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## Agenda: Children and Families Commission 07-2019

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

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**Meeting date,  
time, and place**

July 10, 2019  
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**

First 5 AmeriCorps Fiscal Year 2018-2019 Accomplishments  
Presenter: Dr. Wendy Lee, Staff Analyst II, First 5 San Bernardino

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**Conflict of  
Interest  
Disclosure**

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

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

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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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**Consent Items**

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

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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.*

**Agenda: Children and Families Commission 07-2019**

**July 10, 2019**

**Page 2 of 3**

Item No.	CONSENT
1	Approve Minutes of June 5, 2018 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	<p>A. Ratify the approval (by the Board of Supervisors) of the employment contracts between the County of San Bernardino and Children and Families Commission with the following individuals, effective July 21, 2019 through July 20, 2022:</p> <ol style="list-style-type: none"> <li>1. Cindy Faulkner as Assistant Director, for the total annual cost of \$179,958 (\$115,195 Salary, \$64,763 Benefits).</li> <li>2. Debora Dickerson-Sims as Chief Financial Officer, for the total annual cost of \$164,279 (\$104,713 Salary, \$59,566 Benefits).</li> <li>3. Ronald S. McGrath as Deputy Director of Systems and Impact, for the total annual cost of \$133,692 (\$84,344 Salary, \$49,348 Benefits).</li> <li>4. Stacy Scranton as Business Support Manager, for the total annual cost of \$75,972 (\$51,667 Salary, \$24,305 Benefits).</li> </ol> <p>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.</p> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>

Item No.	DISCUSSION
3	Approve Amendment A2 for Contract HW056 with the County of San Bernardino Arrowhead Regional Medical Center for the Breathmobile program for Fiscal Year 2019-2020 in the amount of \$222,038, resulting in a cumulative total of \$666,114 for Fiscal Years 2017-2020, for asthma early screening and intervention services for children ages 0 through 5. (Presenter: Scott McGrath, Deputy Director, Systems and Impact, 252-4259)
4	Approve a letter of intent with Prevent Child Abuse California to participate in the First 5 Service Corps program for Fiscal Year 2019-2020 and authorize the Executive Director to execute the letter. Authorize continued funding match not to exceed \$126,635 for Fiscal Year 2019-2020 for six (6) AmeriCorps service member positions to provide school readiness services. (Presenter: Staci Scranton, Business Support Manager, 252-4282)
5	Approve Contract EC037 with American Academy of Pediatrics, District IX, Chapter 2 in the amount of \$361,775 for Fiscal Year 2019-2020 for the Reach Out and Read San Bernardino Initiative. (Presenter: Staci Scranton, Business Support Manager, 252-4282)

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

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

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Next Meeting at  
First 5 San  
Bernardino

**Wednesday, August 7, 2019**  
**3:30 p.m. to 5:00 p.m.**

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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.*

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: JULY 10, 2019**

**Subject:** Information Relative to Possible Conflict of Interest

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

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

Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A
3	County of San Bernardino Arrowhead Regional Medical Center	Curt Hagman Fourth District Supervisor Chairman, Board of Supervisors	N/A	Gonzales (Recuse)
4	Prevent Child Abuse California	Summer Rolfe-Irish First 5 Service Corps Project Manager	N/A	N/A
5	American Academy of Pediatrics, District IX, Chapter 2	Tomas Torices, M.D. Executive Director	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  
June 5, 2019 – 3:30 p.m.  
First 5 San Bernardino

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

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**SPECIAL  
PRESENTATION**      “Quality Start San Bernardino”  
Nicole Tanner, Ph.D., Managing Partner, VIVA Strategy + Communications  
James Moses, ChildCare Resource Center  
Dr. Amanda Wilcox-Hertzog, California State University San Bernardino

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

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**Attendees**      **Commissioners Present**

- Maxwell Ohikhuare, M.D.
- CaSonya Thomas
- Margaret Hill
- Gary C. Ovitt
- Elliot Weinstein, M.D.

**Staff Present**

- Karen Scott, Executive Director
- Cindy Faulkner, Assistant Director
- Debora Dickerson-Sims, Deputy Director of Finance
- Staci Scranton, Business Support Manager
- Sophie Akins, Commission Counsel
- Wendy Lee, Staff Analyst II
- Renee Jones, Staff Analyst II

**Changes to the Agenda**

None

**Report –  
Legislative  
Chekesha  
Gilliam**

See attached legislative report.



6-2019 F5SB.pdf

**Report –  
Executive  
Director,  
Karen Scott**

**WELCOME**

Melinda Bradbury, Supervising Probation Officer with San Bernardino County Probation Department, is my MLA mentee and shadowing me today.

**SAVE THE DATE**

Friday, June 7<sup>th</sup> – “First 5 Operation Splash” water safety event at Perris Hill Park in San Bernardino from 11:00 a.m. to 3:00 p.m. Mayor John Valdivia and Councilman James Mulvahill are confirmed to attend and support the event.

Saturday, June 15<sup>th</sup> – “First 5’s Summer Swim Fest” event is now being offered in the High Desert for the first time. Event takes place from 11:00 a.m. to 3:00 p.m. Great job to LuCretia Dowdy, First 5 Marketing Aide, for making this happen.

**THANK YOU’S**

Thank you to Dr. Weinstein for joining me on May 17<sup>th</sup> for a brainstorming session with IEHP where they are looking for partnership in improving immunization rates. We were able to share some innovative ideas that we will explore over the next few months. IEHP asked that I convey their appreciation to Dr. Weinstein for his provider input into the discussion and planning.

Thank you to Dr. Margaret Hill and CaSonya Thomas who participated in the Surgeon General’s visit to the Inland Empire on June 3<sup>rd</sup>. This event marked California’s first ever Surgeon General Dr. Nadine Burke Harris coming to the IE on the last leg of her statewide listening tour to raise awareness about the link between Adverse Childhood Experiences (ACE), toxic stress and serious health conditions. Dr. Burke Harris’s goal was to travel the state and listen to the unique challenges communities in each region face when addressing root causes of serious health conditions and health disparities, bringing together community members, healthcare providers, and leaders to roundtables to better understand how the Office of the Surgeon General can support communities with prevention and treatment. The full story begins on Page 1 of my Executive Director report.

The 2<sup>nd</sup> Annual Symposium on “Infant Toddler Mental Health and Adverse Childhood Experiences” took place at the Riverside Convention Center on May 20<sup>th</sup>. See page 2 of the Executive Director Report. First 5 Riverside, First 5 San Bernardino and Cal Baptist University collaborated in hosting this event with Dr. Bruce Perry as the keynote speaker. We have already requested Dr. Nadine Burke Harris present on her research and work with toxic stress and Adverse Childhood Experiences.

(Third Quarter Budget Status Report presented to Commissioners)

**Consent**

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

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

Item No.	CONSENT
1	Approve Minutes of April 3, 2019 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252)

Item No.	DISCUSSION
2	<p>Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Strategic Plan for Fiscal Years 2015-2020 to confirm the plan will be active for the forthcoming fiscal year. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</p> <p>Public Hearing conducted. No public comments were taken on this item.</p>
3	<p>Approve Budget for Fiscal Year 2019-2020 updates to the Five Year Financial Plan. (Presenter: Debora Dickerson-Sims, Deputy Director of Finance, 252-4269)</p> <p><b>Discussion</b> Commissioner Hill inquired about the building lease. Ms. Dickerson-Sims answered that First 5 is currently in the sixth year of a ten-year lease. Understanding that there are future opportunities for funding, Commissioner Thomas asked how First 5 staff is strategizing to maintain services with current revenues decreasing. Ms. Dickerson-Sims answered First 5 staff is actively seeking other funding sources, such as Federal or State grants, to assist in maintaining services. For example, Federal funds were obtained for the Dental Transformation Initiative (DTI) program. Commissioner Thomas asked if the Department of Behavioral Health (DBH) maxed the Medi-Cal target within the SART budget? Ms. Dickerson-Sims stated staff will contact DBH for that information.</p> <p>Commissioner Ovitt asked if there are incremental increases in the building lease contract in the next five years. The answer was yes, there are incremental increases each year as stated in the contract. Commissioner Ovitt suggested that the 22 million set aside dollars, outside of the operating budget, would be a good amount to invest. Ms. Dickerson-Sims shared that currently First 5 dollars are held in the County treasury and invested in the same manner as County funds. First 5 staff will research if the \$22 million set aside could be placed in a different County Treasury account so that interest earnings can accrue.</p> <p>Chair Ohikhuare asked what can First 5 do about sustainability within a systems approach of funding and support. Executive Director Karen Scott stated that the development of the next strategic plan, which Advisory and staff members are currently working on, will help answer that question. The plan will help identify and guide First 5 through specific strategies and goals in which to invest and support for the future. Related to evolving systems and a sustainability focus, it is unknown whether the new Strategic Plan will be designed for implementation over one, two, or three years versus the customary five-year period most Commissions have engaged in.</p> <p><b>Public Comment</b> None</p>

	<p>Motion made by Commissioner Ovitt and seconded by Commissioner Hill to approve Item 3. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
4	<p>Approve Contract IC036 with Vavrinek, Trine, Day &amp; Co., LLP (VTD) for \$64,720 for Fiscal Years 2019-2020 to provide the following accounting services: conduct annual audit and develop and prepare a report of First 5 San Bernardino's (F5SB) financial statements. (Presenter: Debora Dickerson-Sims, Deputy Director of Finance, 252-4269).</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Ovitt to approve Item 4. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
5	<p>Approve Amendment A2 for Contract SI021 with Children's Fund for \$263,900 for Fiscal Year 2019-2020 resulting in a cumulative total of \$1,319,500 for Fiscal Years 2015-2020 to provide services to San Bernardino County children through the Children's Assessment Center. (Presenter: Renee Jones, Staff Analyst II, 252-4273)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Commissioner Thomas abstained.</p> <p>Motion made by Commissioner Ovitt and seconded by Commissioner Hill to approve Item 5. With Commissioner Gonzales absent, the noted abstention and without further comment or objection, motion carried by unanimous vote.</p>
6	<p>Approve Amendment A2 for Contract SI020 with Children's Fund for \$552,990 for Fiscal Year 2019-2020 resulting in a cumulative total of \$2,764,950 for Fiscal Years 2015-2020 to support the Emergency Needs Program and Celebration of Giving campaign. (Presenter: Renee Jones, Staff Analyst II (252-4273)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Commissioner Thomas abstained.</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 6. With Commissioner Gonzales absent, the noted abstention and without further comment or objection, motion carried by unanimous vote.</p>
7	<p>Approve Amendment A1 to Contract IC030 with VIVA Strategy + Communications for \$300,000 for Fiscal Year 2019-2020 for a cumulative total of \$1,004,660 for Fiscal</p>



	<p>Years 2016-2020 for strategic consultation services to support implementation of the County’s Quality Rating Improvement System (QRIS). (Presenter: Tania Offerrall, Staff Analyst II, 252-4262)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Ovitt to approve Item 7. With Commissioner Gonzales absent, and without further comment or objection, motion carried by unanimous vote.</p>
8	<p>Approve Contract EC036 with the County of San Bernardino Preschool Services Department (PSD) for \$176,000 per year for a cumulative total amount of \$528,000 for Fiscal Years 2019 through 2022 in support of the Early Head Start – Child Care Partnership (EHS-CCP). (Presenter Tania Offerrall, Staff Analyst II, 252-4262)</p> <p><b><u>Discussion</u></b> Commissioner Hill asked about the number of students not receiving HeadStart services and are there strategies in place to try to move them into the program. Phalos Haire, Preschool Services Department Interim Director, came to the podium to answer the question. Approximately 186,000 children are ages 0 to 5 in the County. Of that number, there are about 50,000 HeadStart eligible children (under the Federal poverty level). Half of that number are between 0 to 2 years and the other half between 3 to 5 years. Mr. Haire stated HeadStart serves about 6,000 children annually. PSD actively seeks leveraging additional funding to provide services.</p> <p>Commissioner Ovitt asked if there is a geographic area that is particularly short-changed? Mr. Haire answered that the High Desert tends to have a larger waiting list than most other areas.</p> <p><b><u>Public Comment</u></b> None</p> <p>Chair Ohikhuare and Commissioner Thomas abstained.</p> <p>Motion made by Commissioner Ovitt and seconded by Commissioner Weinstein to approve Item 8. With Commissioner Gonzales absent, the noted abstentions and without further comment or objection, motion carried by unanimous vote.</p>

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Item No.	INFORMATION
9	Receive information on “Help Me Grow – Strategic Plan Draft” (Presenter: Karen E. Scott, Executive Director, 252-4252)

**Public Comment**           None

**Commissioner Roundtable**       None

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**Adjournment**

Motion to adjourn by Commissioner Hill and seconded by Commissioner Weinstein. With Commissioner Gonzales absent, and without further comment or objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 4:20 p.m.

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**Next meeting at  
First 5 San  
Bernardino**

***Wednesday, July 10, 2019***  
***PLEASE NOTE – Second Wednesday of the month***  
***3:30 p.m. to 5:00 p.m.***

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**Attest**

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Maxwell Ohikhuare, M.D., Chair

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Ann M. Calkins, Executive Assistant

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**AGENDA ITEM 2**  
**July 10, 2019**

<b>Subject</b>	Employment Contracts – Cindy Faulkner, Debora Dickerson-Sims, Stacy Scranton, Scott McGrath
<b>Recommendations</b>	<p>A. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contracts between the County of San Bernardino and Children and Families Commission with the following individuals, effective July 21, 2019 through July 20, 2022:</p> <ol style="list-style-type: none"><li>1. Cindy Faulkner as Assistant Director, for the total annual cost of \$179,958 (\$115,195 Salary, \$64,763 Benefits).</li><li>2. Debora Dickerson-Sims as Chief Financial Officer, for the total annual cost of \$164,279 (\$104,713 Salary, \$59,566 Benefits).</li><li>3. Ronald S. McGrath as Deputy Director of Systems and Impact, for the total annual cost of \$133,692 (\$84,344 Salary, \$49,348 Benefits).</li><li>4. Stacy Scranton as Business Support Manager, for the total annual cost of \$75,972 (\$51,667 Salary, \$24,305 Benefits).</li></ol> <p>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.</p> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>
<b>Financial Impact</b>	Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the salaries is \$533,901, and is fully reimbursed by the Children and Families Commission’s (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission’s 2019-20 budget and will be included in future recommended budgets.
<b>Background Information</b>	<p>The Commission is recommending new employment contracts as the result of a reorganization that requires revisions to the employment contracts for the positions in the Recommendation to update position titles, job duties, and salaries of four current employees. The new employment contracts shall be effective July 21, 2019 through July 20, 2022, subject to the termination provisions of the contracts.</p> <p>The Assistant Director position will assist the Commission’s Executive Director in formulating department policies, procedures, determining priorities, and in maintaining and developing funding sources. The Chief Financial Officer position will be responsible for the Commission’s operating budget and fund balance, revenues, trending, impact analysis, balance sheets and an annual audit. The Deputy Director of Systems and Impact position will be responsible for the administration of all systems, programs, evaluation/impact, communication and Community Engagement services. The Business Support Manager position will maintain the internal business technology infrastructure, manage the administrative needs of the systems, programs and Community Engagement Teams, as well as overseeing the Commission’s Emergency Services planning and supervising the</p>

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work of assigned support staff.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the agreement require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The agreement has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

**PROCUREMENT**

A procurement was not performed at this time as the contracts are only being presented to update the contract language. All of the contract employees were previously vetted through the normal procurement process for contract employees.

**Review**

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This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5564) on June 24, 2019; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on June 19, 2019; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on June 24, 2019; Finance (John Hallen, Administrative Analyst, 388-0208) on June 24, 2019; and HS Finance and Administration (Danny Tillman, Department Information Services Administrator, 386-3765) on June 24, 2019.

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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>	



**AGENDA ITEM 3**  
**July 10, 2019**

<b>Subject</b>	Amend Contract with Arrowhead Regional Medical Center
<b>Recommendations</b>	Approve Amendment A2 for Contract HW056 with the County of San Bernardino Arrowhead Regional Medical Center for the Breathmobile program for Fiscal Year 2019-2020 in the amount of \$222,038, resulting in a cumulative total of \$666,114 for Fiscal Years 2017-2020, for asthma early screening and intervention services for children ages 0 through 5. (Presenter: Scott McGrath, Deputy Director, Systems and Impact, 252-4259)
<b>Financial Impact</b>	\$222,038 for Fiscal Year 2019-2020.
<b>Background Information</b>	<p>In the Spring of 2012, the Commission approved multiple contractors under First 5 San Bernardino's health initiative with Health Services RFP 11-02 to provide early screening and intervention services for asthma with young children. Among those approved was Arrowhead Regional Medical Center through Contract HW043 which funded a portion of the Breathmobile program for a 3 – year service period plus extensions (07/2012 – 06/2017). On May 3, 2017, the Commission approved Contract HW056 for asthma intervention services for children ages 0 – 5, to include asthma screening, skin/allergy testing, pulmonary function testing, pre and post assessments, care coordination, and extensive asthma education for parents. The ARMC Breathmobile staff provided children and their parents with Peak Flow Meters, Inhalers, Metered Dose Inhaler Spacers, and other pharmaceuticals. As a First 5 SB Grantee requirement, ARMC Breathmobile also completed ASQ-3 Developmental Screenings for each aged 0 – 5 child and made appropriate referrals based on those screenings.</p> <p>In May 2018, a one-year extension (HW056 A1) for Fiscal Year 2018-2019 was approved by the Commission to avoid gaps in asthma intervention services by intentionally supporting heightened levels of service that could be provided more expediently, and as supplemental services (braided funding) to those services already existing, thereby improving access and outcomes for children and families.</p> <p>The Strategic Plan guides First 5 San Bernardino (F5SB) to support goals and programs that are sustainable, effective, and reach children and families most in need of services. The plan ensures specific objectives and strategies employed by the Commission yield the greatest outcomes for young children.</p> <p>Visiting forty school sites per year, rotating each location every six weeks, the ARMC Breathmobile provides coordinated case identification, structured mobile office visits, diagnostic testing, physical exam, pharmacological therapy and patient/family education in asthma management. The main goal is to keep kids healthy, in school and out of the emergency room.</p> <p>Arrowhead Regional Medical Center's Breathmobile has been successful in strengthening relationships with school district nurses and Head Start staff as it relates to asthma education and referrals. Parents, caregivers, and school nurses are appreciative of the many services the Breathmobile provides.</p>

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400 children will receive asthma screenings, 240 parents will receive asthma education services, and 150 children will receive care coordination and developmental screenings.

Approval of Contract HW056 A2 will allow Arrowhead Regional Medical Center to provide a full array of asthma intervention services to children and their families for an additional year and enable F5SB staff to continue learning and visioning as we reevaluate objectives, identify and collaborate with other providers and resources, align with the Strategic Plan and make recommendations to ensure funding strengthens the Commission's goals to operate more from a systems level focus.

Under the Strategic Plan, approval of this contract supports:

**SPA 1: Children and Families**  
**Goal 1.1: Child Health**

**Objective 1.1.a:** Families have access to resources and environments that support the total wellness of the child

**Objective 1.1.b:** Families are knowledgeable of and utilize available resources to manage their health

**Review**

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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 <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000558	<b>SC</b>	Dept. 903	<b>A</b> Contract Number HW056 A2
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$666,114
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 \$222,038	Amendment Amount \$222,038
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000731	Amount \$222,038
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Early Screening & Intervention- Asthma- Breathmobile		FY 19-20	Estimated Payment Amount \$222,038	Total by Fiscal Year I/D 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)

County of San Bernardino

Department/Division

Arrowhead Regional Medical Center

Address

400 North Pepper Avenue

Colton, CA 92324

Phone

(909) 580-1000

Federal ID No.

95-6002748

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:  
AMENDMENT NO. 2**

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

N. Confidentiality

- Contractor shall ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the Commission's Policy 18-01 Non-public Personally Identifiable Information specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> prior to providing any Services. Contractor shall immediately notify the Commission of any suspected or actual breach of confidential

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

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



information as further detailed in the requirements. These requirements specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> are hereby incorporated by this reference.

- Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- Contractor shall comply with all applicable provisions of the [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA), as applicable.

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

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 666,114 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>222,038</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>222,038</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>222,038</u>	July 1, 2019 through June 30, 2020

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

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

- 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.

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

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

- G. The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino, San Bernardino District.

*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2019-2020

Attachment B – Amended Program Budget for FY 2019-2020

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

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

**COUNTY OF SAN BERNARDINO**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Curt Hagman  
Printed Name

Chairman, Board of Supervisors  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Assistant Director

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date

SPA 1: Children and Families  
 Goal 1.1: Child Health  
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child  
 Objective 1.1.b: Families are knowledgeable of and utilize available resources to manage their health



Agency Name: Arrowhead Regional Medical Center  
 Program Name: Breathmobile  
 Service Area: Countywide

Contract #: HW056 A2  
 Period: July 2019 – June 2020

<b>Expectation</b>	Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.		
<b>Outcome</b>	150 children will receive Care Coordination and Developmental Screenings (Core)	400 children will receive Asthma Screenings and 240 parents will receive Asthma Education services (Aggregate)	
Objective	Activity	Dosage	Verification
Children will be healthy well-nourished and physically fit	Care Coordination	Varies	Asthma Assessments - 1 Pre (At program enrollment) - 1 Post (At program completion)  Family Demographic
	Asthma Screening	1 per child	Screening Packet
Early screening and intervention for special needs	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Increased parent knowledge of asthma effects	Asthma Education	1 per family	Education Packet

**Program Description:**

Breathmobile travels to participating sites to treat children with asthma, including the 0-5 population. Visits include complete evaluation, examination, care plan and extensive patient-family education sessions.

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 2019 – June 2020



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

<b>ORGANIZATION:</b>	Arrowhead Regional Medical Center	<b>DIRECTOR:</b>	Mark Connolly	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Respiratory Care	<b>PROGRAM DIRECTOR:</b>	Webster Wong, MD (Program Director)	<b>TOTAL BUDGET:</b>	\$ 222,038
<b>INITIATIVE:</b>	Investing in Children Health	<b>FINANCE OFFICER:</b>	Arvind Oswal	<b>RFP/CONTRACT #:</b>	HW056 A2

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	Mark Connolly	0.25	48.48	520.00	0.40	25,209.91	10,083.96	35,293.88	141,175.51	25%	Represents, organizes and directs all clinical and administrative aspects of the Breathmobile. Oversees all regulatory and compliance matters.
2	John Cadavona	0.25	34.39	520.00	0.40	17,885.09	7,154.04	25,039.12	100,156.49	25%	Oversee daily operations, staffing, staff development and evaluation of all patient care activities to include clinic schedules.
3	Karl Peterson	0.25	33.56	520.00	0.40	17,450.16	6,980.06	24,430.22	97,720.90	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
4	Josie Mancillas	0.25	31.95	520.00	0.40	16,612.13	6,644.85	23,256.98	93,027.92	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.



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

<b>ORGANIZATION:</b>	Arrowhead Regional Medical Center	<b>DIRECTOR:</b>	Mark Connolly	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Respiratory Care	<b>PROGRAM DIRECTOR:</b>	Webster Wong, MD (Program Director)	<b>TOTAL BUDGET:</b>	\$ 222,038
<b>INITIATIVE:</b>	Investing in Children Health	<b>FINANCE OFFICER:</b>	Arvind Oswal	<b>RFP/CONTRACT #:</b>	HW056 A2

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
5	Nancy Glaab LVN	0.25	23.18	520.00	0.40	12,055.99	4,822.40	16,878.39	67,513.56	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
6	Mike Acevedo OA II	0.25	18.62	520.00	0.40	9,679.80	3,871.92	13,551.72	54,206.88	25%	Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update Asmatrax system.
Total Salaries & Benefits						\$ 98,893	\$ 39,557	\$ 138,450	\$ 553,801		



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

<b>ORGANIZATION:</b> Arrowhead Regional Medical Center	<b>DIRECTOR:</b> Mark Connolly	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Respiratory Care	<b>PROGRAM DIRECTOR:</b> Webster Wong, MD (Program Director)	<b>TOTAL BUDGET:</b> \$ 222,038
<b>INITIATIVE:</b> Investing in Children Health	<b>FINANCE OFFICER:</b> Arvind Oswal	<b>RFP/CONTRACT #:</b> HW056 A2

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	PROGRAM MATERIALS / SUPPLIES	0%	1,000.00	Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin and Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs.
2	PRINTING	0%	-	Brochures and Fliers
3	OFFICE SUPPLIES	0%	200.00	Office Supplies, forms, paper, printer, printer toner, envelopes needs.
4	BUILDING/EQUIPMENT MAINTENANCE	3%	7,238.00	Minor Equipment, Equipment Repairs and Services, Motor pool: Office Equipment, Spirometer Repairs and Maintenance, Fuel, Annual Insurance Premiums, Repairs to Vehicle (Skylights, Moldings, Windows, Air Conditioner)
5	UTILITIES	0%	500.00	Database Management, Statistical Reporting, Mobile Phone, Routers and VPN
6	PROFESSIONAL SERVICES / CONSULTANTS	31%	69,650.00	Medical Direction and Staff for Clinic Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.



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

<b>ORGANIZATION:</b> Arrowhead Regional Medical Center	<b>DIRECTOR:</b> Mark Connolly	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Respiratory Care	<b>PROGRAM DIRECTOR:</b> Webster Wong, MD (Program Director)	<b>TOTAL BUDGET:</b> \$ 222,038
<b>INITIATIVE:</b> Investing in Children Health	<b>FINANCE OFFICER:</b> Arvind Oswal	<b>RFP/CONTRACT #:</b> HW056 A2

7	INDIRECT COSTS	2%	5,000.00	Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximate 2.5% of the total grant funding.
	Total Services & Supplies		\$ 83,588.00	
<b>III. FOOD</b>				
	Event(s):		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	N/A			
	Total Food		\$ -	
<b>IV. TRAVEL</b>				
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	N/A			
	Total Travel		-	
<b>V. SUBCONTRACTORS</b>				
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	N/A			
	Total Subcontractors		-	
<b>VI. INDIRECT COSTS</b>				
	Percent:	N/A		
	Basis:	N/A		
	Total Indirect Costs		\$ -	



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

<b>ORGANIZATION:</b> Arrowhead Regional Medical Center	<b>DIRECTOR:</b> Mark Connolly	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Respiratory Care	<b>PROGRAM DIRECTOR:</b> Webster Wong, MD (Program Director)	<b>TOTAL BUDGET:</b> \$ 222,038
<b>INITIATIVE:</b> Investing in Children Health	<b>FINANCE OFFICER:</b> Arvind Oswal	<b>RFP/CONTRACT #:</b> HW056 A2
<b>TOTAL FIRST 5 BUDGET</b>	\$ 222,038	





## Program Outline Document 2019-2020

### AGENCY INFORMATION

Contract #: HW056 A2

Legal Entity: County of San Bernardino

Dept./Division: Arrowhead Regional Medical Center

Project Name: ARMC Breathmobile

Address: 400 North Pepper Avenue  
Colton, CA 92324

Phone #: 909-580-1000

Website: www.arrowheadmedcenter.org

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

Program Site Address: Mobile program with schedule varying monthly, see website or contact via phone for more information.

Client Referral Phone #: 909-498-6277

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Curt Hagman

Title: Fourth District Supervisor and Chairman of the Board of Supervisors

Address: County of San Bernardino Board of Supervisors  
385 North Arrowhead Avenue, 5<sup>th</sup> Floor  
San Bernardino, CA 92415-0130

Direct Phone #: (909) 387-4866

Fax #: (909) 387-3018

E-Mail: [Curt.Hagman@bos.sbcounty.gov](mailto:Curt.Hagman@bos.sbcounty.gov)

#### PROGRAM CONTACT

Name: Mark Connolly

Title: Respiratory Care Services Director

Address: 400 North Pepper Avenue  
Colton, CA 92324

Direct Phone #: 909-580-3236

Fax #: 909-580-3235

E-Mail: [connollym@armc.sbcounty.gov](mailto:connollym@armc.sbcounty.gov)

#### FISCAL CONTACT

Name: Clara Li

Title: Accountant II

Address: 400 North Pepper Avenue  
Colton, CA 92324

Direct Phone #: 909-580-1212

Fax #: 909-580-1190

E-Mail: [LiClara@armc.sbcounty.gov](mailto:LiClara@armc.sbcounty.gov)

**ADDITIONAL CONTACT (Describe):** Program

**Name:** John Cadavona **Title:** Mobile Clinic Manager

**Address:** 400 North Pepper Avenue **Direct Phone #:** 909-580-3202  
Colton, CA 92324

**Fax #:** 909-580-3235

**E-Mail:** [cadavonaj@armc.sbcounty.gov](mailto:cadavonaj@armc.sbcounty.gov)

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

**STRATEGY**

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

**PROGRAM DESCRIPTION**

ARMC's Breathmobile® travels to participating sites to treat children with asthma, including the 0-5 population, covered by this contract. A complete evaluation, examination, care plan and extensive patient-family education session are complete on the initial visit. Follow-up visits take place to ensure that the treatment plan is effective.

**SERVICE AREA (LOCATIONS)**

Countywide

**COMMISSION LEVEL OUTCOMES**

**SPA 1: Children and Families**

**Goal 1.1 Child Health**

**Objective 1.1a: Families have access to resources and environments that support the total wellness of the child**

**Objective 1.1b: Families are knowledgeable of and utilize available resources to manage their health**

**Expectations(s):** Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.

**Outcome(s):** 150 children will receive Care Coordination and Developmental Screenings (core). 400 children will receive asthma screenings and 240 parents will receive Asthma Education services (aggregate).

**ASSIGNED ANALYST:**     Renee Jones    

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2017-2018	\$ 222,038
2018-2019	\$ 222,038
2019-2020	\$ 222,038
<b>Total</b>	<b>\$ 666,114</b>



**Agency Name:** Arrowhead Regional Medical Center  
**Program Name:** Breathmobile  
**Contract #:** HW056 A1  
**Fiscal Year:** 2018-2019

NAME OF SITE AND SITE ADDRESS	
Alice Birney Elementary School 1050 E. Olive Street Colton, CA 92324	Hesperia Head Start 9352 East E Street Hesperia, CA 92345
6th Street Prep Elementary School 5476 6th Street Victorville, CA 92395	Lewis Center 17500 Mana Road Apple Valley, CA 92307
Adelanto Head Start 11497 Bartlett Road Adelanto, CA 92301	Lincoln Elementary School 444 East Olive Colton, CA 92376
Apple Valley Head Start 13589 Navajo Road Apple Valley, CA 92308	Mariposa Elementary School 1605 East D Street Ontario, CA 91764
Crestline Elementary 2020 Monterey Avenue Barstow, CA 92311	Marshall Elementary School 3288 North G Street San Bernardino, CA 92405
Bing Wong Elementary School 1250 East 9th Street San Bernardino, CA 92401	Mesquite Trails Elementary School 13884 Mesquite Street Hesperia, CA 92344
Cooley Ranch Elementary School 1000 S Cooley Drive Colton, CA 92324	Mentone Elementary School 1320 Crafton Avenue Mentone, CA 92359
Elderberry Elementary School 950 N Elderberry Avenue Ontario, CA 91762	Morgan Kincaid Elementary 13257 Mesa Linda Ave Victorville, CA 92392
Emmerton Elementary School 1888 Arden Avenue San Bernardino, CA 92404	Morgan Elementary School 1571 N Sycamore Avenue Rialto, CA 92376
H. Frank Dominguez Elementary School 135 S. Allen Street San Bernardino, CA 92411	Muscoy Elementary School 2119 Blake Street San Bernardino, CA 92407
Henry Elementary School 470 East Etiwanda Avenue Rialto, CA 92376	Oleander Elementary School 8650 Oleander Avenue Fontana, 92335
Hollyvale Elementary School 11645 Hollyvale Avenue Victorville, CA 92356	Phoenix Academy 15552 Wichita Road Apple Valley, CA 92307

Phelan Head Start 4112 Neilson Road Phelan, CA 92371	Valley View High School 1801 E. 6th Street Ontario, CA 91764
Palmetto Elementary School 9325 Palmetto Avenue Fontana, CA 92335	Victorville Head Start 14029 Amargosa Road #C Phelan, CA 92392
Family Resource Center 1525 W. Highland Avenue San Bernardino, CA 92411	Yucca Loma Elementary School 21351 Yucca Loma Road Apple Valley, CA 92307
Preston Elementary School 1750 N Willow Avenue Rialto, CA 92376	
Quail Valley Middle School 10058 Arrowhead Road Phelan, CA 92371	
Ramona Alesandro Elementary 670 Ramona Avenue San Bernardino, CA 92411	
Roosevelt Elementary School 1554 Garner Avenue San Bernardino, CA 92411	
Serrano Middle School 4725 San Jose Street Montclair, CA 91763	
Simpson Elementary School 1050 S Lilac Avenue Rialto, CA 92376	
Smith Elementary School 9551 Linden Avenue Bloomington, CA 92316	
Sultana Elementary School 1845 S Sultana Avenue Ontario, CA 91761	
Tokay Elementary School 7846 Tokay Avenue Fontana, CA 92336	
Trona Elementary School 83600 Trona Road Trona, CA 92562	



**AGENDA ITEM 4**  
**July 10, 2019**

<b>Subject</b>	Letter of Intent to Prevent Child Abuse California for AmeriCorps
<b>Recommendations</b>	Approve a letter of intent with Prevent Child Abuse California to participate in the First 5 Service Corps program for Fiscal Year 2019-2020 and authorize the Executive Director to execute the letter. Authorize continued funding match not to exceed \$126,635 for Fiscal Year 2019-2020 for six (6) AmeriCorps service member positions to provide school readiness services. (Presenter: Staci Scranton, Business Support Manager, 252-4282)
<b>Financial Impact</b>	\$126,635 for Fiscal Year 2019-2020.
<b>Background Information</b>	<p>Research indicates a child's early development of social emotional, literacy, and numeracy skills are critical for school success. Economically disadvantaged children and/or children with exceptional needs, such as English language learners are most at-risk for academic failure as they lack access to quality early childhood education programs with linguistically appropriate instruction.</p> <p>For the past ten years, First 5 San Bernardino (F5SB) has partnered with Prevent Child Abuse California (PCA CA), which is an affiliate of the national Prevent Child Abuse America, to participate in the First 5 Service Corps program. First 5 Service Corps utilizes AmeriCorps members to provide economically disadvantaged children with 35 hours of one-on-one school readiness activities in social emotional, literacy, and numeracy. Additionally, AmeriCorps members provide support to F5SB's community engagement efforts and volunteer in their communities.</p> <p>Through the partnership with PCA CA, F5SB is able to leverage federal funding that PCA CA receives from the Corporation for National and Community Services (CNCS), which covers up to 34% of members costs which include living allowance, FICA, Workers Compensation, Health Care, Background Checks, Payroll Processing, Data Collection Systems, Member Training Costs, Administrative Costs, Program Supplies, and the Segal Education Award. This year, CNCS has increased the Segal Education Award to \$6,095 for full time 1700-hour members that successfully complete their tour of duty. In order to assist in expanding AmeriCorps State Programs, Governor Newsom has included in the 2019/2020 state budget a California State Education Award called "California for All Education Award". AmeriCorps members will receive an additional \$3,905 as part of the California for All Education Award, for a combined total of \$10,000.</p> <p>The Commission's funding match requirement is \$20,510 per each of the five (5) full-time AmeriCorps members and \$24,085 for one full-time Lead AmeriCorps member, for a total not to exceed \$126,635 for Fiscal Year 2019-2020 to provide a year-round program.</p> <p>The Head Start sites where the selected AmeriCorps members will serve will be based on the proximity to the members' homes and sites where San Bernardino Preschool Services Department (PSD) has identified children in need of one-on-one early education support. F5SB and PSD have a Memorandum of Understanding (MOU) that defines the relationship between the two entities and the AmeriCorps Program, which was approved by the Commission in July 2018 for a term through September 2020.</p>

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A letter of intent with Prevent Child Abuse California is presented today for Commission approval to continue the AmeriCorps program in Fiscal Year 2019-2020 under which five (5) AmeriCorps members and one (1) lead AmeriCorps member will be selected and commence services on August 16, 2019, pending Commission approval of a contract with PCA CA. Candidates selected for service must have a high school diploma, a minimum of 12 semester units of college education in the field of early childhood development, advocacy and outreach strengths and ability to be flexible in diverse ethnic, social and economic communities. An open recruitment will be held and members will be selected in a competitive interview process.

Approval of this item supports SPA 1 Children and Families, Goal 1.2 Early Learning of First 5's Strategic Plan.

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

**Review**

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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>



July 10, 2019

Prevent Child Abuse California  
 4700 Roseville Road, Suite 102  
 North Highlands, CA 95660  
 Attn: Summer Rolfe-Irish, First 5 Service Corps Project Manager

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

**Commissioners**

Dear Summer,

Maxwell  
 Ohikhuare, M.D.  
 Chair

This letter is to express our intent to participate in the First 5 Service Corps program during the 2019/2020 program year with an anticipated start date of August 15<sup>th</sup>, or later. First 5 San Bernardino intends to recruit/enroll the following number of AmeriCorps members:

# of 900-HR Members:	0	# of 1,700-HR Members:	6
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Elliot Weinstein,  
 M.D.  
 Vice-Chair

First 5 San Bernardino understands and agrees that the cash match contribution for this slot allocation is **\$103,925.00**. First 5 San Bernardino also understands that the total possible cost for member healthcare for 1700 hour members, if opted by the members, will be **\$3,785 per member**, and will be paid separately from the cash match contribution.

Margaret Hill  
 Commissioner

First 5 San Bernardino further understands and agrees that it will be necessary to enter into contract with Prevent Child Abuse California, and that the contract will be submitted to First 5 San Bernardino in the immediate future. Once the contract has been executed, we agree to the invoicing schedule below:

Josie Gonzales  
 Commissioner

CaSonya Thomas  
 Commissioner

Gary C. Ovitt  
 Commissioner

Corresponding Month(s)	Invoice to be Sent By:	Invoice due to PCA CA	Amount Due*
August 2019	August 31st	Net 30	\$ 13,800.00
August 2019	September 31st	Net 30	\$ 3,755.21
September 2019	October 30th	Net 30	\$ 7,510.42
October 2019	November 15th	Net 30	\$ 7,510.42
November 2019	December 15th	Net 30	\$ 7,510.42
December 2019	January 15th	Net 30	\$ 7,510.42
January 2020	February 15th	Net 30	\$ 7,510.42
February 2020	March 15th	Net 30	\$ 7,510.42
March 2020	April 15th	Net 30	\$ 7,510.42
April 2020	May 15th	Net 30	\$ 7,510.42
May 2020	June 15th	Net 30	\$ 7,510.42
June 2020	July 15th	Net 30	\$ 7,510.42
July 2020	August 15th	Net 30	\$ 7,510.42
August 2020	September 15th	Net 30	\$ 3,755.21
		<b>Total:</b>	<b>\$103,925.00</b>

Sincerely,

Karen E. Scott, Executive Director



# 2019/2020 SUBMISSION INSTRUCTIONS

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

**WE THANK YOU IN ADVANCE FOR YOUR PARTICIPATION!**

CELLS FILLED IN YELLOW REQUIRE DATA ENTRY

## IMPORTANT!

### DUNS NUMBER

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

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

### RISK ASSESSMENT

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

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

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

**PREVENT CHILD ABUSE CALIFORNIA  
4700 ROSEVILLE ROAD. SUITE 102  
NORTH HIGHLANDS, CA 95660  
ATTN: KRISTINE DOBSON - PCA CA AMERICORPS SUBCONTRACTING**

**You must also submit your completed workbook via email to  
Kristine Dobson at [kdobson@thecapcenter.org](mailto:kdobson@thecapcenter.org)**

## 2019/2020 FIRST 5 SERVICE CORPS AGENCY INFORMATION

### AGENCY INFORMATION

Legal Name (Must match DUNS):	Children and Families Commission for San Bernardino County		
DUNS Number:	841114882		
Street Address:	735 E. Carnegie Drive, Suite 150		
City:	San Bernardino		
State:	CA		
ZIP+4:	92408-3574		
Main Contact/Title:	Staci Scranton, Business Support Manager		
Telephone:	909-252-4282		
Cell Phone:	951-347-6052		
Email:	sscranton@cfc.sbcounty.gov		
Fiscal Agency Name:	Same as above		
Fiscal Contact/Title:	Same as above		
Street Address:	Same as above		
City:	Same as above		
State:	Same as above		
ZIP+4:	Same as above		
Telephone:	Same as above		
Cell Phone:	Same as above		
Email:	Same as above		
Select Fiscal Year Start:	July	Select Fiscal Year End:	June

# 2019/2020 FIRST 5 SERVICE CORPS DOCUMENT CHECKLIST

## AGENCY INFORMATION

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

## DOCUMENTS CHECKLIST

Included	N/A	
<input checked="" type="checkbox"/>		Risk Assessment. <b>TAB 4</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	National Service Criminal History Check ( <b>ONLY IF CONTRIBUTING IN-KIND MATCH</b> ). <b>TAB 5</b>
<input checked="" type="checkbox"/>		Supporting Documents (Insurance Certificate) <b>TAB 6</b>
<input checked="" type="checkbox"/>		Match and Match Certification. <b>TAB 7</b>
<input checked="" type="checkbox"/>		Professional Liability Insurance Certification, if applicable. <b>TAB 8</b>
<input checked="" type="checkbox"/>		eGrants User Access Form. <b>TAB 9</b>
<input checked="" type="checkbox"/>		Partnership Form(s). Complete one form for your own agency, and one form for each service site. <b>TAB 10.1 - 10.3</b>
<input checked="" type="checkbox"/>		Disaster and Emergency Response Information. <b>TAB 11</b>
<input checked="" type="checkbox"/>		Labor Organization Certification. <b>TAB 12</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor Union Concurrence, if applicable. <b>TAB 13</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic copy of your agency's most recent audited financials, or A-133 (if applicable).
<input checked="" type="checkbox"/>		Performance Measure Targets. <b>TAB 14</b>

PREPARED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

## 2019/2020 FIRST 5 SERVICE CORPS RISK ASSESSMENT

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

### AGENCY INFORMATION

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

#### Agency's Contract Experience:

Types of Contract (check all that apply)

	Yes	No	Not Sure	N/A	Experience in Years
AmeriCorps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-10
Other Federal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-10
State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 or more
Local	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 or more
Other (please describe:)	Briefly Describe Other Contracting Type(s) in this box				

#### Program Complexity

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

#### Fiscal Complexity

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

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

Position	Tenure	Licensed/Certified	Education	Describe Other Education
Business Support Manager	3-10	No	Some College	
ENTER TITLE				
ENTER TITLE				
ENTER TITLE				
ENTER TITLE				

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

Position	Tenure	Licensed/Certified	Education	Describe Other Education
ENTER TITLE				
ENTER TITLE				
ENTER TITLE				
ENTER TITLE				
ENTER TITLE				

### CERTIFICATION

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

Karen E. Scott, Executive Director  
Authorized Certifying Official Name

\_\_\_\_\_  
Signature/Date

# 2019/2020 FIRST 5 SERVICE CORPS NATIONAL SERVICE CRIMINAL HISTORY CHECK AUTHORIZATION

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

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

## AGENCY INFORMATION

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

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

---

Signature

---

Date

## 2019/2020 FIRST 5 SERVICE CORPS SUPPORTING DOCUMENTS

### AGENCY INFORMATION

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

### SUPPORTING DOCUMENTS

#### INSURANCE

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

<input checked="" type="checkbox"/>	<p><b>Comprehensive General Liability Insurance</b> which includes products/completed operations, independent contractors, contractual liability, and broad form property damage coverages with a combined single limit of not less than \$1,000,000 per occurrence, and not less than \$2,000,000 aggregate.</p> <p><b>A separate endorsement showing that PCA CA is named as an additional insured on your Comprehensive General Liability Insurance must be submitted.</b> The following types of additional endorsements are acceptable:</p> <p>ISO CG 2010 ISO CG 2037 ISO CG 2011 ISO CG 2026 NIAC-E32 05 11, if insured by the Nonprofit Insurance Alliance of California ("NIAC") PI-GLD-HS (04/07), if insured by the Philadelphia Insurance Companies</p> <p><b>REQUIRED FROM ALL CONTRACTORS.</b></p>
<input checked="" type="checkbox"/>	<p><b>Automobile Liability Insurance</b> for all owned, non-owned, and hired vehicles with a combined single limit of not less than \$1,000,000 per occurrence. <b>REQUIRED FROM ALL CONTRACTORS.</b></p>
<input type="checkbox"/>	<p><b>Professional Liability Insurance or Errors and Omissions Insurance</b> with a limit of not less than \$1,000,000. <b>REQUIRED FROM ALL CONTRACTORS WHO EMPLOY LICENSED CLINICIANS/THERAPISTS OR PROVIDE COUNSELING SERVICES IN RELATION TO THIS CONTRACT. DIRECTORS AND OFFICERS INSURANCE WILL NOT SUBSTITUTE.</b> If your agency does not employ licensed clinicians/therapists and does not provide counseling services in relation to this contract, you must complete and submit the Professional Liability Certification on tab 3.</p>

PREPARED BY: Staci Scranton, Business Support Manager

\_\_\_\_\_  
SIGNATURE

## 2019/2020 FIRST 5 SERVICE CORPS MATCH & MATCH CERTIFICATION

### AGENCY INFORMATION

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

### CASH MATCH

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

Term of Service	Tier	# of Members	Living Allowance	Non-Refundable Member Enrollment Cost	Total Non-Refundable Member Enrollment Cost	Healthcare Cost*	Total Healthcare Cost *(if all get healthcare)	Cash Match	Total Cash Match	Total Cash Match Including Total Healthcare Costs
1700	1		\$12,630	\$2,300	\$0.00	\$3,785.00	\$0.00	\$5,000	\$0	\$0
	2		\$14,300	\$2,300	\$0.00	\$3,785.00	\$0.00	\$7,150	\$0	\$0
	3		\$16,900	\$2,300	\$0.00	\$3,785.00	\$0.00	\$10,475	\$0	\$0
	4	5	\$20,000	\$2,300	\$11,500.00	\$3,785.00	\$18,925.00	\$14,425	\$83,625	\$102,550
	5	1	\$22,800	\$2,300	\$2,300.00	\$3,785.00	\$3,785.00	\$18,000	\$20,300	\$24,085
900	1		\$6,695	\$1,300	\$0.00	\$0.00	\$0.00	\$3,775	\$0	\$0
	2		\$7,600	\$1,300	\$0.00	\$0.00	\$0.00	\$4,925	\$0	\$0
	3		\$8,950	\$1,300	\$0.00	\$0.00	\$0.00	\$6,650	\$0	\$0
	4		\$10,600	\$1,300	\$0.00	\$0.00	\$0.00	\$8,765	\$0	\$0
	5		\$12,100	\$1,300	\$0.00	\$0.00	\$0.00	\$10,675	\$0	\$0
				<b>Subtotal Non-Refundable Member Enrollment Cost=</b>	<b>\$13,800.00</b>			<b>Maximum Amount of AmeriCorps Contract=</b>	<b>\$103,925</b>	<b>\$126,635</b>

\*only 5% of members overall request healthcare



## 2019/2020 FIRST 5 SERVICE CORPS MATCH & MATCH CERTIFICATION

### AGENCY INFORMATION

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

### NON-FEDERAL CASH MATCH CONTRIBUTION

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

SOURCE	AMOUNT
Prop 10 Tobacco Tax	\$ 126,635.00
<b>Subtotal</b>	<b>\$ 126,635.00</b>

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

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

NAME OF FEDERAL AGENCY	GRANT OR CONTRACT NUMBER	CFDA OR "N/A" IF CONTRACT	AMOUNT
<b>Subtotal</b>			<b>\$ -</b>

### IN-KIND CONTRIBUTION, IF APPLICABLE

Please indicate staff members of Lead Agency and/or Service Site(s) who will be responsible for supervision of AmeriCorps members. You must provide the following information for each staff member: total annual salary per budget and percentage of time allocated to AmeriCorps. **NOTE: AMOUNTS LISTED IN THIS SECTION CANNOT ALSO BE MATCHED TO ANY OTHER FEDERALLY FUNDED PROGRAM, NOR CAN THEY BE PAID BY THE FEDERAL GOVERNMENT UNDER ANY OTHER AWARD, EXCEPT WHERE AUTHORIZED BY FEDERAL STATUTE TO BE USED FOR COST SHARING OR MATCHING.**

STAFF MEMBER	STAFF TITLE	ANNUAL SALARY	%	% OF TIME ALLOCATED TO AMERICORPS	VALUE
					\$ -
					\$ -
					\$ -
<b>Subtotal</b>					<b>\$ -</b>

### CERTIFICATION

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

Karen E. Scott, Executive Director

Authorized Certifying Official Name

Signature/Date

Telephone Number (with extension, if applicable)

# 2019/2020 FIRST 5 SERVICE CORPS PROFESSIONAL LIABILITY INSURANCE CERTIFICATION

Check one of the boxes below:

**Children and Families Commission for San Bernardino County**

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

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

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

\_\_\_\_\_  
SIGNATURE OF CERTIFYING OFFICIAL

\_\_\_\_\_  
DATE

Karen E. Scott, Executive Director  
\_\_\_\_\_  
NAME AND TITLE

# 2019/2020 FIRST 5 SERVICE CORPS eGRANTS USER ACCESS FORM

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

## AGENCY INFORMATION

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

## PRIMARY USER

Staff Name:	Staci Scranton
Title:	Business Support Manager
Phone 1:	909-252-4282
Phone 2:	909-386-7706
Email:	sscranton@cfc.sbcounty.gov

## SECONDARY USER

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

PREPARED BY: Staci Scranton, Business Support Manager

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## 2019/2020 FIRST 5 SERVICE CORPS AMERICORPS PARTNERSHIP FORM

### AGENCY INFORMATION

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

### PARTNERSHIP INFORMATION

Partner Organization Name:	San Bernardino County Preschool Services Department
First Name:	Arlene
Middle Name:	
Last Name:	Molina
Contact Organization Name:	
Title:	Program Manager/PSD Disabilities Service Manager
Address:	662 S. Tippecanoe Avenue
City:	San Bernardino
State:	CA
ZIP+4:	92408-2046
Phone:	909-383-2050
Fax:	909-383-2086
County:	San Bernardino
Email:	arlene.molina@psd.sbcounty.gov
Website:	http://hss.sbcounty.gov/psd/

### SITE PLACEMENT INFORMATION (IF APPLICABLE)

Is this a Placement Site?	Yes
Is this a Placement Site that is also a School Improvement Grant School (SIG) and/or Priority School identified by the CA Department of Education?	No
If "yes," enter the NCES School ID:	
# of 900-Hour Members:	
# of 1700-Hour Members:	6
Site Supervisor:	TBD
MSY Awarded:	6

### PARTNER RESOURCES

Support Type:	
Financial Type:	
Cash Type:	
Amount:	
Description:	

### PARTNER ORGANIZATION INFO

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

## 2019/2020 FIRST 5 SERVICE CORPS AMERICORPS PARTNERSHIP FORM

### AGENCY INFORMATION

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

### PARTNERSHIP INFORMATION

Partner Organization Name:	
First Name:	
Middle Name:	
Last Name:	
Contact Organization Name:	
Title:	
Address:	
City:	
State:	
ZIP+4:	
Phone:	
Fax:	
County:	
Email:	
Website:	

### SITE PLACEMENT INFORMATION (IF APPLICABLE)

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

### PARTNER RESOURCES

Support Type:	
Financial Type:	
Cash Type:	
Amount:	
Description:	

### PARTNER ORGANIZATION INFO

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

## 2019/2020 FIRST 5 SERVICE CORPS AMERICORPS PARTNERSHIP FORM

### AGENCY INFORMATION

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

### PARTNERSHIP INFORMATION

Partner Organization Name:	
First Name:	
Middle Name:	
Last Name:	
Contact Organization Name:	
Title:	
Address:	
City:	
State:	
ZIP+4:	
Phone:	
Fax:	
County:	
Email:	
Website:	

### SITE PLACEMENT INFORMATION (IF APPLICABLE)

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

### PARTNER RESOURCES

Support Type:	
Financial Type:	
Cash Type:	
Amount:	
Description:	

### PARTNER ORGANIZATION INFO

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

# 2019/2020 FIRST 5 SERVICE CORPS DISASTER & EMERGENCY RESPONSE INFORMATION

PLEASE SUBMIT A COMPLETE RECORD FOR EACH COMMUNITY THAT YOU SERVE

## AGENCY INFORMATION

Lead Agency Name:	Children and Families Commission for San Bernardino County
Street Address:	735 E. Carnegie Drive, Suite 150
City:	San Bernardino
State:	CA
ZIP+4:	92408-3574

Program Name:	First 5 Service Corps
Community Served:	San Bernardino County

## PRIMARY EMERGENCY COORDINATOR INFORMATION

First Name:	Staci
Last Name:	Scranton
Title:	Business Support Manager
Street Address:	735 E. Carnegie Drive, Suite 150
City:	San Bernardino
State:	CA
ZIP+4:	92408-3574
Email:	sscranton@cfc.sbcounty.gov
Business Phone:	909-252-4282
Business Fax:	909-386-7703
Cell Phone:	951-347-6052 (personal cell phone)
Home Phone:	

## SECONDARY EMERGENCY COORDINATOR INFORMATION

First Name:	Wendy
Last Name:	Lee
Title:	Staff Analyst II
Street Address:	735 E. Carnegie Drive, Suite 150
City:	San Bernardino
State:	CA
ZIP+4:	92408-3574
Email:	wendy.lee@cfc.sbcounty.gov
Business Phone:	909-252-4254
Business Fax:	909-386-7703
Cell Phone:	714-234-1429
Home Phone:	

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

YES       NO

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

Each member is issued First 5 San Bernardino Employee Handbook, which addresses general safety, and the Department Emergency Operations Plan, which addresses emergency response. All members are encouraged to take CPR and first aid training. Once the members report to their sites, they receive training on classroom specific safety.

# 2019/2020 FIRST 5 SERVICE CORPS DISASTER & EMERGENCY RESPONSE INFORMATION

PLEASE SUBMIT A COMPLETE RECORD FOR EACH COMMUNITY THAT YOU SERVE

## AGENCY INFORMATION

Lead Agency Name:	Children and Families Commission for San Bernardino County
Street Address:	735 E. Carnegie Drive, Suite 150
City:	San Bernardino
State:	CA
ZIP+4:	92408-3574

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

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

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



YES



NO

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



YES



NO



# 2019/2020 LABOR ORGANIZATION CERTIFICATION

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

PROGRAM NAME: First 5 Service Corps

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

**LABOR ORGANIZATION CONCURRENCE REQUIRED AND OBTAINED**

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

**LABOR ORGANIZATION CONSULTATION REQUIRED**

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

**NEITHER LABOR ORGANIZATION CONCURRENCE NOR LABOR ORGANIZATION CONSULTATION REQUIRED**

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT REPRESENTATIVE

\_\_\_\_\_  
DATE

Karen E. Scott, Executive Director  
PRINT NAME AND TITLE OF PERSON SIGNING



## 2019/2020 FRIST 5 SC PERFORMANCE MEASURE TARGETS

### AGENCY INFORMATION

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

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

PRIMARY PERFORMANCE MEASURE TITLE: SCHOOL READINESS		
NEED		
Research indicates a child's early development of social emotional, literacy, and numeracy skills are critical for school success. Economically disadvantaged children and/or children with exceptional needs, such as English language learners are most at-risk for academic failure as they lack access to quality early childhood education programs with linguistically appropriate instruction. Many low-income or non-English speaking parents lack the knowledge/resources needed to play a critical role in their child's school success.		
EXPECTED RESULTS		
<b>Output (the amount of service provided, people served, products created, or programs developed through planned intervention):</b> Children and parents receive school readiness activities and services.		
<b>Outcome (the changes or benefits that occur as a result of the intervention):</b> Children meet age-appropriate developmental school readiness milestones.		
AMERICORPS MEMBER ACTIVITIES DESIGNED TO ACHIEVE EXPECTED RESULTS		
AmeriCorps members provide 25 economically disadvantaged children 35 hours of one-on-one GOLD Assessment school activities in social emotional, literacy, and numeracy. Members administer GOLD Assessment and develop an individualized Early Education Plan and deliver social emotional, literacy, and numeracy skills activities in classroom, small group, and one-on-one settings. Members provide parents of economically disadvantaged children 5 hours of workshops teaching the importance of and techniques for book sharing with children at home to develop family literacy routines. Members provide culturally and linguistically appropriate books and a DVD so parents read to their child for 20 minutes 3 times per week for 8 weeks, applying what they have learned.		
MEASUREMENT TOOLS		
<b>OUTPUT - Student Daily Contact Log</b> to collect data on number of children who start and complete participation in an AmeriCorps Early Childhood Education Program, the number of hours that children receive skill-building services in social emotional, literacy, and/or numeracy. Members submit data in the online database monthly, Project Manager monitors quarterly. Completed by AmeriCorps members daily		
<b>OUTCOME - Teaching Strategies GOLD Assessment</b> to collect data on the number of children that demonstrate social emotional, literacy, and/or numeracy skills. Members submit data in the online database monthly, Project manager monitors quarterly. Completed by AmeriCorps members within the first 5 hours of service delivery, at 35 hours of service delivery, and at the end of the program year (year-long programs).		
<b>OUTCOME - Raising a Reader Parent Survey</b> to collect data on the number of parents that demonstrate improvement in family literacy behaviors including sharing books with their children more frequently, visiting the library, establishing a family routine for reading books to their child 60 minutes/per week for 8 weeks. Members submit data in the online database monthly, Project manager monitors quarterly. Completed by AmeriCorps members at the onset of service delivery, and at the end of the service delivery.		
PRIMARY PERFORMANCE MEASURE TARGETS		
OUTPUT TARGETS	PROGRAM OUPUT TARGETS	SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS
# Economically disadvantaged children or children with exceptional needs that <b>will start</b> in a CNCS-supported early childhood education program.	<b>2,000</b>	<b>138</b>
# Economically disadvantaged children or children with exceptional needs that <b>will complete</b> participation in a CNCS-supported early childhood education program.	<b>1,750</b>	<b>120</b>
# Parents of economically disadvantaged children that <b>will begin</b> 5 hours of family literacy training on book sharing with their child.	<b>800</b>	<b>0</b>
# Parents of economically disadvantaged children that <b>will complete</b> 5 hours of family literacy training on book sharing with their child.	<b>480</b>	<b>0</b>
1500 OUTCOME TARGETS	PROGRAM OUPUT TARGETS	SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS
Of 1,700 high need children receiving at least 35 hours of social emotional, literacy, and numeracy skills, <b>1500 will meet</b> age appropriate school readiness milestones in one or more areas they had not initially met.	<b>1,500</b>	<b>114</b>
# Children will <b>demonstrate gains</b> in school readiness in terms of <b>social and/or emotional development</b> .	<b>1,000</b>	<b>72</b>
# Children will <b>demonstrate gains</b> in school readiness in terms of <b>literacy skills</b> .	<b>1,000</b>	<b>78</b>
# Children will <b>demonstrate gains</b> in school readiness in terms of <b>numeracy (math) skills</b> .	<b>800</b>	<b>63</b>
Of 480 parents of economically disadvantaged children who complete 5 hours of family literacy training on book sharing with their child, <b>336 will demonstrate</b> improved family literacy behaviors.	<b>336</b>	<b>0</b>
PRIMARY PERFORMANCE MEASURE TITLE: VOLUNTEER RECRUITMENT		
NEED		
Required		

**EXPECTED RESULTS**

Engage Community Volunteers in Service

**MEMBER ACTIVITIES TO ACHIEVE EXPECTED RESULTS**

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

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

**MEASUREMENT TOOLS**

Volunteer Log to collect data on # of volunteers recruited for ongoing activities.

Volunteer Log to collect data on # of volunteers recruited for one-time activities.

Volunteer Log to collect data on # of volunteer hours for ongoing activities.

Volunteer Log to collect data on # of volunteer hours for one-time activities.

**PRIMARY PERFORMANCE MEASURE TARGETS**

OUTPUT TARGETS	PROGRAM OUPUT TARGETS	SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS
# Volunteers recruited for ongoing activities.	96	6
# Volunteers recruited for one-time activities.	380	23
# Volunteer hours for ongoing activities.	384	24
# Volunteer hours for one-time activities.	760	48

**PRIMARY PERFORMANCE MEASURE TITLE: MEMBER DEVELOPMENT****NEED**

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

**EXPECTED RESULTS**

**Output (the amount of service provided, people served, products created, or programs developed through planned intervention):**

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

**Outcome (the changes or benefits that occur as a result of the intervention):**

Members increase knowledge &amp; skills, gain insight into the community, and experience the power of national service.

**MEMBER ACTIVITIES TO ACHIEVE EXPECTED RESULTS**

PCA CA and Service Site Orientation 80 or more hours; Connection to National Service, Member Contract review and Prohibited Activities Training; Community Engagement; Child Development; Assessment Training; Mandated Child Abuse Reporting; Site-specific Technical Training.

Ongoing Hours, including site specific (related to member position) trainings: supervision/coaching; &amp; PCA CA webinars.

National Service Days: Make a Difference Day, Martin Luther King, Jr. Day, Cesar Chavez Day, and AmeriCorps Week.

Other trainings delivered throughout the year include: Social-Emotional and Cognitive Development; Family Literacy Fundamentals; GOLD Curriculum & Activity Development Training; Leadership; Active Citizens; Life after AmeriCorps; Cultural Awareness; Conflict Resolution.

**MEASUREMENT TOOLS**

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

Member Performance Evaluation to collect data on member skill increases. Administered by Member Supervisor 3x per year

**PRIMARY PERFORMANCE MEASURE TARGETS**

OUTPUT TARGETS	PROGRAM OUPUT TARGETS	SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS
# Members that will complete Core Training.	100%	6
OUTCOME TARGETS	PROGRAM OUPUT TARGETS	SUBCONTRACTOR-SPECIFIC OUTPUT TARGETS
# Members that will increase knowledge and skills by 10%.	70%	5 Members

**EXHIBIT F**  
**ASSURANCES AND CERTIFICATIONS**

**I. ASSURANCES**

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

- A. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- C. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- D. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- E. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- F. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to:
  1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin;
  2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex;
  3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability;
  4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;
  5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  9. Any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and
  10. The requirements of any other nondiscrimination statute(s) which may apply to the application.

- G. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- H. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- I. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- J. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- K. Will comply with environmental standards which may be prescribed pursuant to the following:
  - 1. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - 2. Notification of violating facilities pursuant to EO 11738;
  - 3. Protection of wetlands pursuant to EO 11990;
  - 4. Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - 5. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.);
  - 6. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.);
  - 7. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - 8. Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- L. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- M. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- N. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- O. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- P. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Q. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- R. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- S. Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- T. Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion (except that the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project on the date the grant was awarded).
- U. Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to:
  - 1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin;
  - 2. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - 3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps;
  - 4. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;
  - 5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - 7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - 8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and
  - 9. The requirements of any other nondiscrimination statute(s) which may apply to the application.
- V. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program.

- W. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the non-displacement requirements specified in section 177 of the NCSA.
- X. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the state commission for the state in which the program operates.
- Y. Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed.
- Z. Will comply with the non-duplication and non-displacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the 45 C.F.R. Chapter XXV § 2540.100.
- AA. Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in 45 CFR Chapter XXV § 2540.230.
- AB. Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform.
- AC. Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences.
- AD. Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of CNCS, conduct an internal evaluation of the program.
- AE. Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS.
- AF. Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation.



## II. CERTIFICATIONS

### A. Certification – Debarment, Suspension, and Other Responsibility Matters

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

1. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
  - a. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - d. Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default.
2. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### B. Certification – Drug-Free Workplace

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. The grantee's policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation, and employee assistance programs, and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement, and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notifying us within ten days after receiving notice under subparagraph (d) from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d), with respect to any employee who is so convicted-
  - a. Taking appropriate personnel action against such an employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1) through (7).

C. Certification – Lobbying Activities

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

D. Erroneous Certification or Assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

- E. Notice of Error in Certification or Assurance  
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.
- F. Definitions  
The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.
- G. Assurance Requirement for Subgrant Agreements  
You agree by signing this Contract that you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.
- H. Assurance Inclusion in Subgrant Agreements  
You agree by signing this Contract that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.
- I. Assurance of Subgrant Principals  
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
- J. Non-Assurance in Subgrant Agreements  
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.
- K. Prudent Person Standard  
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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Signature

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Date

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Print Name and Title



## Child Abuse Prevention Center

### MEMORANDUM

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**Date:** May 31, 2019  
**To:** First 5 Service Corps Partners  
**From:** Mike Baldwin, Child Abuse Prevention Center Director, Statewide AmeriCorps Programs  
**Re:** 2019-20 First 5 Service Corps Program Costs per 1700 hour & 900 hour members

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We are pleased that the Corporation for National and Community Service (CNCS) has continued First 5 Service Corps funding for the 2019-20 program year. The quality implementation of First 5 Service Corps at partnering First 5 Commissions is largely responsible for the continued funding. We thank you and your team for your support of their successes.

Now that the funding has been secured, the partner contracting process can begin. A key component of contracting is the 2019-20 partner match per 1700 hour and 900 hour members. As in prior years, Prevent Child Abuse California (PCA CA) will utilize a structure for First 5 Service Corps which allows partnering agencies to choose the member Living Allowance “Tier” that best meets their First 5 Commission needs and budget. There is a slight decrease in 2019-20 member costs and therefore the 2019-20 First 5 Service Corps “Tiers” that require explanation. Due to the exemplary supervision and attention to safety at our partner sites we were notified of a decrease in worker’s compensation. When applying this decrease to member costs the result is a 1.11 % to a 2.57% decrease for 1700 hour members and a 1.0% to a 1.84% decrease for 900 hours members.

For your review, the tables on the next pages outline the “2019-20 Living Allowance Tiers and the Total Cost for a 1700 and a 900 hour Member”. Member health care costs are also outlined in the table and are estimated at \$3785 for a 1700 hour member. Part-time (900 hour) members are not eligible to receive health care benefits. For the 2018-19 First 5 Service Corps year, less than 20% of members elected health care benefits. As of this date, CNCS has not issued 2019-20 guidance on member health care requirements. Should we receive CNCS guidance on member health care different than what is reflected in the current budget, PCA CA may need to revise the health care cash match amounts to be in compliance with CNCS guidance.

In the tables, Section A outlines the member’s annual Living Allowance (amount that members receive over the course of their 11-12 month term of service) and “Other Member Costs” associated with member costs including, but not limited to, FICA, Worker’s Compensation, Health Care, member training, and uniforms, to derive the Total Cost per member based on the First 5 Commission’s chosen tier. “Other Member Costs” have been adjusted according to “Tier” levels.

Section B outlines the share of that member cost that will be covered by the awarded Federal Grant Dollars from the Corporation for National and Community Service (CNCS Share), and the share of the member cost covered by First 5 Commissions/First 5 Service Corps partners (First 5 Partner Share).

Section C illustrates the percentage of costs covered by both Federal Grant Dollars (CNCS Share) and the First 5 Commissions/First 5 Service Corps Partners Cash Match (First 5 Partner Share).

Please accept our sincere thanks for your continued partnership. Your efforts have contributed to the success of the First 5 Service Corps and ensure our capacity to provide school readiness services for children who otherwise would go without.

Please do not hesitate to contact me if addition information or clarification is needed. I can be reached at [mbaldwin@thecapcenter.org](mailto:mbaldwin@thecapcenter.org) or (916) 244-1962.

## 2019-20 Living Allowance Tiers and Total Cost for 1700 Hour Members

	Tier 1 with healthcare	Tier 1 w/o healthcare	Tier 2 with healthcare	Tier 2 w/o healthcare	Tier 3 with healthcare	Tier 3 w/o healthcare	Tier 4 with healthcare	Tier 4 w/o healthcare	Tier 5 with healthcare	Tier 5 w/o healthcare
<b>SECTION A</b>										
Member Living Allowance	\$12,630.00	\$12,630.00	\$14,300.00	\$14,300.00	\$16,900.00	\$16,900.00	\$20,000.00	\$20,000.00	\$22,800.00	\$22,800.00
Other Member Costs	\$9,139.00	\$5,354.00	\$9,619.00	\$5,834.00	\$10,344.00	\$6,559.00	\$11,194.00	\$7,409.00	\$11,969.00	\$8,184.00
<b>Total Cost</b>	<b>\$21,769.00</b>	<b>\$17,984.00</b>	<b>\$23,919.00</b>	<b>\$20,134.00</b>	<b>\$27,244.00</b>	<b>\$23,459.00</b>	<b>\$31,194.00</b>	<b>\$27,409.00</b>	<b>\$34,769.00</b>	<b>\$30,984.00</b>
<b>SECTION B</b>										
CNCS* Share	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00	\$10,684.00
<b>First 5 Partner Share</b>	<b>\$11,085.00</b>	<b>\$7,300.00</b>	<b>\$13,235.00</b>	<b>\$9,450.00</b>	<b>\$16,560.00</b>	<b>\$12,775.00</b>	<b>\$20,510.00</b>	<b>\$16,725.00</b>	<b>\$24,085.00</b>	<b>\$20,300.00</b>
<b>Total Share</b>	<b>\$21,769.00</b>	<b>\$17,984.00</b>	<b>\$23,919.00</b>	<b>\$20,134.00</b>	<b>\$27,244.00</b>	<b>\$23,459.00</b>	<b>\$31,194.00</b>	<b>\$27,409.00</b>	<b>\$34,769.00</b>	<b>\$30,984.00</b>
<b>SECTION C</b>										
CNCS Share	49%	59%	45%	53%	39%	46%	34%	39%	31%	34%
First 5 Share	51%	41%	55%	47%	61%	54%	66%	61%	69%	66%

\*CNCS is the Federal Corporation for National and Community Service

## 2019-20 Living Allowance Tiers and Total Cost for 900 Hour Members

	Tier 1 with healthcare	Tier 1 w/o healthcare	Tier 2 with healthcare	Tier 2 w/o healthcare	Tier 3 with healthcare	Tier 3 w/o healthcare	Tier 4 with healthcare	Tier 4 w/o healthcare	Tier 5 with healthcare	Tier 5 w/o healthcare
<b>SECTION A</b>										
Member Living Allowance	\$6,695.00	\$6,695.00	\$7,600.00	\$7,600.00	\$8,950.00	\$8,950.00	\$10,600.00	\$10,600.00	\$12,100.00	\$12,100.00
Other Member Costs	\$8,217.00	\$4,432.00	\$8,462.00	\$4,677.00	\$8,837.00	\$5,052.00	\$9,302.00	\$5,517.00	\$9,712.00	\$5,927.00
<b>Total Cost</b>	<b>\$14,912.00</b>	<b>\$11,127.00</b>	<b>\$16,062.00</b>	<b>\$12,277.00</b>	<b>\$17,787.00</b>	<b>\$14,002.00</b>	<b>\$19,902.00</b>	<b>\$16,117.00</b>	<b>\$21,812.00</b>	<b>\$18,027.00</b>
<b>SECTION B</b>										
CNCS* Share	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00	\$6,052.00
<b>First 5 Partner Share</b>	<b>\$8,860.00</b>	<b>\$5,075.00</b>	<b>\$10,010.00</b>	<b>\$6,225.00</b>	<b>\$11,735.00</b>	<b>\$7,950.00</b>	<b>\$13,850.00</b>	<b>\$10,065.00</b>	<b>\$15,760.00</b>	<b>\$11,975.00</b>
<b>Total Share</b>	<b>\$14,912.00</b>	<b>\$11,127.00</b>	<b>\$16,062.00</b>	<b>\$12,277.00</b>	<b>\$17,787.00</b>	<b>\$14,002.00</b>	<b>\$19,902.00</b>	<b>\$16,117.00</b>	<b>\$21,812.00</b>	<b>\$18,027.00</b>
<b>SECTION C</b>										
CNCS Share	41%	54%	38%	49%	34%	43%	30%	38%	28%	34%
First 5 Share	59%	46%	62%	51%	66%	57%	70%	62%	72%	66%

Although 900 hour members do not typically qualify for health insurance, a 900 hour member serving a shortened term and serving in a full time capacity may qualify for health insurance. Therefore, numbers above show cost with health insurance included.



**AGENDA ITEM 5**  
**July 10, 2019**

<b>Subject</b>	Contract with American Academy of Pediatrics, District IX, Chapter 2
<b>Recommendations</b>	Approve Contract EC037 with American Academy of Pediatrics, District IX, Chapter 2 in the amount of \$361,775 for Fiscal Year 2019-2020 for the Reach Out and Read San Bernardino Initiative. (Presenter: Staci Scranton, Business Support Manager, 252-4282)
<b>Financial Impact</b>	\$361,775 for period of July 1, 2019 through June 30, 2020.

**Background Information**

Since January 6, 2016, First 5 San Bernardino (F5SB) has collaborated with the American Academy of Pediatrics - CA Chapter 2 (AAP – CA2) to build a Reach Out and Read Initiative in San Bernardino County (ROR-SB) by recruiting pediatricians to adopt and implement the Reach Out and Read program. This program utilizes the well-child checkups from 6 months to 5 years of age to connect reading as a vital practice in early development and provides families with books to build home libraries to instill a culture of reading. The child’s pediatrician is “prescribing” that parents read aloud to their children and make reading a priority in their positive development.

Reach Out and Read is an evidence-based intervention. Peer-reviewed and published studies show that literacy-promoting interventions by a pediatrician using the Reach Out and Read model have a significant effect on parental behavior and attitudes toward reading aloud. Studies also show that parents who receive books and literacy counseling from their pediatricians are more likely to read to their young children and to bring more books into the home.

Reading proficiency is one of the greatest predictors of children’s success in school, their likelihood of going to college, and their future earning potential, according to a 2010 study by the Annie E. Casey Foundation. With nearly 60 percent of third graders in San Bernardino County scoring below grade level in reading, F5SB continues to prioritize steps to ensure that parents and caregivers are knowledgeable of and can utilize effective early learning resources in their child’s development.

In an effort to align with F5SB’s Systems strategy and Reach Out and Read National’s Affiliate Network strategy, F5SB staff is recommending that the AAP-CA2 adopt a greater role in the partnership by becoming the affiliate for ROR-SB. Commission approval of Contract EC037 will allow the AAP-CA2 to become the affiliate, hire a full-time Program Coordinator to support the existing ROR-SB sites, expand the program to additional sites through San Bernardino County, and identify ways to sustain the program through additional resources.

This initiative aligns with the First 5 San Bernardino’s 2015-2020 Strategic Plan.

**(SPA) 1: Children and Families** - Goal 1.2 Early Learning  
Objective 1.2.c: Parents and caregivers are engaged in children’s learning.



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**(SPA) 2: Systems and Network** - Goal: 2.1 Leadership as a Convener and Partner  
Objective 2.1a Systems and services effectively support and engage children,  
families and communities.

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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 checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code	<b>SC</b>	Dept. 903	<b>A</b>
Organization Children and Families Commission				Contract Number <b>EC037</b>
Commission Representative Cindy Faulkner, Assistant Director				Telephone 909-386-7706
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Contractor's License No.
If not encumbered or revenue contract type, provide reason:				Total Contract Amount <b>\$361,775</b>
Commodity Code 95200	Contract Start Date July 1, 2019	Contract End Date June 30, 2020	Original Amount	Amendment Amount
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006511	Amount \$361,775
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use	Estimated Payment Total by Fiscal Year			
	FY	Amount	I/D	FY Amount I/D
Reach Out and Read	19-20	\$361,775		

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)  
 American Academy of Pediatrics, District IX, Chapter 2  
 Department/Division  
 Address  
 P.O. Box 94127  
 Phone  
 (818) 422-9877  
 Federal ID No.  
 23-7311839

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

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## I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan and appropriately aligned with the Nurturing Parenting Program session. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.

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

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

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

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

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

**Nurturing Parenting™:** Evidence/research based curriculum that is a family-centered and trauma-informed initiative designed parenting and child-rearing practices. The programs feature activities to foster positive parenting skills and self-nurturing, home practice exercises, family nurturing time, and activities to promote positive brain development in children birth to 18 years.

**Nurturing Skills Competency Scale (NSCS):** A comprehensive criterion referenced measure designed to gather demographic data of the family, as well as knowledge and utilization of Nurturing Parenting Practices. The data generated from the pre-post administration and NSCS allows parents and staff an opportunity to measure changes in family life, knowledge and utilization of Nurturing Parenting practices.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Reach Out and Read (ROR):** Reach Out and Read is a research-proven, nonprofit school readiness program based in health centers and hospitals. At every well-child visit, pediatricians give advice and guidance to parents on reading aloud to their young children, and give them an age-appropriate book to take home.

**Reach Out and Read (ROR) Affiliate:** Reach Out and Read affiliates are statewide and regional offices that work directly with Reach Out and Read program sites to ensure effective implementation of the model, provide technical assistance, and oversee program expansion, community outreach, fundraising, public relations, and advocacy in their geographic area. Affiliates are led by a Medical Director.

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

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

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

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

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

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

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

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

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

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

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

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

**Unduplicated Clients:** Clients who are counted as receiving service for the first time in a fiscal year.

**Uninsured:** Individuals not covered by health insurance.

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

**Well-child Visit:** Routine visits to a child's healthcare provider for any of the following: physical exam, immunization updates, tracking growth and development, etc.

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

## II. CONTRACTOR'S SERVICE RESPONSIBILITIES

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

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

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

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

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

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

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## III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

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



B. Contractor Capacity

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

C. Contract Assignability

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

D. Conflict of Interest

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

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

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

F. Subcontracting

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

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

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

#### H. Change of Address

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

#### I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond thirty (30) days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one (1) working day, in writing and by telephone.

#### J. Contractor Primary Contact

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

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two (2) weeks or more or if there is any change in either the primary or alternate contact.

#### K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five (5) business days.

#### L. Grievance Policy

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

#### M. Governing Board

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

#### N. Confidentiality

- Contractor shall ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the Commission's Policy 18-01 Non-public Personally Identifiable Information specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> prior to providing any Services. Contractor shall immediately notify the Commission of any suspected or actual breach of confidential information as further detailed in the requirements. These requirements specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> are hereby incorporated by this reference.
- Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as

may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

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

O. Child Abuse Reporting

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

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

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P. Department of Justice Clearance

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

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

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Q. Conditions of Employment

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

R. Meeting Attendance

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

S. Indemnification and Insurance Requirements

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

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized

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

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".
8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

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

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

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

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

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

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

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

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

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

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) Explosion, collapse and underground hazards.
- 5) Personal injury

- 6) Contractual liability.
  - 7) \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.
- If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.
- If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits
- or
- Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits
- or
- Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.
- If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

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

U. Health and Safety

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

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee,

applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

#### W. Attorney's Fees and Costs

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

#### X. 2-1-1 Registration

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

#### Y. Ownership Rights

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

#### Z. Attribution

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

#### AA. Incongruous Activities

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

#### BB. Reports

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

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

- Program Reports

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

the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

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

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▪ Fiscal Reports

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

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

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

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▪ Asset Report

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

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

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CC. Pro-Children Act of 1994

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

DD. Debarment, Suspension, and Other Responsibility Matters

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

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

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at [45 C.F.R. section 76.200](#)) by any federal department or agency;
- 2) Have not within a three (3)-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and



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

#### EE. Environmental Requirements

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

### IV. COMMISSION RESPONSIBILITIES

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within fifteen (15) days of the Contract approval date.

### V. FISCAL PROVISIONS

#### A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$361,775 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 2019-20    \$ 361,775    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.

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

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

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with

the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

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

D. Allowable Costs

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

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

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

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

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

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

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E. Supplanting of Funds

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

F. Payment of Taxes

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

G. Budget Line Item Changes

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

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

The Contractor must submit any 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. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

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

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## **VI. RIGHT TO MONITOR AND AUDIT**

### **A. Right to Monitor and Audit**

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

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

### **B. Availability of Records**

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (5) years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

### **C. Assistance by Contractor**

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

### **D. Independent Audit Provisions**

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

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### **E. Recovery of Investigation and Audit Costs**

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

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

## **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



- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- D. Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and Commission.
- E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- G. The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino, San Bernardino District.
- H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

## **X. NONDISCRIMINATION**

### **A. General**

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

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

### **B. Americans with Disabilities Act/Individuals with Disabilities**

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

### C. Employment and Civil Rights

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

#### 1. Equal Employment Opportunity Program

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

#### 2. Civil Rights Compliance

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

### D. Sexual Harassment

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

## XI. IMPROPER CONSIDERATION

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

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

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

## XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

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

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

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

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

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continued on next page



**XI. CONCLUSION**

- A. This Contract, consisting of 24 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

American Academy of Pediatrics, District IX,  
Chapter 2  
Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Dr. Tomas Torices  
Printed Name

Chapter Executive Director  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Assistant Director</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ 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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## **Reach Out and Read San Bernardino Scope of Work FY 2019-2010**

Reach Out and Read is an evidence-based nonprofit organization of medical providers who promote early literacy and school readiness in pediatric exam rooms nationwide by giving new books to children and advice to parents about the importance of reading aloud. The end goal of Reach Out and Read is to prepare all children to enter kindergarten ready to read, learn, and succeed. The Reach Out and Read model is endorsed by the American Academy of Pediatrics, and the program has one of the strongest records of research support of any primary care intervention.

Doctors, nurse practitioners, and other medical professionals incorporate Reach Out and Read's evidence-based model into regular pediatric checkups, by advising parents about the importance of reading aloud and giving developmentally appropriate books to children. They are essentially providing families with "prescriptions to read."

Reach Out and Read begins at the 6-month checkup and continues through age five (5), with a special emphasis on children growing up in low-income communities. Families served by Reach Out and Read read together more often, and their children enter kindergarten with larger vocabularies and stronger language skills, better prepared to achieve their potential.

The American Academy of Pediatrics, District IX, Chapter 2, acting as the Affiliate for Reach Out and Read San Bernardino will perform the following:

### **Goal 1: Reach Out and Read Program Fidelity**

- Maintain active Affiliate status in good standing with Reach Out and Read National and comply with requirements in the attached Affiliate Agreement.
- Hire a full-time Reach Out and Read San Bernardino Program Coordinator.
- Complete Site Quality Classification with new sites within first six months of activation and annually for existing sites.
- Provide technical assistance and support to sites to ensure:
  - 75% of medical providers at each site have completed the Reach Out and Read provider training.
  - Each site has a Reach Out and Read Medical Consultant as active champion and a Site Coordinator to oversee administrative aspects.
  - Sites establish and maintain a literacy-rich environment.
- Order books for sites based on number of annual well-child visits from approved vendors.
- Ensure all sites complete bi-annual Progress Reports.

#### *Deliverables:*

- Affiliate Agreement with Reach Out and Read National
- Provider Training By Site Report
- Current Site Progress Report Data

### **Goal 2: Reach Out and Read Program Expansion**

- Increase number of eligible sites to twenty (20), not inclusive of satellites.

*Deliverables:*

- Current Site Progress Report Data
- Reach Out and Read San Bernardino Annual Impact Report

**Goal 3: Strategic Planning**

- Convene a Reach Out and Read San Bernardino Advisory Board
- Develop a 3-year Strategic Plan

*Deliverables:*

- Advisory Board Roster
- Advisory Board Meeting agendas and minutes
- Reach Out and Read San Bernardino Strategic Plan

**Goal 4: Sustainability**

- Identify other funding opportunities
- Develop Sustainability Plan

*Deliverables:*

- Sustainability Plan



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-20**

<b>ORGANIZATION:</b>	AAP-CA2	<b>DIRECTOR:</b>	Tomas Torices, Executive Director	<b>PROGRAM YEAR:</b>	2019-20
<b>PROGRAM TITLE:</b>	AAP-CA2 Reach Out And Read San Bernardino County	<b>PROGRAM DIRECTOR:</b>	TBD	<b>TOTAL BUDGET:</b>	361,775
<b>INITIATIVE:</b>	ROR	<b>FINANCE OFFICER:</b>	Tomas Torices, Executive Director	<b>RFP/CONTRACT #:</b>	EC037

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	Tomas Torices	Chapter Executive Director/Project Manager	0.20	53.00	416	20%	22,048	4,410	26,458	132,288	20%	The AAP-CA2 Executive Director will be the project manager and supervise the Reach Out and Read SB Program Coordinator.
2	TBD	Program Coordinator	1.00	26.00	2080	34%	54,080	18,387	72,467	72,467	100%	The ROR SB Program Coordinator will provide literacy promotion through pediatricians offices at children's well-child visits (ages 6 months - 5 years) throughout San Bernardino County. \$7,218 of the benefits will be paid as a stipend to the Program Coordinator to purchase health insurance
5	TBD	Chapter Administrative Assistant	0.25	17.50	104	20%	1,820	364	2,184	43,680	5%	Schedule meetings, process invoices, and general office support.
Total Salaries & Benefits							\$ 77,948	\$ 23,161	\$ 101,109	\$ 248,435		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-20**

<b>ORGANIZATION:</b> AAP-CA2	<b>DIRECTOR:</b> Tomas Torices, Exectutive Director	<b>PROGRAM YEAR:</b> 2019-20
<b>PROGRAM TITLE:</b> AAP-CA2 Reach Out And Read Sa	<b>PROGRAM DIRECTOR:</b> TBD	<b>TOTAL BUDGET:</b> 361,775
<b>INITIATIVE:</b> ROR	<b>FINANCE OFFICER:</b> Tomas Torices, Exectutive Director	<b>RFP/CONTRACT #:</b> EC037

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Book for participating pediatricians	0%	\$ 200,000	Cost of books for the Reach Out and Read Program. Total number of books distributed are based off the number of well-child visits per clinic/pediatrician x \$2.75 average cost of book.
2	Program Materials/Supplies	0%	\$ 5,000	Items directly related to the implementation of the Reach Out and Read Program by pediatricians and support for literacy rich waiting rooms (including bookcases, rugs, seating, educational books and toys).
2	Provider Support/Incentives	0%	\$ 1,500	Recognition plaques and certificates for participating practices.
10	Professional Services/Consultant	0%	\$ 3,600	\$300 monthly stipend for ROR SB Medical Director to advise the Program Coordinator on program deliverables, community outreach, and fundraising. The Medical Director will also be rponsible for the development of a ROR SB advisory board, public relations and advocacy efforts.
4	Office Equipment	0%	\$ 3,000	Computer and/or laptop/tablet, cell phone, printer/scanner and hotspot.
5	Office Supplies	0%	\$ 1,500	General office supplies needed in the overall operation of the program, such as pens, paper, folders, printer ink, etc.
11	Telephone	0%	\$ 1,800	(For the coordinator as work tools) Cellular phone + WiFi hotspot monthly data plan.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-20**

<b>ORGANIZATION:</b>	AAP-CA2	<b>DIRECTOR:</b>	Tomas Torices, Exectutive Director	<b>PROGRAM YEAR:</b>	2019-20
<b>PROGRAM TITLE:</b>	AAP-CA2 Reach Out And Read Sa	<b>PROGRAM DIRECTOR:</b>	TBD	<b>TOTAL BUDGET:</b>	361,775
<b>INITIATIVE:</b>	ROR	<b>FINANCE OFFICER:</b>	Tomas Torices, Exectutive Director	<b>RFP/CONTRACT #:</b>	EC037

	Accounting Services			\$ 2,100	General accounting and bookkeeping services including, accounts receivable and payable, quarterly reports, tax preparation.
	Website Design, Maintenance and Technical Support			\$ 1,500	Service for creating and maintaining a Reach Out and Read San Bernardino website and technical support for computer equipment.
	Advertising			\$ 2,000	Print and other advertisements.
19	Printing	0%		\$ 5,000	Cost of printing business cards, information packets, flyers, postcards, invitations and Reach Out and Read program supports such as bookmarks, posters, etc.
20	Postage	0%		\$ 500	Mailing reports/newsletters, postcards, donation request letters, invitations, etc.
	<b>Total Services &amp; Supplies</b>			<b>\$ 227,500</b>	

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Reach Out and Read San Bernardino Convening	3,000	Annual Convening of all participating providers/practices, plus non-participating as a year-end celebration, review, sharing of best practices, and recruitment event. Expenses may include rental of venue, tables, equipment, and food.
2 Food expenses for meetings	2,000	Food for recruitment meetings, trainings, and town hall meetings.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-20**

<b>ORGANIZATION:</b> AAP-CA2	<b>DIRECTOR:</b> Tomas Torices, Exectutive Director	<b>PROGRAM YEAR:</b> 2019-20
<b>PROGRAM TITLE:</b> AAP-CA2 Reach Out And Read Sa	<b>PROGRAM DIRECTOR:</b> TBD	<b>TOTAL BUDGET:</b> 361,775
<b>INITIATIVE:</b> ROR	<b>FINANCE OFFICER:</b> Tomas Torices, Exectutive Director	<b>RFP/CONTRACT #:</b> EC037

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	Total Food	\$	5,000
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**IV. TRAVEL**

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1		Mileage	7,000	Expenses include cost associated with travel for recruitment and training of participants, quality site visits, and various meetings. Mileage will be reimbursed at the prevailing IRS rate per mile.
1	Boston	Annual Reach Out and Read Leadership Conference	4,000	Coordinator and Project Manager Professional development and networking at Annual ROR Leadership Conference in Boston, MA. Expenses will include conference registration fees, airfare, ground transportation, lodging and meals.
1	Colorado	Annual Reach Out and Read Statewide Conference (Aurora, CO)	2,000	Professional development and networking for Program Manager and Project Coordinator at Annual ROR Statewide Conference in Aurora, CO. Expenses will include conference registration fees, airfare, ground transportation, lodging and meals. <a href="https://reachoutandreadco.org/event/2019-statewide-conference/">https://reachoutandreadco.org/event/2019-statewide-conference/</a>
	Total Travel		13,000	

**V. SUBCONTRACTORS**

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-20**

<b>ORGANIZATION:</b>	AAP-CA2	<b>DIRECTOR:</b>	Tomas Torices, Exectutive Director	<b>PROGRAM YEAR:</b>	2019-20
<b>PROGRAM TITLE:</b>	AAP-CA2 Reach Out And Read Sa	<b>PROGRAM DIRECTOR:</b>	TBD	<b>TOTAL BUDGET:</b>	361,775
<b>INITIATIVE:</b>	ROR	<b>FINANCE OFFICER:</b>	Tomas Torices, Exectutive Director	<b>RFP/CONTRACT #:</b>	EC037
1					
2					
3					
4					
5					
	Total Subcontractors		-		
VI.	INDIRECT COSTS				
	Percent:	15%		15,166	
	Basis:	Overhead: 15% of Salaries and Fringe Benefits (\$101,109 x 0.15)			
				15,166	
<b>TOTAL FIRST 5 BUDGET</b>			\$	361,775	





## Program Outline Document 2019-2020

### AGENCY INFORMATION

<b>Legal Entity:</b>	American Academy of Pediatrics, District IX, Chapter 2	<b>Contract #:</b>	EC037
<b>Dept./Division:</b>			
<b>Project Name:</b>	Reach Out and Read San Bernardino		
<b>Address:</b>	P. O. Box 94127 Pasadena, CA 91109	<b>Phone #:</b>	(818) 422-9877
<b>Website:</b>	www.aapca2.org	<b>Fax #:</b>	(888) 838-1987
<b>Program Site Address:</b>	Choose an item.	<b>Client Referral Phone #</b>	

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

<b>Name:</b>	Tomas Torices	<b>Title:</b>	Executive Director
<b>Address:</b>	P. O. Box 94127 Pasadena, CA 91109	<b>Direct Phone #:</b>	(818) 422-9877
<b>E-Mail:</b>	Chapter2@aap-ca.org	<b>Fax #:</b>	(888) 838-1987

#### CONTRACT REPRESENTATIVE

<b>Name:</b>	Alice Kuo, MD	<b>Title:</b>	AAP-CA2 President
<b>Address:</b>	1100 Glendon Avenue, Suite 900 Los Angeles, CA 90024	<b>Direct Phone #:</b>	(310) 741-1657
<b>E-Mail:</b>	AKuo@mednet.ucla.edu	<b>Fax #:</b>	

#### PROGRAM CONTACT

<b>Name:</b>	Edward Curry, MD	<b>Title:</b>	Program Physician Champion
<b>Address:</b>	9985 Sierra Ave Fontana, CA 92335	<b>Direct Phone #:</b>	(909) 496-5325
<b>E-Mail:</b>	curryaapca2@gmail.com	<b>Fax #:</b>	

#### FISCAL CONTACT

<b>Name:</b>	Grant Christman, MD	<b>Title:</b>	AAP-CA2 Treasurer
<b>Address:</b>	4650 Sunset Blvd, Los Angeles, CA 90027	<b>Direct Phone #:</b>	(323) 361-6177

E-Mail: gchristman@chla.usc.edu Fax #: \_\_\_\_\_

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

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

Address: For Staff Analyst use only. No mail will be sent to this contact. Direct Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

**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**

**STRATEGY**

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

**PROGRAM DESCRIPTION**

Reach Out and Read is a research-proven, nonprofit school readiness program based in health centers and hospitals. At every well-child visit, pediatricians give advice and guidance to parents on reading aloud to their young children, and give them an age-appropriate book to take home.

**SERVICE AREA (LOCATIONS)**

Countywide

**COMMISSION LEVEL OUTCOMES**

**Strategic Priority Area 1:** Children and Families

**Goal 1.2 Early Learning:** Children birth through age 5 benefit from high quality early childhood care and education, family engagement, and support that prepares all children to reach their optimal potential in school and life.

**Objective 1.2.b:** Parents and caregivers are knowledgeable of and utilize quality early childhood care and education resources.

**Objective 1.2.c:** Parents and caregivers are engaged in children’s learning.

**ASSIGNED ANALYST:** Renee Jones

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
Choose an item.	\$ <u>361,775</u>
<b>Total</b>	\$ <u>361,775</u>