

AGREEMENT

This AGREEMENT made and entered into this 11th day of June, 2019, by and between COUNTY OF SAN JOAQUIN (hereinafter COUNTY), a political subdivision of the State of California, acting through the **First 5 San Joaquin Children and Families Commission** (hereinafter "COMMISSION"), and Tracy Unified School District (hereinafter "CONTRACTOR") whose principal place of business is at 1875 West Lowell Avenue, Tracy, CA 95376.

RECITALS

1. The COMMISSION has reviewed and recommended that COUNTY enter into an Agreement with CONTRACTOR as set forth below.
2. CONTRACTOR proposes to conduct **Building Literacy Together**, as set forth in Exhibit "A", attached hereto and incorporate herein, hereinafter described as the "Program", and
3. COUNTY and CONTRACTOR are desirous of entering into an Agreement to memorialize the rights, duties, and obligations of each toward the other in connection with the services that CONTRACTOR will provide.

NOW THEREFORE, in consideration of the charges, fees, mutual covenants and conditions contained herein, COUNTY and CONTRACTOR hereby agree as follows:

1. **TERMS OF THE AGREEMENT**

The term of this Agreement is from **July 1, 2019** to **June 30, 2020**. Nothing in this Agreement shall be interpreted as requiring either party to renew or extend this Agreement.

2. **SCOPE OF WORK**

The services to be performed by CONTRACTOR under this Agreement shall include, but are not limited to, those items described in the Scope of Work, set forth in Exhibit "A", attached hereto and incorporated herein. In cases of ambiguity, the COMMISSION's Executive Director may interpret the Scope of Work by using CONTRACTOR's proposal and letters of clarification, copies of which documents are on file in the COMMISSION's Executive Director's office.

3. **FISCAL PROVISIONS**

- A. COUNTY shall pay CONTRACTOR an amount not to exceed **\$438,780**.

- B. The basis for this Agreement shall be cost reimbursement. CONTRACTOR shall submit an Itemized Budget Expenditure Report (IBER) with supporting backup documentation on a monthly or quarterly basis, at the direction of the COMMISSION's Executive Director. Payment shall not exceed CONTRACTOR's actual costs. The payment of the cost of services shall be adjusted to actual cost or maximum Agreement, whichever is less, at the end of Agreement period. Payment shall be made in accordance with the Program Budget marked Exhibit "B" and attached hereto. All payments are contingent upon the availability of state and federal funding.
- C. CONTRACTOR, with the prior written approval of the COMMISSION's Executive Director, may make line item changes to the budget, as long as such changes do not change the total funding in the Agreement.

4. **INDEPENDENT CONTRACTOR**

In the performance of work duties and obligations imposed by this Agreement, CONTRACTOR is at all times acting as an independent CONTRACTOR and not as an employee of COUNTY. The sole interest of COUNTY is to assure that CONTRACTOR's services are rendered in a competent and efficient manner in order to maintain the high standards of COUNTY. CONTRACTOR shall not have any claim under this Agreement or otherwise against COUNTY for vacation, sick leave, retirement benefits, social security or workers' compensation benefits. CONTRACTOR acknowledges the fact that it is an independent CONTRACTOR and is in no way to be construed as an employee of COUNTY nor are any of the persons employed by CONTRACTOR to be so construed.

5. **STANDARD OF PERFORMANCE**

CONTRACTOR shall perform CONTRACTOR's work in strict accordance with approved methods and standards of practice in CONTRACTOR's professional specialty. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession.

6. **CONTRACTOR RESPONSIBILITIES**

- A. **Evaluation Plan** CONTRACTOR shall be required to develop and/or revise the Project's Evaluation Plan in conjunction with the COUNTY's evaluation consultant.
- B. **Data Input** CONTRACTOR shall be required to participate in pertinent training and input data into an Internet based or other data collection system as required by the COUNTY.
- C. **Reporting** CONTRACTOR shall submit monthly, quarterly and annual reports related to evaluation as required by the COUNTY.

- D. **Access** CONTRACTOR shall provide access to COUNTY staff and consultants to programmatic and client records. CONTRACTOR shall not refuse access to the records on the basis of confidentiality. The California Children and Families Act provides that identifiable confidential information may be released to the extent necessary for the provision of services.
- E. **Fees** CONTRACTOR shall not impose or collect from participants any fees for services rendered pursuant to this Agreement.
- F. **Compliance** CONTRACTOR shall comply with COMMISSION policies and procedures.

7. **GENERAL PROVISIONS**

- A. **Modifications or Amendments** This Agreement may be modified or amended only by a subsequent written agreement signed by both parties.
- B. **Compliance with Applicable Statutes, Ordinances and Regulations** CONTRACTOR shall comply with the applicable Federal, State, County and local laws in performance of work under this Agreement. Specifically, CONTRACTOR must:
 - i. Certify that it is a non-discrimination employer pursuant to Title 2, Chapter 5 to the California Code of Regulations.
 - ii. Comply with the minimum wage and maximum hours' provision of the Federal Fair Labor Standards Act.
 - iii. Assume all responsibility for complying with the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, and Sub-part F.
 - iv. Comply with all Federal, State, County and local laws, rules, and regulations applicable to its performance under this Agreement. If Federal, State, County or local laws, rules, regulations or guidelines touching upon this Agreement be adopted or revised during the term hereof, CONTRACTOR shall comply with them or notify COUNTY, in writing, that it cannot so comply so that COUNTY may take appropriate action.
 - v. Comply with Assembly Bill 1522, known as the Healthy Workplaces, Healthy Families Act of 2014. With a few exceptions, the new law requires all employers to provide employees performing work in California with paid sick leave, beginning on July 1, 2015.
 - vi. Comply with the "Certification Regarding Lobbying" set forth in Exhibit "C", attached hereto and incorporated herein.
 - vii. Certify that CONTRACTOR is not suspended, debarred or otherwise excluded from participation in federal assistance programs. CONTRACTOR acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement. If contractor claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by the State of California or United States Government, CONTRACTOR shall promptly refund the disallowed amount to COUNTY upon COUNTY's request. At its option, COUNTY may offset the amount disallowed from any

payment due or to become due to CONTRACTOR under this Agreement or any other Agreement.

viii. Confirm the information as set forth in Exhibit "D".

C. **Compliance with Immigration Law** CONTRACTOR shall employ only individuals who are in compliance with any and all current laws and regulations of the United States (U.S.) Dept. of Homeland Security, U.S. Citizenship and Immigration Service.

D. **Licenses and Permits** CONTRACTOR represents and warrants to COUNTY that CONTRACTOR has all licenses, permits, certificates, qualifications and approvals of whatsoever nature, which are legally required for CONTRACTOR to practice its profession and perform work under the Agreement.

E. **Conflict of Interest**

- i. CONTRACTOR has read and is aware of the provisions of Sections 1090 et seq. and 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees and agrees to be bound thereby. CONTRACTOR certifies that it is unaware of any financial or economic interest of any public officer or employee of COUNTY relating to this Agreement which would constitute violations of the foregoing sections of the Government Code. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, COUNTY may immediately terminate this Agreement by giving written notice thereof.
- ii. CONTRACTOR certifies that its employees and officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest, as statutorily defined, which either directly or indirectly arises from this Agreement.
- iii. CONTRACTOR shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family or business ties.

F. **Nepotism** When relatives are in the same chain-of-command of a management official or supervisor with authority to take personnel management actions may not select a relative for a position anywhere in the CONTRACTOR's organization under his or her jurisdiction or control. Such persons having the authority to appoint, employ, promote, or advance person or to recommend such action, may not advocate or recommend a relative for a position in the CONTRACTOR's organization.

- i. For purposes of this statement, relative is defined as a spouse, parents, children, siblings, aunts or uncles, in-laws or step-parents or step-siblings.
- ii. Except by consent of COUNTY's Human Services Agency Director or designee, which consent shall not be unreasonably withheld for exceptional or unusual

circumstances, no person shall be employed by CONTRACTOR who is in a direct chain-of-command or supervision with any relative, as defined above.

G. **Confidentiality** Contractor shall:

- i. Have a policy on confidentiality and will not publish, use or disclose any information concerning eligible individuals, applicants or recipients who receive service through this program for any purpose not connected with the administration of CONTRACTOR's or COUNTY's responsibilities under this project except with the informed written consent of the eligible individuals.
- ii. Not publish or disclose, or use or permit, or cause to be published any information pertaining to an applicant or recipient of program services.

H. **Non-Exclusive Rights** This Agreement does not grant to CONTRACTOR any exclusive privileges or rights to provide services to COUNTY. COUNTY may contract with other counties, private companies or individuals for similar services.

I. **Assignment** This Agreement is binding upon COUNTY and CONTRACTOR and their successors. Except as otherwise provided herein, neither COUNTY nor CONTRACTOR shall assign, sublet or transfer its interest in this Agreement or any part thereof, delegate its duties hereunder without the prior written consent of the other. Any assignment, transfer, or delegation made without such written consent shall be void and shall be a material breach of this Agreement.

J. **Termination**

- i. **Cause** If a CONTRACTOR materially breaches the term of this Agreement, COUNTY shall have the following alternative remedies:
 - a. Terminate the Agreement with CONTRACTOR subject to any regulatory required notice of termination.
 - b. Complete the unfinished work, under this Agreement, with a different CONTRACTOR.
 - c. All other remedies provided by law.
- ii. **For Convenience** Either party to this Agreement may for any reason terminate this Agreement at any time by giving to the other party thirty (30) days' written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
- iii. **Disputes** CONTRACTOR shall continue with the responsibilities under this Agreement during any dispute.

K. **Governing Law** The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and shall also govern the interpretation of this Agreement.

L. **Venue** For any actions arising out of this Agreement, they shall be held in the County of San Joaquin, California.

M. **Indemnification** CONTRACTOR agrees that it shall indemnify, defend and hold harmless COUNTY, its agents, elected officials, officers, volunteers, authorized charges, damages, claims, liens, and cause of actions, of whatsoever kind or nature, including, but not limited to: reasonable attorney fees, which are in any manner directly or indirectly caused, occasioned or contributed to in whole or in part through any act, omission, fault or negligence, whether active or passive, of CONTRACTOR or CONTRACTOR's officers, agents, employees or authorized representatives, which relates in any manner to this Agreement, any work to be performed by CONTRACTOR arising from the operation of this Agreement, even though the same may have resulted from the joint, concurring or contributory negligence, whether active or passive, of COUNTY or any other person or persons, except those injuries or damages that are the result of willful acts or the sole negligence of COUNTY, its officers, agents or employees.

- i. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons and damage to any property, regardless of where located, including the property of the COUNTY, and any liability of COUNTY for private attorney general fee awards. It is further expressly understood and agreed that the duty to indemnify shall include, but not be limited to: any internal costs for staff time, investigation costs and expenses, and fee of County Counsel reasonably incurred as a result of any act, omission, fault or negligence, whether active or passive, of CONTRACTOR or CONTRACTOR's officers, agents, employees or authorized representatives, which relates in any manner to this Agreement, or any authority delegated to CONTRACTOR under this Agreement.

N. **Insurance Requirements** During the term of this Agreement, CONTRACTOR shall maintain and carry in full force insurance of the following types and minimum amounts with a company or companies that are acceptable to COUNTY, insuring CONTRACTOR while CONTRACTOR is performing duties under this Agreement:

- i. **Workers' Compensation** 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 one million dollars (\$1,000,000) limits, covering all persons providing services on behalf of CONTRACTOR and all risks to such persons under this Agreement.
- ii. **Comprehensive General Liability Insurance** The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000), single limit liability.
- iii. **Automobile Liability** CONTRACTOR agrees to hold harmless and indemnify COUNTY for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.
- iv. **Additional Named Insured** All policies, except for Workers' Compensation, shall contain additional endorsements naming COUNTY and its officers, employees, agents, servants and volunteers as additional insured with respect to liabilities arising out of performance of services.

- v. **Policies Primary and Non-Contributory** All policies required above are to be primary and non-contributory with any self-insurance programs carried or administered by COUNTY.
- vi. **Proof of Coverage** CONTRACTOR shall furnish certified copies of the policies and all endorsements to the COUNTY Purchasing Department evidencing the required insurance coverage, including endorsements above required, prior to the commencement of performance of services, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days' written notice to COUNTY. CONTRACTOR shall maintain such insurance from the time CONTRACTOR commences performance of services hereunder until the completion of such services. If COUNTY elects to renew this Agreement, CONTRACTOR shall provide COUNTY with certified copies of the policies and all endorsements for each additional term of this Agreement. All insurance shall be in a company or companies authorized by law to transact insurance business in the State of California. Certificates of insurance are to be mailed to:

**San Joaquin County
Purchasing and Support Services
44 N. San Joaquin Street, Suite 540
Stockton, California 95202**

- vii. **Payment Withheld** If CONTRACTOR does not obtain the described insurance, or if COUNTY is not furnished at the time of specified with the requisite insurance certificates, or if the described insurance is terminated, altered, or changed in a manner not acceptable to COUNTY, COUNTY may withhold payments to CONTRACTOR or terminate this Agreement.
 - viii. **Liability Insurance** Coverage in the minimum amounts set forth herein shall not be construed to relieve CONTRACTOR from liability in excess of such coverage, nor shall preclude COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- O. **Entire Agreement** This document contains the entire Agreement between the parties and supersedes oral or written understanding they may have had prior to the execution of this Agreement. If any ambiguity is created between this Agreement and its exhibits, this Agreement shall prevail.
- P. **Severability** Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions of this Agreement will remain in full force and effect.
- Q. **Enforcement of Remedies** No right or remedy herein conferred on or reserved to COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted but each shall be cumulative of every other right or remedy

given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

- R. **Modification and Waiver** No supplement, modification, or waiver of this Agreement shall be binding unless executed in writing by the party to be bound thereby. No waiver of any of the provisions of this Agreement shall be deemed to or shall constitute a waiver of any other provisions hereof (whether similar or not), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- S. **Exhibits to Contract** Additional provisions shall be attached hereto and incorporated herein as sequential exhibits and shall have the same force and effect as set forth in this Agreement.
- T. **Headings** Paragraph headings are not to be considered a part of this Agreement and are included solely for convenience of reference and are not intended to be full or accurate description of the contents thereof.
- U. **Force Majeure** Without affecting any right of termination as set forth in this Agreement, either party may suspend this Agreement at any time because of strike of its personnel, war, declaration of state of national emergency, acts of God, or other cause beyond the control of the party, by giving the other party written notice of, and reason for, the suspension.
- V. **Audit** CONTRACTOR agrees that COUNTY or its designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. CONTRACTOR agrees to maintain records pertaining to the performance of this Agreement. CONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, CONTRACTOR agrees to include a similar right of COUNTY to audit records and interview staff in any subcontract related to performance of this Agreement.
 - i. CONTRACTOR shall maintain accurate and complete records including a physical inventory of employee payroll time sheets. These records shall be preserved in accordance with recognized commercial accounting practices.
 - ii. CONTRACTOR shall permit COUNTY to examine and audit these records and all supporting records at all reasonable times. Audits shall be made no later than (a) five (5) calendar years after completion of services rendered or (b) five (5) calendar years after expiration date of this Agreement, whichever comes later.

CONTRACTOR: Tracy Unified School District
1875 West Lowell Avenue
Tracy, CA 95376

COUNTY: County of San Joaquin
Children and Families Commission
102 S. San Joaquin Street
Stockton, CA 95202

IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this Agreement, effective on the date and year first written above, to the terms and conditions set forth above, COUNTY and CONTRACTOR have placed their signatures below:

ATTEST, San Joaquin County Board of Supervisors, State of California

By: _____
Mimi Duzenski, Clerk of the Board

COUNTY OF SAN JOAQUIN, a political subdivision of the State of California

By: _____
Miguel L. Villapudua
Chair, San Joaquin County Board of Supervisors

CONTRACTOR, Tracy Unified School District

By: Julianne Stocking
Julianne Stocking
Director of Continuous Improvement, Tracy Unified School District

APPROVED AS TO FORM, Office of County Counsel

By: _____
Deputy County Counsel



Exhibit "A"

SCOPE OF WORK 2019-2020

Agency: Tracy Unified School District
Program Name: Building Literacy Together

Description of Major Milestones	Method	Evaluation Methods
<p>1. Screenings & Referrals: Clerk/Typist will provide comprehensive screenings and referrals, as needed, to all families served in First 5 San Joaquin (F5SJ) Preschool programs.</p> <p>Type of Measurement: Families Annual Target Quantity: 168</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Program staff will follow F5SJ protocol to screen and refer, as needed, all families of children ages 0 to 5 for the following:</p> <ul style="list-style-type: none"> • Health Insurance • Dental Care • California Work Opportunity and Responsibility to Kids (CalWORKs) • Basic Needs Referrals as indicated in the Client and Service Database (Women, Infant and Children [WIC], and CalFresh) • Family income (gross) for family size (only required for preschool families) <p>For health insurance screening, documentation (i.e. enrollment/intake forms, referral forms, LIC 701) should include, at a minimum, the status of health insurance for the parent(s) and child(ren) (is or is not insured), the type of insurance, and whether referral of uninsured family members to appropriate services occurred, including the date of referral and any follow up information. Health insurance screening and referrals are captured in the Client and Service Database.</p> <p>Dental care screening is also captured in the Client and Service Database and includes three separate questions related to annual utilization.</p> <p>For all other referral activities, staff should perform the following:</p> <ul style="list-style-type: none"> • Assess whether families are currently receiving services 	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Client and Service Database • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • Referral logs or forms

Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>2. Developmental Screenings: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators and Clerk/Typist will provide comprehensive developmental and mental health screening using the Ages and Stages Questionnaire (ASQ) system for newly enrolled children who are receiving services to ensure appropriate referral and follow-up for special needs services.</p> <p>Type of Measurement: Children Annual Target Quantity: 72</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<ul style="list-style-type: none"> • Provide information to families on services (i.e. brochures, "how to" apply, etc.) • Capture screening information in the Client and Service Database as allowable • Capture referral information in the Client and Service Database/Basic Needs as allowable <p>Program staff will administer the Ages and Stages Questionnaires within 60 days of entrance into the program. Program staff will work with parents to complete the age-appropriate ASQ or ASQ-3 and ASQ:SE (Social Emotional) or ASQ:SE-2, and will make referrals for further assessment where scores indicate a possible developmental delay, behavioral or mental health concern.</p> <p>File documentation will include the ASQ Score Summaries, including a completed record of referrals and follow up information to mandated services for special needs. The complete ASQ tool, completed by parents, should be provided to the parent after screening.</p> <p>The ASQ screening should be administered to children who do not have a current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP). Programs will complete the annual target quantity by documenting the number of children receiving an ASQ screen and the number of children who enter the program with an existing IFSP or IEP, combined. F5SJ policy supports re-screening annually but not continuing to re-screen and practice a skill without a referral for children who score below the developmental screening cut-off.</p> <p>Staff administering the ASQ tool will receive agency-based or F5SJ training prior to tool use.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Client and Service Database • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • ASQ Score Summaries • Referral documentation and follow-up information (ASQ-3 and ASQ:SE/SE-2 is contained in the Score Summary)



Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>3. Raising A Reader: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators and Clerk/Typist will administer the Raising A Reader (RAR) program to children participating in a F5SJ funded classroom and their families to develop literacy and promote the shared book experience.</p> <p>Type of Measurement: Children Annual Target Quantity: 72</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>RAR book bags will be rotated to families weekly for the duration of the program (preschool year). Parents will complete literacy pre-surveys prior to the start of the RAR program. Literacy post-surveys will be completed at six months; one pre- and one post-survey per family.</p> <p>RAR Family Contracts may be completed prior to the start of the RAR program. To adhere to RAR implementation standards the following RAR program components must also be implemented during the year. Provide for families/parents:</p> <ul style="list-style-type: none"> • RAR Kick-off/Orientation • Parent Interactive Book Sharing/Read Aloud Training • Meaningful connection to library (i.e. field trip to library, provide information on getting a library card, etc.) • Blue Library Book Bags will be given to families prior to exiting the program 	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Post Literacy Survey (pre/post surveys may be submitted separately) • Client and Service Database • Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> o Number of participating families o Date of RAR Kick-off/Orientation o Date of Parent Interactive Book Sharing/Read Aloud Training o Date and description of library connection activity (please include name of library contact) <p>ON FILE</p> <ul style="list-style-type: none"> • RAR tracking documents (e.g. check-



Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>4. Preschool Services: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators and Clerk/Typist will operate a quality preschool program serving four-year-old children.</p> <p>Type of Measurement: Children Annual Target Quantity: 72</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Program will meet F5SJ guidelines and criteria for preschool services. Priority enrollment is four-year-olds residing in targeted school attendance areas (four-years of age by September 1st). The preschool(s) will operate 175 days/525 hours of instruction while meeting Title 5, Title 22, and F5SJ program requirements.</p> <p>Programs must serve children with high needs from diverse populations that include:</p> <ul style="list-style-type: none"> • Children that reside in attendance areas for target schools identified in the Scope of Work • Children identified as having a special need* • Children that reside in a home where a language other than English is used as primary means of communication (Dual Language Learner [DLL]) • Children that live in a household where a parent is employed as a seasonal migrant worker • Children who are at greatest risk for falling behind in their overall development (i.e. low income [less than 350 percent of the Federal Poverty Level], African American, Hispanic, other ethnic minority families, homeless, foster child) <p>* "Special Need" is defined by First 5 California as follows: 1) Children with identified disability, health, or mental health conditions requiring early intervention, special education services, or other specialized services and supports; or 2) Children without identified conditions but requiring specialized services, supports, or monitoring.</p> <p>Only children meeting one of the above criteria may be enrolled. Four-year-olds not meeting one of the above criteria will require prior F5SJ approval. Three-year-olds (33-months of age by</p>	<p>in/check-out card, activity log, family contract, child participation log, etc.)</p> <p>SUBMIT SEMI-ANNUALLY</p> <ul style="list-style-type: none"> • DRDP 15 Group Summary (two times per year, after Fall and Spring, data collection) and Parent Survey Summary of Findings data (Parent Survey data collected in April) All DRDP 15 data to be submitted electronically • Quality Growth Plan (if applicable) <p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Client and Service Database • Scope of Work Reporting Form <p>SUBMIT WITH FISCAL REPORTS</p> <ul style="list-style-type: none"> • Enrollment and Attendance Register <p>SUBMIT PRIOR TO THE START OF SCHOOL YEAR (and updated throughout the year as applicable)</p> <ul style="list-style-type: none"> • Completed Preschool Checklists with corresponding documentation (such as school calendar, teacher Child Development Permit, copy of teacher college degree or transcripts for teachers that do not have a Site Supervisor or Program Director Permit, enrollment packet, classroom license, best interest policy, and parent handbook) <p>ON FILE</p> <ul style="list-style-type: none"> • F5SJ Client Consent Form



Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
	<p>September 1st) will be on a priority waitlist following the same guidelines as four-year-olds and will not exceed 33 percent of the enrollment per class. Enrollment of three-year-olds will require prior FSSJ approval.</p> <p>Providers will assess each child using the Desired Results Developmental Profile 2015 (DRDP 15) within 60 calendar days of the start of the preschool calendar year (if child enrolls late, then within 60 calendars days of the child's first day of attendance) and meet with each parent to share results, concerns, and referral to appropriate agencies. The assessment process will be repeated in the Spring and the results will be submitted to FSSJ. DRDP data will be collected by programs using DRDP Online.</p> <p>Parents of preschool children will complete a Parent Survey as part of the DRDP 15 System and results will be submitted to FSSJ.</p> <p>External evaluators will assess preschool classrooms using the Early Childhood Environment Rating Scale – Revised (ECERS-R) to verify that providers meet a quality level criteria, overall score of "5" or greater. An overall score below "5" will require a follow-up visit and Quality Growth Plan.</p> <p>External evaluators will assess preschool programs using the Classroom Assessment Scoring System (CLASS) to verify that providers meet the following quality level scores: "5" on CLASS Emotional Support Domain, "5" on CLASS Classroom Organization Domain, and "3" on CLASS Instructional Support Domain. Scores not meeting the indicated scores in any of the domains will require a follow-up visit and Quality Growth Plan.</p>	<ul style="list-style-type: none"> • Completed student enrollment packet • DRDP 15 including evidence such as child portfolios, teacher anecdotal notes and documentation • DRDP Parent Surveys • Lesson plans (Project Planning Journals) • ECERS-R Score Summary • CLASS Score Summary • Community Care Licensing documentation



Exhibit "A"

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Description of Major Milestones	Method	Evaluation Methods
	<p>All classrooms must maintain the following staffing level: Director/Teacher: (Program Director Permit) Bachelor of Arts (BA) plus 24 Early Childhood Education (ECE) units (including core), or ECE or Multiple Subject teaching credential, or Child Development Permit Matrix Program Director. Assistant Teacher: Teacher Permit and an Associate's Degree (or equivalent course work in BA program) with 24 ECE units.</p> <p>Program staff will implement the Second Step curriculum to encourage social-emotional growth. The Creative Curriculum to address cognitive development, and Early Sprouts to promote health.</p> <p>The North Preschool will offer one AM and one PM class session with 8 students enrolled in the AM class session and 24 enrolled students in the PM session. The Villalovoz Preschool will offer two (AM and PM) class sessions, with 24 students enrolled in the AM class session and 16 enrolled in the PM session.</p> <p>Enrollment priority will be based on the high need criteria specified above in Milestone 4. Targeted elementary school attendance areas include: North, South/West Park, Central, McKinley, Jacobson, Bohn and Villalovoz.</p>	
<p>5. Evaluation Tool Training/Refreshers: School Readiness Coordinator and School Readiness Site Leads will complete CLASS Pre-K and ECERS-R training.</p> <p>Type of Measurement: Completed CLASS Pre-K Training Annual Target Quantity: 3</p> <p>Type of Measurement: Completed ECERS-R Training Annual Target Quantity: 3</p>	<p>School Readiness Coordinator and School Readiness Site Leads, responsible for site visits and overall oversight of the preschool program, will complete the two-day CLASS Pre-K tool certification training (or equivalent training) and the full-day ECERS-R training (or equivalent training). Verification of training completion will be submitted; however, observer/assessor reliability certification is not required.</p> <p>Staff that previously completed training on the tools will complete refresher training on a yearly basis.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • Training completion certification

Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>Start Date: July 1, 2019 Target Date: June 30, 2020</p> <p>6. Preschool Oversight: School Readiness Coordinator will make regular classroom site visits to all FSSJ preschool sites for informal observation and progress updates, as well as, one formal observation annually.</p> <p>Type of Measurement: Informal Visits Annual Target Quantity: 16</p> <p>Type of Measurement: Formal Visits Annual Target Quantity: 4</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>At a minimum, School Readiness Coordinator will make four bi-monthly classroom/center observations at each site (session) and will document dates and note highlights of observations, including evidence of progression towards established goals for sites receiving coaching or that have a Quality Growth Plan in place.</p> <p>In addition, School Readiness Coordinator will make, at a minimum, one formal annual site visit (one per funded site [session]) and will provide a written evaluation which will document dates, highlights, feedback including classroom use of collected evaluation data for quality improvement, and follow-up requirements if required. The formal annual site visit must be for the entire duration of the preschool session. (The formal annual site visit could consist of an "internal" ECERS-R assessment, file review, quality preschool indicator or CLASS assessment).</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • Site visitation logs and notes • Formal observation documentation
<p>7. Parent Advisory Committee: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, and Preschool Para Educators will facilitate a Parent Advisory Committee meeting a minimum of twice annually.</p> <p>Type of Measurement: Meetings Annual Target Quantity: 2</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators will meet with the Parent Advisory Committee bi-annually during the school year. The purpose of this committee is to involve parents in their children's education and to seek their input and advise the program in improving services.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Client and Service Database • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • Sign-in sheet • Meeting agenda • Flyer (pre-approved)
<p>8. Talk. Read. Sing. Draw. Play. (TRSDP) Campaign Extension: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, and</p>	<p>Program staff will incorporate TRSDP campaign messages, information, and resources into existing services (parent workshops, home visits, outreach events, or other special</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> o Types of activities



Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>Clerk/Typist will incorporate TRSDP campaign messages, information and material (some of which may be provided by FSSJ).</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>activities in prior approved formats), in an effort to spread campaign messages throughout the county.</p>	<p>ON FILE</p> <ul style="list-style-type: none"> ○ Dates of activities ● Meeting agenda ● Flyer for community event or workshop
<p>9. Outreach & Recruitment: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, and Clerk/Typist will conduct targeted outreach and utilize culturally and linguistically appropriate program strategies to promote proportionate representation of targeted groups (i.e. special needs, DLL, low income, African American, Hispanic, other ethnic minority families, seasonal migrant, foster child, and homeless) in clients served.</p> <p>Type of Measurement: Achieved /Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Per Principles on Equity, efforts will be made to ensure that all diverse groups, particularly those traditionally underserved, are enrolled and actively engaged and involved. Culturally and linguistically appropriate outreach strategies will be used.</p> <p>Culturally and linguistically appropriate outreach strategies include but are not limited to: providing written information in multiple languages, employing translators when meeting with families, scheduling services to meet family needs and situations, individualizing services to address the cultural and linguistic diversity, ability levels, behavioral and learning styles representative of Tracy's children and families, and providing staff development to improve knowledge, skills and attitudes and build capacity to work better within culturally and linguistically diverse communities.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> ● Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> ○ Where outreach was conducted ○ Dates of outreach efforts
<p>10. Professional Development: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, and Clerk/Typist will attend professional growth trainings throughout the year.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Program staff will attend professional development trainings that may include local FSSJ sponsored trainings, conferences, internal agency trainings, etc. and report on progress of trainings and attendees in quarterly reports.</p> <p>Professional development topics may include but are not limited to cultural competence, children who have special needs and their families, curriculum, behavior management, Preschool Learning Foundations, literacy, assessment and evaluation.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> ● Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> ○ Type/title of trainings ○ Dates of trainings ○ Staff in attendance

Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
Target Date: June 30, 2020		
<p>11. Articulation: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators and Clerk/Typist will work with elementary school staff to develop and implement articulation and/or transition activities.</p> <p>Type of Measurement: Meetings/Activities Annual Target Quantity: 2</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>School Readiness Coordinator and School Readiness Site Lead will work with school site and district staff to facilitate opportunities for preschool, transitional kindergarten, and/or kindergarten staff to collaborate, plan transition activities for children and families, and build strong partnerships between programs.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form <p>ON FILE</p> <ul style="list-style-type: none"> • Meeting sign-in sheet • Meeting agenda
<p>12. Parent Engagement: School Readiness Coordinator, School Readiness Site Lead, Preschool Instructors, Preschool Para Educators and Clerk/Typist will provide opportunities for parents and providers to learn and/or interact with children or the program.</p> <p>Type of Measurement: Meetings/Activities Annual Target Quantity: 4</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Program staff will provide orientation meetings, trainings, workshops, presentations, screening opportunities, family learning events and/or other events for parents of children ages 3 to 5 and professionals working with children that encourage learning and engagement. Topics may include: literacy, child development, discipline, preschool, kindergarten expectations and content standards and kindergarten transition activities for children.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form • Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> ○ On Quarter 1 report, program will include parent engagement activity schedule for the school calendar year <p>ON FILE</p> <ul style="list-style-type: none"> • Agenda (if Applicable) • Flyer or Save the Date (pre-approved) • Sign-in sheet

Exhibit "A"
SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>13. Kindergarten Bridge Program: School Readiness Site Lead, four Certificated Teachers, four Preschool Instructors, and Clerk/Typist will work with school administration and teaching staff to conduct a minimum of a one week (five school days) Kindergarten Bridge Initiative (KBI) Program to help children transition to the school setting in accordance with the required components section of the F5SJ KBI Program Minimum Qualifications form.</p> <p>Type of Measurement: Children Annual Target Quantity: 96</p> <p>Type of Measurement: KBI Sessions Annual Target Quantity: 4</p> <p>Start Date: July 1, 2019 Target Date: July 31, 2019</p>	<p>Incoming transitional kindergarteners and kindergarteners will participate in a minimum of five days, three hours per day KBI program that will be held during summer.</p> <p>Children with little and no preschool or prior transitional kindergarten experience will be targeted for enrollment. After outreach efforts have been exhausted to enroll targeted children, bridge program spaces will then be offered to children that do not meet the above criteria.</p> <p>Kindergarten, transitional kindergarten, or first grade teachers will be utilized to conduct KBI with a maximum ratio of 1:3:1.</p> <p>The school attendance areas that will receive KBI are listed below: Bohn, Central, former Delta Island, Freiler, Hirsh, Jacobson, Kelly, McKinley, North, Poet-Christian, South/West Park and Villalovoz. The KBI site will be determined when the general summer school site is determined.</p>	<p>SUBMIT ANNUALLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form • Client and Services Database • KBI Parent Surveys • KBI Teacher Surveys <p>ON FILE</p> <ul style="list-style-type: none"> • Lesson plans • Structured kindergarten activity schedule (pre-approved curriculum) • Flyer (pre-approved) • Sign-in sheet/attendance record • KBI teachers informal observation notes
<p>14. KBI Oversight: School Readiness Coordinator and School Readiness Site Lead will ensure curriculum selected is being utilized in the KBI, teaching staff is trained on the selected lesson plans, and kindergarten transition activities are aligned with common core standards for kindergarten.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: July 31, 2019</p>	<p>School Readiness Coordinator will ensure KBI is being conducted in accordance with the required components section of the F5SJ KBI Program Minimum Qualifications form.</p>	<p>SUBMIT ANNUALLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form Including: <ul style="list-style-type: none"> ○ Summary of training activities with KBI teaching staff

Exhibit "A"

SCOPE OF WORK 2019-2020

Description of Major Milestones	Method	Evaluation Methods
<p>15. Outreach Efforts: School Readiness Coordinator and School Readiness Site Lead will ensure outreach efforts to children with little or no prior preschool or transitional kindergarten experience are being targeted, as well as parental involvement is being promoted.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: July 31, 2019</p>	<p>Outreach efforts will be made by the posting of flyers, advertising during kindergarten registration, and other outreach efforts as appropriate to offer KBI to children that have little or no prior preschool or transitional kindergarten experience.</p> <p>Parent engagement activities will be offered through KBI by, at a minimum, conducting a parent orientation.</p>	<p>SUBMIT ANNUALLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form Including: <ul style="list-style-type: none"> ○ Summary of outreach efforts ○ Summary of parent involvement activities <p>ON FILE</p> <ul style="list-style-type: none"> • Flyer (pre-approved) • Orientation agenda
<p>16. Sustainability: Director of Continuous Improvement and School Readiness Coordinator will work with F5SJ staff and consultants on issues pertaining to sustainability.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2019 Target Date: June 30, 2020</p>	<p>Director of Continuous Improvement and School Readiness Coordinator will work with F5SJ staff and consultants regarding sustainability. F5SJ will provide additional details to this milestone throughout the year.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> • Scope of Work Reporting Form



Exhibit "B"
BUDGET REQUEST FORM

Agency: Tracy Unified School District
Program: Building Literacy Together

Period: July 1, 2019 - June 30, 2020

A	B	C	D	E	F	G	H	I
I.	PERSONNEL			% of salary attributed to program	Total salary attributed to program	Amount of Col F requested from Commission	%	Amount of Col F provided by other sources
	Position Title		Salary					
A.	School Readiness Coordinator		\$99,410	50.0%	\$49,705	\$49,705	100%	\$0
B.	Translator/Clerk Typist		\$33,556	65.0%	\$21,811	\$21,811	100%	\$0
C.	School Readiness Site Lead #1		\$60,000	100.0%	\$60,000	\$60,000	100%	\$0
D.	School Readiness Site Lead #2		\$35,000	100.0%	\$35,000	\$35,000	100%	\$0
E.	Preschool Instructor #1		\$33,000	50.0%	\$16,500	\$16,500	100%	\$0
F.	Preschool Instructor #2		\$31,000	50.0%	\$15,500	\$15,500	100%	\$0
G.	Preschool Instructor/Lead Teacher #3		\$28,088	100.0%	\$28,088	\$28,088	100%	\$0
H.	Preschool Instructor #4		\$28,088	100.0%	\$28,088	\$28,088	100%	\$0
I.	Extra Services & Substitutes		\$16,000	100.0%	\$16,000	\$16,000	100%	\$0
J.	Certificated - Kindergarten Bridge		\$7,131	64.0%	\$4,564	\$4,564	100%	\$0
K.	Classified - Kindergarten Bridge		\$3,578	64.0%	\$2,290	\$2,290	100%	\$0
	Total Personnel Excluding Benefits				\$277,546	\$277,546		\$0
	Benefits Percentage			35.21%		\$97,724		
	Total Personnel Including Benefits					\$375,270		

II. OPERATING EXPENSES

	Amount requested from Commission
A. Rent and Utilities	\$3,500
B. Communications/Phones	\$1,020
C. Office Expenses	\$4,000
D. Equipment Lease	\$0
E. Equipment Purchase	\$10,000
F. Travel	\$1,500
G. Training/Conferences	\$3,000
H. Consultants/Subcontractors (if any)	\$0
I. Program Costs	\$14,560
J. Other, please describe	\$12,996
	\$0
	\$0
	\$0
	\$0
Total Operating Expenses	\$50,576
Total Personnel Including Benefits and Total Operating Expenses	\$425,846

III. INDIRECT EXPENSES

Indicate % of Personnel, Excluding Benefits 4.66% \$12,934

IV. TOTAL REQUEST

\$438,780

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

Summary:

Tracy Unified School District is requesting a total of **\$438,780** for expenses to be incurred from July 1, 2019 to June 30, 2020, consisting of **\$428,892** for Building Literacy Together and **\$9,888** for the Kindergarten Bridge program.

I. Personnel:

The project requests a total of **\$277,546** excluding benefits, for salary expenses for a 12-month period. The requested amount represents funding for the following positions:

A. School Readiness Coordinator: A total of **\$49,705** is requested for **50 percent** of the School Readiness Coordinator's salary. The School Readiness Coordinator (SRC) will oversee the implementation of the First 5 Programs by coordinating the programs for both North Preschool (NPS) and Villalovoz Preschool (VPS). This position will oversee curriculum and instruction and will monitor student progress for all sites. This position will coordinate the parent involvement, staff professional development and articulation between preschool teachers and K-3 teachers across the district. The SRC will also spend 10 percent of their time planning, preparing for, and overseeing the Kindergarten Bridge program. Days of Service: 215

B. Translator/Clerk Typist: A total of **\$21,811** is requested for **65 percent** of the Translator/Clerk Typist's salary. The Translator/Clerk Typist will work to complete event registration, perform data input, enroll students, keep records, file, promote events, meetings, and programs, translate written material, provide translation during workshops, and other clerical tasks for both NPS and VPS. Days of Service: 191

C. School Readiness Site Lead #1: A total of **\$60,000** is requested for **100 percent** of the School Readiness Site Lead #1's salary. School Readiness Site Lead #1 will provide guidance and oversight of the implementation of the preschool program at NPS both AM and PM. This position works in the classroom and provides professional development for staff and parent education opportunities. Days of Service: 215

D. School Readiness Site Lead #2: A total of **\$35,000** is requested for **100 percent** of the part-time School Readiness Site Lead #2's salary. School Readiness Site Lead #2 will provide guidance and oversight of the implementation of the preschool program at VPS. This position works in the classroom and provides professional development for staff and parent education opportunities. Days of Service: 215

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

E. Preschool Instructor #1: A total of **\$16,500** is requested for **50 percent** of the Preschool Instructor #1's salary. The Preschool Instructor #1 will provide general supervision and instruction, along with management of a group of preschool students in a classroom setting and assist with other duties related to the operation of the preschool as assigned. The Preschool Instructor #1 will teach in the North PM section. Days of Service: 183

F. Preschool Instructor #2: A total of **\$15,500** is requested for **50 percent** of the Preschool Instructor #2's salary. The Preschool Instructor #2 will provide general supervision and instruction, along with management of a group of preschool students in a classroom setting and assist with other duties related to the operation of the preschool as assigned. The Preschool instructor #2 will teach in the North PM section. Days of Service: 183

G. Preschool Instructor/Lead Teacher #3: A total of **\$28,088** is requested for **100 percent** of the part-time Preschool Instructor/Lead Teacher #3's salary. The Preschool Instructor/Lead Teacher #3 will provide general supervision and instruction, along with management of a group of preschool students in a classroom setting and assist with other duties related to the operation of the preschool as assigned in the AM section. The Preschool Instructor/Lead Teacher #3 will be the Lead Teacher in the VPS PM section. In addition, the Preschool Instructor/Lead Teacher #3 will meet the qualifications of the Lead Teacher for the PM section by meeting the minimum qualifications of a Bachelor's of Arts degree (BA) and 24 units of Early Childhood Education. Days of Service: 183

H. Preschool Instructor #4: A total of **\$28,088** is requested for **100 percent** of the part-time Preschool Instructor #4's salary. The Preschool Instructor #4 will provide general supervision and instruction, along with management of a group of preschool students in a classroom setting and assist with other duties related to the operation of the preschool as assigned. The Preschool instructor #4 will teach in the VPS AM and PM section. Days of Service: 183

I. Extra Services & Substitutes: A total of **\$16,000** is requested for **100 percent** of the time sheet costs for classified staff to substitute, provide extra services, or participate in events including, but not limited to, transition activities, parent education events, professional development opportunities, outreach events, advisory committee meetings, extension of preschool services during the Kindergarten Bridge program, and other Building Literacy Together project related events, meetings, and data collection efforts. This line item also includes personnel to provide childcare, translation during

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

parent workshops and trainings, including kindergarten orientation meetings, and to facilitate a parenting program. Included in this amount are substitutes to release preschool teachers for coaching and observations. This line item also includes custodial support, as needed, for parent workshops/trainings and professional development.

J. Certificated – Kindergarten Bridge: A total of **\$4,564** is requested for **64 percent** of the teachers' salaries for the Kindergarten Bridge program. Kindergarten, Transitional Kindergarten, or First Grade teachers will be paid the standard hourly rate of approximately \$40.75, for attending in-service training (one day) and providing instruction during the Kindergarten Bridge program (ten days). The Kindergarten Bridge program will be held at one school site for approximately three hours per day, for ten days. Teachers will work four hours each day of the program (one hour of prep time and three hours of instructional time). Four teachers will participate in the Kindergarten Bridge program for approximately 96 students at 24 per class: First 5 funds **\$4,564** ($\$40.75 \times 4 \text{ teachers} \times 4 \text{ hours per day} \times 7 \text{ days}$). Title 1 funds \$2,608 ($\$40.75 \times 4 \text{ teachers} \times 4 \text{ hours per day} \times 4 \text{ days}$).

K. Classified – Kindergarten Bridge: A total of **\$2,290** is requested for **64 percent** of the Preschool Instructors' salaries for the Kindergarten Bridge program. Preschool Instructors will be paid the standard hourly rate, approximately \$20.45, for attending in-service training (one day) and providing instructional support, including translating for students and parents, child care services, or supervising during the Kindergarten Bridge Program (10 days). The Kindergarten Bridge program will be held at one school site for approximately three hours per day. Preschool Instructors will work four hours each day of the program (three hours of instructional support and an additional hour of supervision, translation, or other support services). Four Preschool Instructors will participate in the Kindergarten Bridge program: First 5 funds **\$2,290** ($\$20.45 \times 4 \text{ Preschool Instructors} \times 4 \text{ hours per day} \times 7 \text{ days}$). Title 1 funds \$1,309 ($\$20.45 \times 4 \text{ Preschool Instructors} \times 4 \text{ hours per day} \times 4 \text{ days}$).

Benefits:

The project budgets a total cost of **\$97,724** for benefits for positions as identified. Benefits include health, life, dental and vision insurance, retirement, and state and federal mandated benefits and employer paid payroll taxes. This program anticipates the benefits costing approximately **35.21 percent** of the total personnel expenses. **\$212** of the total is for benefits and employer paid payroll taxes associated with Kindergarten Bridge.

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

II. Operating Expenses:

A. Rent and Utilities: A total of **\$3,500** is requested for utilities including, but not limited to, custodial fees, custodial supplies and electricity, which are estimated at \$125 per month for 12 months at NPS and VPS: **\$1,500** ($\125×12). In addition, **\$2,000** is included in this cost for the security alarm contract at NPS.

B. Communications/Phones: A total of **\$1,020** is requested for communications/phone service into the preschool classrooms which is estimated at approximately \$100 per month for 12 months at NPS and VPS: **\$1,200** ($\100×12). The cost to this program is **\$1,020** ($\$1,200 \times 85\%$). The remaining 15 percent (\$180) will be provided by California State Preschool Program (CSPP) funds.

C. Office Expenses: A total of **\$4,000** is requested for office expenses including, but not limited to, office supplies (consumables and small office equipment), materials, postage, printing, and duplicating costs, shredding fees. The budget was calculated using \$333 per month per 12 months at NPS and VPS: **\$4,000** ($\333×12). The remaining 15 percent (\$600) will be provided by CSPP funds.

D. Equipment Lease: None requested.

E. Equipment Purchase: A total of **\$10,000** is requested for funds to purchase or replace program equipment. Purchases made for NPS will be shared between CSPP and First 5. A copy/scan/fax machine (shared cost with CSPP program), a teacher computer for instruction, lesson planning, and Desired Results Developmental Profile (DRDP) observation collection (VPS/First 5 funded program), and replacement carpet (NPS shared cost with CSPP program).

F. Travel: A total of **\$1,500** is requested for program-related mileage, parking, and tolls for budgeted staff including, but not limited to, the School Readiness Coordinator, Translator/Clerk Typist, School Readiness Site Leads, and Preschool Instructors. It is estimated travel cost will average approximately \$125 per month for 12 months. The mileage rate will not exceed the Internal Revenue Service (IRS) published rate of reimbursement.

G. Training/Conferences: A total of **\$3,000** is requested for travel expenses, mileage, registration, and other training, seminar, and conference costs for budgeted staff, including the School Readiness Coordinator, Translator/Clerk Typist, School Readiness

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

Site Leads and Preschool Instructors to attend workshops, Classroom Assessment Scoring System (CLASS) trainings, conferences, licensing orientations, and other related events on early childhood education topics. This line item may also include, but is not limited to, expenses for consultants/trainers and expenses related to in-house trainings on topics related to early childhood education and quality improvements. Trainings will be coordinated with First 5 staff to avoid duplication. Approval for any out of state travel will have prior written approval from First 5 San Joaquin.

H. Consultants/Subcontractors: None requested.

I. Program Costs: A total of **\$14,560** is requested for program costs including, but not limited to, curriculum, resource materials, marketing materials, licensing fees, and supplies directly related to the scope of work and compliance with quality improvement, Early Childhood Environment Rating Scale, and CLASS requirements for the established classrooms (**\$3,000**). In addition, funds from this line will be used to purchase any additional classroom furniture (VPS/First 5 funded program), replace worn and/or broken furniture at NPS (cost will be shared with CSPP) and VPS (**\$2,000**). Learning Genie license (**\$1,400**) will be purchased for program to ensure that the Desired Results Developmental Profile 2015 are completed timely and efficiently. Raising a Reader (RAR) (**\$1,000**) items will be purchased for new students, or to replenish and/or maintain the program. RAR replacement costs include a blue book bag for each participant, sales tax, and shipping and handling charges. Field trips to local museum, farms, and related curriculum experiences will be provided to NPS (shared cost with CSPP) and VPS students and parents (**\$2,000**). This includes transportation and entrance fees. In addition, costs for food directly related to the program, including healthy snacks provided to students during preschool sessions, food items used in classroom cooking activities, and healthy snacks provided to clients in accordance with First 5 policies during workshops, trainings, and meetings are included in this line item (**\$3,000**). Students at NPS and VPS are eligible for United States Department of Agriculture Child and Adult Care Food Programs as both schools are located at Title I school sites within Tracy Unified School District. Afternoon snack is not part of the daily Food Program meal and snack eligibility.

This line item also includes costs for the Kindergarten Bridge program including, but not limited to, transportation, healthy snacks for program participants, school readiness resources such as scissors and consumable supplies, classroom materials and books, and outreach expenses. Transportation is approximately **\$1,200** ($\$4.00 \text{ per mile} \times 30 \text{ miles} = \$120 \times 10 \text{ days}$). Kindergarten Bridge program material costs are calculated using

Exhibit "B"
Tracy Unified School District
Building Literacy Together
July 1, 2019 through June 30, 2020
BUDGET NARRATIVE

approximately \$10.00 per student at **\$960** (96 students x \$10.00). Total Kindergarten Bridge Program Costs = **\$2,160**.

J. Other/Banked Funds: A total of **\$12,996** has been set aside for upcoming unknown costs to be reallocated after First 5 approves submitted budget revision.

III. Indirect Expenses:

Indirect expenses are budgeted at **\$12,934** to cover day-to-day administrative and overhead costs that are not easily distinguishable to a specific project. This includes, but is not limited to, accounting/fiscal support, human resources support, miscellaneous fees, insurance costs, and other operating expenses. Tracy Unified School District cost rate is currently estimated at **4.66 percent** for the 2019–2020 school year. Tracy Unified School District selects Option #4: Use the California Department of Education (CDE) determined Indirect Cost Rate. If the CDE increase the rate during the year, Tracy Unified School District reserves the right to submit a budget revision to increase indirect cost up to the allowed rate.

Exhibit "C"

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by United States Code Section 1352, Title 31. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Tracy Unified School District
Agency Name

4/18/19
Date

Julianna Stocking
Authorized Signature

Julianna Stocking, Director of Continuous Improvement
Title

Exhibit "D"

SUBAWARD INFORMATION

Subrecipient Name	Tracy Unified School District
Subrecipient's Unique Entity Identifier	39754990000000
Federal Award Identification Number (FAIN)	1801CATANF
Federal Award Date of Award to the Recipient by the Federal Agency	October 1, 2018
Subaward Period of Performance Start and End Date	July 1, 2019 – June 30, 2020
Name of Federal Awarding Agency	Administration for Children and Families
CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement	93.558 Temporary Assistance for Needy Families
Identification of whether the award is Research and Development	No
Indirect Cost Rate for the Federal Award	Not Applicable