIRECTOR:</b>	Ernelyn Navarro	<b>TOTAL BUDGET:</b>	\$ 310,427.00
<b>INITIATIVE:</b>	Family and Community Support and Partnerships	<b>FINANCE OFFICER:</b>	Rosa Ramirez	<b>RFP/CONTRACT #:</b>	I4-02 FS073A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
1	Diana Amaya NPP Educator/Outreach Specialist	1.00	20.16	2,080	15%	41,933	6,290	48,223	48,223	100%	Will offer NPP class series and conduct outreach
2	Marcela Rede NPP Educator/Outreach Specialist	1.00	20.16	2,080	15%	41,933	6,290	48,223	48,223	100%	Will offer NPP class series and conduct outreach
3	TBD NPP Educator/Outreach Specialist	1.00	20.16	2,080	15%	41,933	6,290	48,223	48,223	100%	Will offer NPP class series and conduct outreach
4	Sommer Hail Family Empowerment Counselor	1.00	28.63	2,080	15%	59,550	8,933	68,483	68,483	100%	Provide Case Management Support to families to help them reach "stable" level
5	TBD Family Empowerment Counselor	0.50	28.63	1,040	15%	29,775	4,466	34,241	68,483	50%	Provide Case Management Support to families to help them reach "stable" level
6	Kimberly Rosin Data Entry	1.00	21.65	2,080	15%	45,032	6,755	51,787	51,787	100%	Data Entry to Persimmony and on occasion assist with child enrichment activities during NPP classes
<b>Total Salaries &amp; Benefits</b>						<b>\$ 260,156</b>	<b>\$ 39,023</b>	<b>\$ 299,179</b>	<b>\$ 333,421</b>		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> St. Joseph St.Mary	<b>DIRECTOR:</b> Gloria Peak	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Bridges For Families	<b>PROGRAM DIRECTOR:</b> Ernelyn Navarro	<b>TOTAL BUDGET:</b> \$ 310,427.00
<b>INITIATIVE:</b> Family and Community Support and Partners	<b>FINANCE OFFICER:</b> Rosa Ramirez	<b>RFP/CONTRACT #:</b> L4-02 FS073A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials and Supplies	1%	3,609	NPP Educational Materials in English /Spanish,etc.
2	Participant Support Incentives	1%	1,644	Incentive items such as developmental toys, infant /toddler care items, etc. to help with retention of participants
Total Services & Supplies			5,253	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	NPP Education Classes / Graduation - Celebrations		1,720	Refreshements for NPP classes and graduation sessions
2				
Total Food			1,720	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Head Start Venues/Participant Residences	NPP Classes at Community Venues / Home Visits	1,395	Staff travel to Head Start Locations where classes are offered and to participant homes for make up sessions
2	Commuity Partner Sites	NPP Outreach	1,200	Staff travel to venues to recruit participants including faith based locations, WIC, community sites, etc.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> St. Joseph St.Mary	<b>DIRECTOR:</b> Gloria Peak	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Bridges For Families	<b>PROGRAM DIRECTOR:</b> Ernelyn Navarro	<b>TOTAL BUDGET:</b> \$ 310,427.00
<b>INITIATIVE:</b> Family and Community Support and Partners	<b>FINANCE OFFICER:</b> Rosa Ramirez	<b>RFP/CONTRACT #:</b> L4-02 FS073A1

Participant Residence 3 to NPP class sites	Participant Travel	1,680	Transportation to /from class locations, case management appointments for NPP participants- budgeted at \$3.00 trip X 28 participants X 20 trips
Total Travel		4,275	

**V. SUBCONTRACTORS**

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
3			
4			
5			
Total Subcontractors		-	

**VI. INDIRECT COSTS**

Percent:			
Basis:			
Total Indirect Costs		\$ -	

<b>TOTAL FIRST 5 BUDGET</b>	<b>\$ 310,427.00</b>
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	St. Joseph St.Mary	<b>DIRECTOR:</b>	Gloria Peak	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Bridges For Families	<b>PROGRAM DIRECTOR:</b>	Ernelyn Navarro	<b>TOTAL BUDGET:</b>	\$ 310,427.00
<b>INITIATIVE:</b>	Family and Community Support and Partnerships	<b>FINANCE OFFICER:</b>	Rosa Ramirez	<b>RFP/CONTRACT #:</b>	I4-02 FS073A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
1	Diana Amaya NPP Educator/Outreach Specialist	1.00	20.76	2,080	15%	43,181	6,477	49,658	49,658	100%	Will offer NPP class series and conduct outreach
2	Marcela Rede NPP Educator/Outreach Specialist	1.00	20.76	2,080	15%	43,181	6,477	49,658	49,658	100%	Will offer NPP class series and conduct outreach
3	TBD NPP Educator/Outreach Specialist	1.00	20.76	2,080	15%	43,181	6,477	49,658	49,658	100%	Will offer NPP class series and conduct outreach
4	Sommer Hail Family Empowerment Counselor	1.00	29.43	2,080	15%	61,214	9,182	70,397	70,397	100%	Provide Case Management Support to families to help them reach "stable" level
5	TBD Family Empowerment Counselor	0.50	29.43	1,040	15%	30,607	4,591	35,198	70,397	50%	Provide Case Management Support to families to help them reach "stable" level
6	Kimberly Rosin Data Entry	1.00	22.30	2,080	15%	46,384	6,958	53,342	53,342	100%	Data Entry to Persimmony and on occasion assist with child enrichment activities during NPP classes
<b>Total Salaries &amp; Benefits</b>						<b>\$ 267,748</b>	<b>\$ 40,162</b>	<b>\$ 307,910</b>	<b>\$ 343,108</b>		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> St. Joseph St.Mary	<b>DIRECTOR:</b> Gloria Peak	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Bridges For Families	<b>PROGRAM DIRECTOR:</b> Ernelyn Navarro	<b>TOTAL BUDGET:</b> \$ 310,427.00
<b>INITIATIVE:</b> Family and Community Support and Partners	<b>FINANCE OFFICER:</b> Rosa Ramirez	<b>RFP/CONTRACT #:</b> L4-02 FS073A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials and Supplies	0%	1,200	NPP Educatinal Materials in English /Spanish,etc.
2	Participant Support Incentives	0%	500	Incentive items such as develomental toys, infant /toddler care items, etc. to help with retention of participants
Total Services & Supplies			1,700	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	NPP Education Classes / Graduation - Celebrations		817	Food /Refreshments at class sessions and for graduation sessions
2				
Total Food			817	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
2				
3				
Total Travel			-	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> St. Joseph St.Mary		<b>DIRECTOR:</b> Gloria Peak		<b>PROGRAM YEAR:</b> 2019-2020	
<b>PROGRAM TITLE:</b> Bridges For Families		<b>PROGRAM DIRECTOR:</b> Ernelyn Navarro		<b>TOTAL BUDGET:</b> \$ 310,427.00	
<b>INITIATIVE:</b> Family and Community Support and Partners		<b>FINANCE OFFICER:</b> Rosa Ramirez		<b>RFP/CONTRACT #:</b> L4-02 FS073A1	
2					
3					
4					
5					
	Total Subcontractors		-		
<b>VI. INDIRECT COSTS</b>					
	Percent:			St. Mary will cover costs	
	Basis:				
	Total Indirect Costs		\$ -		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 310,427.00		



## Program Outline Document 2018-2020

### AGENCY INFORMATION

**Contract #:** FS073A1

**Legal Entity:** St. Joseph Health, St. Mary

**Dept./Division:** Community Health

**Project Name:** Bridges For Families

**Address:** 18300 Highway 18  
Apple Valley, CA 92307

**Phone #:** 760-946-4241

**Website:** www.stmaryapplevalley.com

**Fax #:** 760-946-8875

**Program Site Address:** 18300 Highway 18  
Apple Valley, CA 92307  
**(see attached for additional sites)**

**Client Referral Phone #** 760-946-4241

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Kelly M. Linden

**Title:** Executive Vice President/COO

**Address:** 18300 Highway 18  
Apple Valley, CA 92307

**Direct Phone #:** 760-242-2311 x5033

**Fax #:** 760-946-8875

**E-Mail:** Kelly.Linden@stjoe.org

#### PROGRAM CONTACT

**Name:** Ernelyn J. Navarro, DM, LCSW

**Title:** Manager

**Address:** 18300 Highway 18  
Apple Valley, CA 92307

**Direct Phone #:** 760-242-2311 x8235

**Fax #:** 760-946-8875

**E-Mail:** Ernelyn.Navarro@stjoe.org

#### FISCAL CONTACT

**Name:** Rosa Ramirez, MSW

**Title:** Manager, Grant Program

**Address:** 18300 Highway 18  
Apple Valley, CA 92307

**Direct Phone #:** 760-242-2311, x8145

**Fax #:** 760-242-9750

**E-Mail:** Rosa.Ramirez@stjoe.org

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Jenny Rivera **Title:** Special Projects Coordinator  
**Address:** 18300 Highway 18 **Direct Phone #:** 760-242-2311 x8203  
Apple Valley, CA 92307  
**E-Mail:** Jenny.Rivera@stjoe.org **Fax #:** 760-946-8875

**ADDITIONAL CONTACT (Describe):** Program

Gloria Peak, DNP, MSN **Title:** Department Director  
**Address:** 18300 Highway 18 **Direct Phone #:** 760-242-2311 x8425  
Apple Valley, CA 92307  
**E-Mail:** Gloria.Peak@stjoe.org **Fax #:** 760-946-8875

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Non Profit
- Community-Based** Describe: Choose an item.

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Health</b><br><br><input type="checkbox"/> <b>Education</b><br><br><input checked="" type="checkbox"/> <b>Family</b><br><br><input type="checkbox"/> <b>Systems</b> | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b><br><br><input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b><br><br><input checked="" type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b><br><br><input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b> _____ |
|---|--|--|

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Prenatal Families and Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

- 105 Families decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
- 105 Families will reach a status level of at least **stable** on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**SERVICE AREA LOCATIONS**

High Desert Region:  
 Adelanto, Apple Valley, Victorville,  
 Hesperia

**ASSIGNED ANALYST:** Walid Wahba

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <b>296,502</b>
2016-2017	\$ <b>301,940</b>
2017-2018	\$ <b>310,427</b>
2018-2019	\$ <b>310,427</b>
2019-2020	\$ <b>310,427</b>
<b>Total</b>	\$ <b>1,529,723</b>



**Agency Name:** St. Joseph Health – St. Mary  
**Program Name:** Bridges For Families  
**Contract #:** FS073A1  
**Fiscal Year:** 2018-2020

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME
Community Health Center—Apple Valley 18077 Highway 18, Suite 100 Apple Valley, CA 92307 (760) 946-4241 Ernelyn Navarro, Manager
Community Health Center--Adelanto 11424 Chamberlain, Suite 8 & 9 Adelanto, CA 92301 (760) 246-6670 Sommer Hail, Counselor
Community Health Center—Hesperia 17071 Main Street, Suite 100 Hesperia, CA 92345 (760) 956-7714 Sommer Hail, Counselor