SEPARATE COVER ITEM 13.2.7 San Joaquin County Grants MEETING: JUNE 23, 2009

.

A-09-

AGREEMENT

This AGREEMENT made and entered into this <u>7</u>th day of <u>July</u>, 2009, by and between COUNTY OF SAN JOAQUIN, a political subdivision of the State of California, acting through the **Children and Families Commission**, (hereinafter "COUNTY"), and **Tracy Unified School District** (hereinafter "CONTRACTOR") whose principle place of business is at 1875 W. Lowell Avenue, <u>Tracy</u>, <u>CA</u> <u>95376</u>.

RECITALS

- The San Joaquin County Children and Families Commission has reviewed and recommended that COUNTY enter into an Agreement with CONTRACTOR as set forth below.
- 2. CONTRACTOR proposes to conduct <u>PLAY School Readiness Cluster</u>, as set forth in Exhibit "A", attached hereto and incorporated 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 <u>July 1, 2009</u> to <u>June 30, 2010</u>. 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 San Joaquin County Children and Families Commission 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 Executive Director's office.

3. FISCAL PROVISIONS

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- A. COUNTY shall pay CONTRACTOR an amount not to exceed \$751,839.
- B. The total Agreement amount shall not exceed a total of \$751,839. 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 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.
- C. CONTRACTOR, with the prior written approval of Children and Families 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. CONTRACTOR shall perform CONTRACTOR's work in strict accordance with approved methods and standards of practice in CONTRACTOR's professional specialty. 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 all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in California. 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

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- A. <u>Evaluation Plan</u> 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. <u>Confidentiality</u> CONTRACTOR shall have a policy on confidentiality and will not use or disclose any information concerning eligible individuals who receive services 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.
- E. <u>Access</u> 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.
- F. <u>Fees</u> CONTRACTOR shall not impose or collect from participants any fees for services.
- G. **Compliance** CONTRACTOR shall comply with COUNTY policies and procedures.

7. GENERAL PROVISIONS

- A. <u>Modifications or Amendments</u> 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. During the performance of this Agreement, CONTRACTOR shall 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.

- i. Certify that it is a non-discrimination employer pursuant to Title 11, 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. This Agreement may be modified or amended only in writing signed by both parties.
- C. <u>Compliance with Immigration Law</u> CONTRACTOR shall employ only individuals who are in compliance with any and all current laws and regulations of the U.S. Dept. of Homeland Security, U.S. Citizenship and Immigration Service.
- D. **Drug Free Workplace** CONTRACTOR shall comply with the provisions of Government Code section 8350 et seq., otherwise known as the Drug-Free Workplace Act.
- E. <u>Licenses and Permits</u> 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.

F. 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.

G. **Confidentiality** CONTRACTOR shall:

- i. Have a policy on confidentiality and will not use or disclose any information concerning eligible individuals 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, disclosed or used, any confidential information pertaining to an applicant or recipient of program services.
- iii. 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.
- H. <u>Non-Exclusive Rights</u> 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. <u>Assignment</u> 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 or 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. <u>Cause</u> If CONTRACTOR materially breaches the terms 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) day's 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. <u>Governing Law</u> 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. <u>Venue</u> Venue for any action arising out of this Agreement shall be 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 representatives and employees from any and all losses, liabilities, costs, expenses, charges, damages, claims, liens, and causes of actions, of whatsoever kind or nature, including, but not limited to, reasonable attorney's 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, or any authority delegated to CONTRACTOR under 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, agent or employees.

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 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 fees 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, any work to be performed by CONTRACTOR under this Agreement, or any authority delegated to CONTRACTOR under this Agreement.

N. <u>Insurance Requirements</u> 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 as are acceptable to COUNTY, insuring CONTRACTOR while CONTRACTOR is performing duties under this Agreement:

- i. 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 dollar (\$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 limited 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 insureds 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.

CONTRACTOR shall immediately furnish vì. **Proof of Coverage** certificates of insurance to the COUNTY Purchasing Department evidencing the 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) day's written notice to COUNTY, CONTRACTOR shall maintain such insurance from the time CONTRACTOR commences performance of services hereunder until the completion of such services. Within thirty (30) days of the commencement of this Agreement, CONTRACTOR shall furnish certified copies of the policies and all endorsements. 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 222 East Weber Avenue, Room 675 Stockton, California 95202

vii. **Payment Withheld** If CONTRACTOR does not obtain the described insurance, or if COUNTY is not furnished at the time 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. <u>Liability</u> 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 it 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 supercedes 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. <u>Enforcement of Remedies</u> 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. <u>Modification and Waiver</u> 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 or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- S. <u>Exhibits to Contract</u> Additional provisions shall be attached hereto and incorporated herein as sequentially numbered exhibits and shall have the same force and effect as set forth in this Agreement.

- T. <u>Headings</u> 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. <u>Force Majeure</u> Without affecting any right of termination 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. <u>Audit</u> 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 such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. 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 so they may be readily audited and shall be held until costs have been finally determined under this Agreement and payment or final adjustment of payment has been made.

ii. CONTRACTOR shall permit COUNTY to examine and audit these records and all supporting records at all reasonable times. Audits shall be made not later than (a) five calendar years after completion of services rendered or (b) five calendar years after expiration date of this Agreement, whichever comes later.

CONTRACTOR: Tracy Unified School District

PLAY School Readiness Cluster

1875 W. Lowell Avenue

Tracy, CA 95376

COUNTY: COUNTY OF SAN JOAQUIN

CHILDREN AND FAMILIES COMMISION

11 S. San Joaquin Street, Suite 301

Stockton, CA 95202

IN WITNESS OF THEIR AGREEMENT to the terms and conditions set forth above, COUNTY OF SAN JOAQUIN and <u>Tracy Unified School District</u> have placed their signatures below:

ATTEST: LOIS M. SAHYOUN COUNTY OF SAN JOAQUIN, a Clerk of the Board of Supervisors political subdivision of the State of COUNTY of San Joaquin of California State of California By: ___ By: Deputy Clerk Lerov Ornellas Chairman Board of Supervisors APPROVED AS TO FORM: OFFICE OF COUNTY COUNSEL By: **Deputy County Counsel** Linda Boragno-Dopo **Director of Alternative Programs**

> 94 - 1055500 Federal ID#

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Scope of Work

Agency: Tracy Unified School District

Program: PLAY School Readiness Cluster

Required Expected Result/Initiative, Objectives, and Outcomes

Early Care and Education (Enhancing Early Care)

Objective: Larger Scale 5E projects (School Readiness)

Strategy: 5a. Provide large-scale, targeted programs that have a focus on: 1) early care and education, 2) health and social services, 3) parenting and family, 4) program infrastructure, administration, and evaluation, and 5) school/community capacity. This approach includes layered services for special needs.

Output: See specific strategies, outputs and outcomes within the five Essential Elements and eight priorities for related outcomes.

Objective: Access to Child Care/Preschool

Strategy: 5b. Provide culturally and/or developmentally appropriate preschool program spaces using one of the following curriculums: Letter People, High Scope, Singlish, Creative Curriculum, High Reach Learning, Bank Street, Montessori, Scholastic Workshop, Houghton-Mifflin, the Project Approach and/or a curriculum aligned with California Department of Education recommendations.

Output:

Increase in the number of children enrolled in child care or preschool.

Increase in the number of children ages 0-5 receiving a developmentally and/or culturally appropriate preschool curriculum. Increase in the number of child care/preschool programs who receive program quality assessments and recommendations for quality improvement.

Outcome:

Increase in the Desired Results Developmental Profile scores for children receiving a developmentally appropriate curriculum. Increase in the number of child care/preschool programs receiving a rating of good quality (5) on the ERS.

Health and Social Services (Improving Health Systems)

Objective: Health Insurance

Strategy: 6g. Provide targeted health insurance enrollment to promote a medical home; outreach, enrollment, retention and utilization (OERU) services to uninsured or underinsured children 0-5 and their families; utilization of the web based system One-e-App

Output: Increase in the number of families with children ages 0-5 receiving targeted health insurance enrollment services.



Scope of Work

Outcome:

Increase in the number of families with children ages 0-5 enrolled in comprehensive health insurance.

Increase in the number of children ages 0-5 who have an identified primary care provider.

Increase in the number of children ages 0-5 who receive a developmental assessment.

Increase in the number of children who receive recommended immunizations on an age-appropriate schedule.

Increase in the number of children ages 0-5 who receive regular preventative health assessments as recommended by the American Academy of Pediatrics.

Parenting and Family (Strengthening Families)

Objective: Reduce Child Abuse/Domestic Violence (Reduce Parent Stress and Increase Knowledge of Child Development)

Strategy: 7a. Provide a home visitation program that focuses on areas and populations of high need and include parent stress relief and support, utilizing research based strategies and models with culturally sensitive methods that address access to community resources.

Output: Increase in the number of families with children ages 0-5 who receive services from a home visitation program focused on parent stress relief and support, as well as increasing parent knowledge of child development norms.

Outcome:

Increase in the number of families with children ages 0-5 who demonstrate adequate parenting skills.

Increase in the number of families with children ages 0-5 who accept and use information provided by home visitation program staff.

Increase in the number of families with children ages 0-5 who demonstrate connectedness to supportive networks and services.

Increased self esteem in parents with children ages 0-5.

Increase in the number of parents with children ages 0-5 who indicate their stress levels have decreased.

Strategy: 7c. Provide community-based parent education programs that focuses on areas and populations of high need and include parent education integrated with support service utilizing research based strategies and models with culturally sensitive methods that address access to community resources. Examples include: Incredible Years, PRICE, etc.

Output: Increase in the number of families with children ages 0-5 who participate in community-based parent education integrated with support services.

Outcome:

Increase in the number of families with children ages 0-5 who demonstrate adequate parenting skills.

Increase in the number of families with children ages 0-5 who demonstrate connectedness to supportive networks and services. Increased self esteem in parents with children ages 0-5.

Increase in the number of parents with children ages 0-5 who indicate their stress levels have decreased.

Strategy: 7d. Provide case management focusing on the prevention and early intervention of family problems with culturally sensitive methods that address access to community resources.

Output: Increase in the number of families with children ages 0-5 who receive case management focusing on the prevention and early intervention of family problems.



Scope of Work

Outcome:

Increase in the number of families with children ages 0-5 who demonstrate adequate parenting skills.

Increase in the number of families with children ages 0-5 who demonstrate connectedness to supportive networks and services.

Increase in the number of parents with children ages 0-5 who indicate their stress levels have decreased.

Strategy: 7e. Provide a program that works in partnership with the Child Welfare Improvement project, such as Family to Family Initiative (Family Success Team)Team Decision Making and Recruiting, Training and Support of Resource Families [includes relatives, foster care providers and licensed and certified foster parents], Community Track [communities involved in CPS cases not high risk] and Differential Response.

Output: Increase in the number families with children ages 0-5 who receive services from projects working in partnership with the Child Welfare Improvement project.

Outcome:

Increase in the number of families with children ages 0-5 who demonstrate adequate parenting skills.

Increase in the number of families with children ages 0-5 who demonstrate connectedness to supportive networks and services.

Increase in the number of parents with children ages 0-5 who indicate their stress levels have decreased.

Strategy: 7f. Provide a Family Resource Center that offers comprehensive family enrollment, assessment and services including access to culturally relevant services in a convenient multi-service center or location.

Output: Increase in the number of families with children ages 0-5 who receive services from a Family Resource Center.

Outcome: See specific strategies, outputs and outcomes within the five Essential Elements and eight priorities for related outcomes.

Program Infrastructure and Administration

Objective: Organizational Capacity and Sustainability

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Strategy: 8b. Leverage First 5 funds to receive additional reimbursement from other funders.

Output: Programs leverage First 5 funding to receive additional reimbursement from other funders.

Strategy: 8c. Develop and implement funding strategy and action plan with specific goals for sustainability of services to children age 0-5.

Output:

Programs and/or agencies engage in strategic planning to develop funding strategies and action plans with specific goals for sustainability. Programs submit a proposal for continued funding to an additional, appropriate public/private funding source.

School/Community Capacity

Objective: School Readiness

Strategy: 9a. Create and implement a plan of articulation between preschools, the child care community and kindergartens.

Output: Programs create and implement articulation plans between preschools, the child care community and kindergartens.



Scope of Work

Strategy: 9b. Develop a plan to implement civic engagement in the school community, including but not limited to increased parental involvement in school meetings, PTA, PTSA, School site councils, parent advisory committees, etc.

Output: Programs develop a plan to implement and facilitate regular parent involvement in school based decision making bodies.

Strategy: 9e. Provide transition to kindergarten 'camps' (Bridge programs) for children entering kindergarten.

Output: Increase in the number of children who participate in a kindergarten transition camp of one week or more.

Strategy: 9f. Strengthen communication and linkages between the early care and education community, the prek-12 school community and families to promote successful kindergarten transitions for children.

Output:

Increase in the number of preschools with formal linkages to public and private elementary schools, child-care centers, home-visiting programs, and community resources.

Increase in the number of elementary schools with formal linkages to preschools, Head Start and Early Head Start programs, child care centers, home visiting programs and community resources.

Strategy: 9g. Provide integrated, coordinated and comprehensive information and referrals to community services utilizing a co-located or centrally located Information and Referral (I&R) resource or other convenient location (including the family home), a single eligibility criterion/point of entry/application or enrollment form, or the Family Success Team/Team Decision Making model or other approved platform.

Output: Increase in the number of families who receive comprehensive information and referral services

Outcome:

Increase in the number of families who report using information and referral services. Increase in the number of families who report being satisfied with information and referral services.

Strategy: 9j. Provide co-location of services.

Output: Programs provide co-location of services.

Strategy: 9k. Provide services in a location that increases accessibility.

Output: Provide services in a convenient location including the family home.

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Scope of Work

Agency: Tracy Unified School District

Program: PLAY School Readiness Cluster

Description of Major Milestones	Method	Evaluation Methods		
The Sutter Tracy Community Hospital	Staff will follow First 5 San Joaquin protocol to screen and refer all	SUBMIT QUARTERLY		
(STCH) Resource Specialist, the Tracy	families of children age 0-5 for health insurance.	Health Insurance Tally Tool		
Unified School District		, , , , , , , , , , , , , , , , , , , ,		
(TUSD)Clerk/Typist, and the Family		ON FILE		
Resource and Referral Center		· Case Files/ Progress Notes will		
(FRRC)Parent Educators will provide comprehensive health insurance		indicate health insurance		
screening and referral to 600 families		screenings for children 0-5 Referral logs/forms or database		
annually.		Referrations, referring of datasets		
Type of Measurement: Parents				
Annual Target Quantity: 600				
Type of Measurement: Children				
Annual Target Quantity: 250				
Start Date: July 1, 2009				
Target Date: June 30, 2010				
2. PLAY Program Preschool staff,	PLAY Program Preschool staff, Kindergarten Bridge Program staff,	SUBMIT QUARTERLY		
Kindergarten Bridge Program staff, and	and Parents as Teachers Parent Educators will administer the Ages	· ASQ Tally Tool		
Parent Educators will provide	and Stages Questionnaire (ASQ) within sixty days of entrance into	· Aggregate data		
comprehensive developmental screening for 250 newly enrolled	the following program services: PLAY Program Preschool, Kindergarten Bridge Program, and Parents as Teachers.	ON FILE		
children who are receiving services, to	and organism bridge mogram, and ratems as reachers.	ASQ Score Summaries or		
ensure appropriate referral and follow-	PLAY Program Preschool staff, Kindergarten Bridge Program staff,	completed Questionnaires		
up for special needs services.	and Parents as Teachers Parent Educators will work with parents in completing the age-appropriate ASQ and will make referrals for	Referral documentation and follow-up information		

Description of Major Milestones	Method	Ęvaluation Methods
Type of Measurement: Children Annual Target Quantity: 250 Start Date: July 1, 2009 Target Date: June 30, 2010	further assessment where scores indicate a possible developmental delay. Documentation will include record of referrals and follow up information to mandated services for special needs (First 5 ASQ Tally Tool) and follow-up information. The ASQ screening should be administered to children who do not have a current Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP). Staff administering the ASQ tool will receive agency based or First 5 training prior to tool use.	
3. STCH Resource Specialist and Community Outreach Coordinator and TUSD Clerk/Typist, School Readiness Program Specialist and Site Supervisor will provide comprehensive information and community referral services, connecting community members to the support services they need. Type of Measurement: Parents Annual Target Quantity: 450 Start Date: July 1, 2009 Target Date: June 30, 2010	The TUSD School Readiness Program Specialist, Site Supervisor, and Clerk/Typist will serve as a point of contact for individuals with questions about school readiness, preschool and other early childhood education topics. TUSD Play Program staff will distribute resources including but not limited to the Countdown to Kindergarten Packet, Preschool Information Packet, and Kits for New Parents. The School Readiness Program Specialist will facilitate Countdown to Kindergarten presentations in the spring. Healthy Connections Resource Specialist will provide outreach through health fairs, school site visits and other opportunities as they become available. The Resource Specialist will intake new families using the PLAY Program Intake Form for assessment and screening and will provide information and referral services to connect families with appropriate resources. Families residing in the attendance area of the following elementary schools (API scores of 1-5): Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park will receive a comprehensive assessment to determine family needs and will receive referral to resources needed.	SUBMIT SEMI ANNUALLY Database of referrals/contacts made SUBMIT QUARTERLY Milestone Report submitted quarterly Health Insurance Tally Tool Aggregate Data ON FILE PLAY Program Intake Form Flyers (pre-approved)
 TUSD School Readiness Program Specialist and Clerk/Typist will work with school administration and teaching 	Incoming kindergartners will participate in a 2-week, 3-hours per day bridge program. Bridge programs will be offered at all TUSD elementary schools as funding allows (with a priority given to	SUBMIT SEMI ANNUALLY · Sign-in sheets/attendance records

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Description of Major Milestones	Method	Evaluation Methods
staff to conduct a two-week Kindergarten Bridge Program to help children transition to the school setting. Type of Measurement: Children Annual Target Quantity: 120 Type of Measurement: Bridge Sessions Annual Target Quantity: 6	schools with API scores of 1-5: Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park) and will serve approximately 40 children per school site. Children with little or no preschool experience will be targeted for enrollment. Kindergarten teachers will be involved in the planning (through articulation activities) and implementation of the bridge program including but not limited to outreach, lesson planning, teaching, assessing, and maintaining attendance records. Efforts will be made to involve parents in the kindergarten bridge experience through the completion of an ASQ survey and a parent survey	SUBMIT QUARTERLY · Aggregate data · Bridge Teacher Survey · Bridge Parent Survey ON FILE · Lesson plans · Flyers (pre-approved) · First 5 Client Consent Forms
Start Date: July 1, 2009 Target Date: June 30, 2010	and participation in other opportunities as available including but not limited to classroom volunteering, classroom prep work, and parent trainings and/or workshops.	
 TUSD PLAY Program Preschool will operate a quality preschool program serving 48 students at North Elementary School. Type of Measurement: Students Annual Target Quantity: 48 Start Date: July 1, 2009 Target Date: June 30, 2010 	Program will meet First 5 San Joaquin preschool guidelines and criteria and will maintain staff, facilities, curriculum, and parent communication. The TUSD PLAY Program Preschool will operate 175 days/525 hours of instruction while meeting Title 5, Title 22 and First 5 Preschool For All Quality Standards. Preschool providers will conduct periodic health/developmental screenings using Ages and Stages Questionnaires (ASQ) within 60 calendar days of enrollment in class and those children with	SUBMIT ANNUALLY DRDP-R Parent Surveys SUBMIT SEMI ANNUALLY Lesson Plans (one submitted per class) DRDP-R Group Summary Data (2 times per year after fall and spring data collection; via
	potential developmental delays will be referred to appropriate agencies.	email to local evaluator (Harder+Co)
	Providers will assess each child using the DRDP-R within 60 calendar days of enrollment in class 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 aggregate results will be reported to First 5 San Joaquin.	SUBMIT QUARTERLY Scope of Work Reporting Form indicating the following: Summary of kindergarten transition activities implemented by teachers
	Parents of preschool children will complete a Parent Survey as part of the Desired Results System and surveys will be submitted to First 5 San Joaquin.	Unduplicated Aggregate DataSUBMIT WITH FISCAL REPORTSAttendance Records
	Staff will follow First 5 San Joaquin protocol to screen and refer all families of children age 0-5 for health insurance.	SUBMIT PRIOR TO START OF

Description of Major Milestones	Method	Evaluation Methods		
-	Providers will use the High/Scope curriculum. Program staff including but not limited to the School Readiness Program Specialist will continue to research other curriculum options that may better meet the needs of the children enrolled in the program.	SCHOOL YEAR · School Calendar · Completed Preschool Checklist(s) · Teacher Child Development Permit · Enrollment Packet		
	External evaluators will assess preschool classrooms using the ECERS-R to verify that providers meet the entry level criteria overall score of "4" or greater, and a minimum of "3" on each of the sub-	Classroom License Best Interest Policy		
	scales. Any indicator with a score less than "5" will require a plan of action.	ON FILE Completed Student Enrollment Packets		
	The PLAY Program Preschool is located at North Elementary School. There are 2 classes, an AM class and a PM class; each class has 24 available spaces.	 First 5 Client Consent Forms Desired Results Developmental Profile Revised (DRDP-R) DRDP-R Parent Survey Summary of Findings ECERS-R result summary Copies of improvement plans (if applicable) External Evaluator ECERS-R notes All lesson plans 		
6. The PLAY Program will facilitate the PLAY Program Advisory Committee (PLAY-PAC), thereby increasing parental involvement in school activities by providing multiple opportunities for parents to become involved.	PLAY Program staff will continue to facilitate the PLAY Program Advisory Committee (PLAY-PAC). The PLAY-PAC will meet approximately 8 times per year to solicit input from program participants about the program, analyze program data, monitor progress toward goals, and disseminate information to interested parties.	SUBMIT SEMI ANNUALLY SUBMIT QUARTERLY Aggregate data Milestone Reports ON FILE Sign-in Sheets		
Type of Measurement: Meetings Annual Target: 8 Start Date: July 1, 2009 Target Date: June 30, 2010		Quarterly schedule Flyers (pre-approved) Meeting agendas		

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Description of Major Milestones	Method	Evaluation Methods		
		The state of the s		
7. PLAY Program administration, including administration of partner agencies, will provide articulation and training opportunities for parents and early care and education providers, including but not limited to PLAY Program Preschool staff, FRRC Parent Educators, Healthy Connections staff, pre-kindergarten staff, k-3 teaching staff, special education staff, Head Start staff, and licensed and license-exempt child care providers.	PLAY Program staff will schedule, organize, outreach, and maintain registration and attendance records for parent and staff trainings, workshops, presentations, screening opportunities, family learning events and/or other events. These events will be facilitated by PLAY Program administration, including partner agencies' administrators, and/or representatives from other agencies and will focus on school readiness topics including but not limited to kindergarten transition activities for children, preschool learning foundations, kindergarten expectations and kindergarten content standards, Desired Results System, GEMS/PEACHES, literacy, program articulation, High/Scope, Ages and Stages Questionnaire.	SUBMIT SEMI ANNUALLY Quarterly Schedule Database of Attendance SUBMIT QUARTERLY Milestone Report Aggregate data Child Care Provider Survey (Harder + Co.)		
Type of Measurement: Events Annual Target: 12 Start Date: July 1, 2009 Target Date: June 30, 2010	Child Care Provider Surveys will be administered to each provider and submitted to First 5, no more than one time annually.	Sign-in Sheets Flyers (pre-approved) Meeting agendas		
8. The Social Worker, RN/Lactation Consultant and CPSP/Lactation Consultant will provide playgroups with families designed to educate families on methods to enhance the parent- child bond and engage parents in their child's school readiness skills development. This approach may include curriculum and services targeting school readiness related priorities such as exposure to literature, special needs/developmental screening, physical activity, child socialization, and support for transition to preschool and kindergarten.	Playgroups will be conducted with parent/guardian in attendance with families residing in the attendance area of the following elementary schools (API scores of 1-5): Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park. Three playgroups sessions will be held each week except during holiday weeks (a total of not less than 150 annually) for 25 parents/guardians and 25 children. A parent survey will be administered with the parent after four or more playgroup sessions have been attended, not more than once annually.	SUBMIT SEMI ANNUALLY · Sign-in Sheets SUBMIT QUARTERLY · Aggregate Data · Harder+Co Playgroup Survey ON FILE · Flyers (pre-approved) · First 5 Client Consent Forms		
Type of Measurement: Parents/Guardians Annual Target Quantity: 25				
Type of Measurement: Children	Page 9 of 12			

Description of Major Milestones	Method	Evaluation Methods
Annual Target Quantity: 25		
Start Date: July 1, 2009 Target Date: June 30, 2010		
9. The Social Worker and Parent Leader will provide the PRICE (Positivity, Responsible, Influence, Consequences, Encouragement) Parenting Program which will increase the number of families with children ages 0 to 5 who use age appropriate parenting skills Type of Measurement: Parents Annual Target Quantity: 15 Start Date: July 1, 2009	The PRICE Parenting Program will be conducted with parent/guardian residing in the attendance area of the following elementary schools (API scores of 1-5): Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park. The PRICE Parenting Program consists of 6 weekly sessions with a two-week break between each program. A minimum of 6 courses will be held annually for approximately 15 parents/guardians. PRICE Pre- and post-surveys will be administered to each parent.	SUBMIT SEMI ANNUALLY · Sign-in Sheets SUBMIT QUARTERLY · PRICE Parenting Curriculum Pre and Post Surveys · Aggregate Data ON FILE · Flyers (pre-approved) · First 5 Client Consent Forms
Target Date: June 30, 2010 10. Social Worker and Community Outreach Coordinator will provide service integration services for families identified as having multiple barriers by providing Family Success Team (FST) Meetings Type of Measurement: Families Annual Target Quantity: 10	Staff will screen all case managed families in the attendance areas of the following elementary (API scores of 1-5): Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park. FST meetings will be provided for those who meet the qualifications for the FST process. Staff will organize, schedule and facilitate FST meetings. The FST Family Plan will be used to monitor the progress of FST families at 3, 6, 9 and 12 months, as appropriate.	SUBMIT ANNUALLY Detailed Demographic Data SUBMIT SEMI ANNUALLY SUBMIT QUARTERLY Milestone Report Family Matrix scores or LSP Data Entry Form (TBD 7/1/09) Aggregate Data
Start Date: July 1, 2009 Target Date: June 30, 2010		ON FILE . • PLAY Program Intake Form/Welcome Form • First 5 Client Consent Forms • Release of Information • Case files including CFAT, Family Matrix Tool/LSP Tool (TBD 7/1/09) and Family Plans

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Description of Major Milestones	Method	Evaluation Methods
Parents as Teachers (PAT) "Born to	Parent Educators of the Parents As Teachers (PAT) Born to Learn Curriculum will work with parents/guardians with children not enrolled in preschool, residing in the attendance area of the	SUBMIT ANNUALLY Detailed Demographic Data
Learn" curriculum annually to 54 families with children ages 0-5.	following elementary schools (API scores of 1-5): Central, Jacobson, Kelly, McKinley, North, Poet-Christian, and South/West Park.	SUBMIT SEMI ANNUALLY · Home Visit Logs/Summary of Service
Type of Measurement: Parents/Guardians Annual Target Quantity: 54	 Each full-time Parent Educator will carry a continuous caseload of	SUBMIT QUARTERLY
	20 children at any given time. PAT home visits will be provided for	· Milestone Report shall reflect:
Type of Measurement: Index Children Annual Target Quantity: 54	each parent/guardian, an average of three times per month. Each parent will be served according to the programs entrance and exit policies and not exceeding the duration of the PAT	Total Number of Visits per Parent Educator Active Caseload per Parent
Start Date: July 1, 2009	curriculum (relative to the index child). Only one child per family	Educator
Target Date: June 30, 2010	unit (the youngest child) may be designated as the index child.	Number of New and Exited families per Parent Educator
	Gradual transition for clients exiting the program may occur in accordance with the program's entrance/exit policy. PAT home visitation service shall be provided according to PAT program standards.	· LSP Data Entry Form · Aggregate Data
	Health insurance utilization information shall be requested of the	ON FILE Client files
	parent two times per year and documented within the client file.	Referral Records First 5 Client Consent Forms
	The Life Skills Progression Index (LSP) will be conducted with the participating parent/guardian or relative caregiver at intake (within 30 days of enrollment) and every six months thereafter, to	LSP tool Health Insurance Utilization Information
	identify the parent's/guardian's or relative caregiver's needs and progress.	Wait List PAT certification of Parent
	Outreach will be conducted as needed to maintain full caseloads and a wait list.	Educators and Supervisor
12. Direct service staff and program supervisor will attend professional	First 5 staff will attend professional development trainings that may include local First 5 sponsored trainings, conferences, internal	SUBMIT SEMI ANNUALLY
growth trainings throughout the year.	agency trainings, etc. and report on progress of trainings and attendees in quarterly reports.	SUBMIT QUARTERLY · Scope of Work Reporting Form
Type of Measurement: Achieved/Not Achieved		indicating the following (submitted quarterly):

Description of Major Milestones	Method	Evaluation Methods			
Annual Target Quantity: NA Start Date: July 1, 2009 Target Date: June 30, 2010		type/title of trainingsdates of trainingsstaff in attendance			
		ON FILE			
13. To address program sustainability, the School Readiness Program Specialist and additional staff as applicable will research other funding sources for school readiness and/or other early childhood education programs and/or services and if applicable, apply for funding.	The School Readiness Program Specialist will work with other individuals and programs within and outside of Tracy Unified School District, including but not limited to elementary schools, community based agencies, and subcontractors, to identify funding opportunities that address sustainability and meet the needs of the School Readiness community in TUSD.	SUBMIT SEMI ANNUALLY SUBMIT QUARTERLY Scope of Work Reporting Form indicating the following: type/title of applications dates of applications programs affected by applications			
Type of Measurement: Achieved/Not Achieved Annual Target: NA Start Date: July 1, 2009 Target Date: June 30, 2010		ON FILE			

San Joaquin County Children and Families Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 to June 30, 2010

IV. TOTAL REQUEST

Αp	Applicant: Tracy Unified School District						
	ogram: PLAY School Readiness Cluster		ı	Period:	July 1, 2009 - June	30, 2010	
A	В	D	E	F	G	н	ı
I.	PERSONNEL		% of salary	Total salary	Amount of Col F		Amount of Col F
		12 Month	attributed	attributed	requested from	%	provided by
	Position Title	Salary	to program	to program	Commission		other sources
	A. School Readiness Program Specialist	\$93,000.00	75.0%	\$69,750.00	\$69,750.00	100.0%	\$0.00
	B. Clerk/Typist	\$32,500.00	75.0%	\$24,375.00	\$24,375.00	100.0%	\$0.00
	C. Extra Services - Certificated	\$31,500.00	100.0%	\$31,500.00	\$31,500.00	100.0%	\$0.00
	D. Extra Services - Classified	\$7,250.00	100.0%	\$7,250.00	\$7,250.00	100.0%	\$0.00
	E. Site Supervisor	\$20,000.00	100.0%	\$20,000.00	\$20,000.00	100.0%	\$0.00
	Total Personnel Excluding Benefits			\$152,875.00	\$152,875.00		\$0.00
	Benefits Percentage		32.0%		\$48,918.00		
	Total Personnel Including Benefits				\$201,793.00		
II.	OPERATING EXPENSES				Amount		
					requested from		
					Commission		
	A. Rent and Utilities				\$5,040.00		
	B. Communications/Phones				\$300.00		
	C. Office Expenses				\$1,500.00		
	D. Equipment Lease				\$0.00		
	E. Equipment Purchase				\$0.00		
	F. Travel				\$1,500.00		
	G. Training/Conferences				\$1,500.00		
	H. Consultants/Subcontractors (if any)				\$0.00		
	Family Resource and Referral Center				\$205,460.00		
	Sutter Tracy Community Hospital				\$105,258.00		
	I. Program Costs				\$5,808.00		
	J. Other, please describe				\$0.00		
	Kindergarten Bridge Program				\$2,000.00		
	Healthy Snacks for Events				\$744.00		
	Materials for Events				\$1,800.00		
	Professional Materials				\$400.00		
	Marketing Materials				\$400.00		
	PLAY Program Preschool 2009-2010				\$192,000.00		
	Total Operating Expenses				\$523,710.00		
III.	INDIRECT EXPENSES						
	Indicate Indirect Percentage	E	3.6%		\$26,336		

\$751,839.00

Budget Justification Narrative TUSD – PLAY School Readiness Cluster

SUMMARY:

The Tracy Joint Unified School District is requesting a total of \$751,839.00 for expenses to be incurred between July 1, 2009 and June 30, 2010. These funds will be used to finance the PLAY (Playful Learning Adventures for Young children) School Readiness Block Grant – PLAY Program.

I. PERSONNEL

The PLAY Program requests a total of \$152,875.00 for personnel expenses excluding benefits.

A. School Readiness Program Specialist: \$69,750.00 (.75 FTE)

The School Readiness Program Specialist will be responsible for developing. expanding, facilitating, and overseeing the PLAY Program. Duties will include but not be limited to monitoring and providing program activities; implementing and facilitating an articulation plan; coordinating staff development and training; supervision of PLAY Program staff and subcontractors, staff evaluations, attending mandatory First 5 meetings and school readiness related trainings; oversight of all First 5 mandated reports and evaluation. Days of service = 210.

B. Clerk/Typist: \$24,375.00 (.75 FTE)

This program will employ a 12-month, 8 hour/day Clerk/Typist at a .75 FTE. Duties of this position will include but not be limited to event registration, data input, record keeping, filing, communications, promoting events, meetings, and programs, translating written material, providing translation during workshops, and other clerical tasks. Days of service = 246

C. Extra Services: Certificated: \$31,500.00

Primary teachers (K-3) will be paid the hourly rate for extra services (\$31.50) for participating in PLAY Program events including but not limited to the Kindergarten Bridge Program, articulation meetings, parent education events, professional development opportunities, PLAY Program Advisory Committee meetings (PLAY-PAC) and other PLAY Program and/or school readiness-related meetings, events, and data collection efforts. Approximately 20 events will take place and each event will last approximately 2 hours. Each Kindergarten Bridge Program will last for two weeks during the summer and will be held at approximately 5 – 10 school sites. Each session of the Kindergarten Bridge Program will be held at a different school, utilizing different teachers, and serving different students. The Kindergarten Bridge Program will last approximately 3 hours per day. Approximately 20 teachers will participate in the Kindergarten Bridge Program.

D. Extra Services: Classified: \$7,250.00

Classified staff, including but not limited to Translator, Site Supervisor, Preschool Instructors, and Para Educators, will be paid their hourly rate (approximately \$12 to \$18 per hour) for participating in PLAY Program events including but not limited to the Kindergarten Bridge Program, parent education events, professional development opportunities, PLAY-PAC and other PLAY Program and/or school readiness-related meetings, events, and data collection efforts. Approximately 20 events will take place and each event will last approximately 2 hours. Each Kindergarten Bridge Program will last for two weeks during the summer and will be held at approximately 5 – 10 school sites. Each session of the Kindergarten Bridge Program will be held at a different school, utilizing different teachers, and serving

different students. The Kindergarten Bridge Program will last approximately 3 hours per day. Approximately 20 classified staff will participate in the Kindergarten Brida Program.

E. Site Supervisor: \$20,000.00

The Site Supervisor will be responsible for the supervision, instruction, and management of the PLAY Program Preschool in addition to providing support for the PLAY School Readiness Block grant as needed. The Site Supervisor will oversee the daily tasks at the center and provide direction to the staff working in the center in addition to assisting with other duties related to the operation of the center as assigned. Under the supervision of the School Readiness Program Specialist, the Site Supervisor will implement and/or carry out data collection efforts, maintain student records; child health records and files; provide direction and quidance to other child care personnel; assist in planning and providing an integrated child care curriculum; and assist with daily child care as needed.

Days of Service = 183

BENEFITS

The PLAY School Readiness Program requests a total of \$48,918.00 for benefits expenses. This amount is calculated using 32% and includes health, dental, and vision insurance; retirement plan (PERS or STRS), and state and federally mandated benefits.

II. OPERATING EXPENSES

A. Rent and Utilities: \$5,040.00

The monthly rent payment for the use of a classroom or other space for the PLAY Program Resource Center is \$200.00. Utilities, including but not limited to custodial Page 4 of 25

fees, custodial supplies and electricity are estimated at \$220.00 per month. The total yearly cost for rent and utilities is estimated at \$5,040.00.

B. Communications/Phone: \$300.00

Cell phone usage for the School Readiness Program Specialist is estimated at \$25 per month. This amount multiplied by twelve months equals \$300.00.

C. Office Expenses: \$1,500.00

Office expenses include but are not limited to general administrative costs such as office supplies (consumable and small office equipment), materials, postage, printing and duplicating costs, janitorial fees, and other costs of doing business. The figure was calculated using \$125.00 per month for 12 months. •

D. Equipment Lease: \$0

E. Equipment Purchase: \$0

F. Travel: \$1,500.00

This line item includes costs for program-related mileage, parking, and tolls for budgeted and in-kind salaried staff including but not limited to School Readiness Program Specialist, Clerk/Typist, Site Supervisor, and Preschool Instructors. Mileage will be reimbursed at the rate of \$.55 cents per mile or the current IRS allowable rate. It is estimated mileage will average approximately 200 miles per month for 12 months.

G. Training/Conferences: \$1,500.00

This line item includes travel expenses, registration, and other training, seminar, and/or conference costs for budgeted and in-kind salaried staff including but not limited to School Readiness Program Specialist, Clerk/Typist, Site Supervisor, and Preschool Instructors to attend workshops, trainings, conferences, and other ECE related events. Approval for any out of state travel, possibly to include High/Scope training at the

High/Scope Headquarters in Michigan (the only place found to offer the training so far) for the School Readiness Program Specialist, will have prior written approval from First 5 San Joaquin.

H. Consultants/Subcontractors:

See attached Budget Request and Budget Request Narrative for subcontractors, Sutter Tracy Community Hospital (\$105,258.00) and Family Resource and Referral Center (\$205,460.00).

1. Program Costs: \$5,808.00

The funds in this line item will be used to set-up and/or supplement a PLAY Program Resource Center; all of the resources available through the PLAY Program, including but not limited to the GEMS/PEACHES kits, learning totes, Kits for New Parents, etc., will be located in one place and will be made available for use by parents and/or early childhood education providers. In addition, trainings for early care and education providers could be held at this location. Items purchased with the funds in this line item may included but not be limited to furniture and storage. Items purchased may also include but not be limited to resource materials for adults and children, consumable supplies, die cut machine and dies, laminator and supplies, and other items used to promote school readiness.

J. Other:

Kindergarten Bridge Program: \$2,000.00

This amount is requested to purchase materials which may include but not be limited to healthy snacks for program participants, school readiness resources such as scissors and consumable supplies in addition to outreach expenses, in order to provide the Kindergarten Bridge Program. Each Kindergarten Bridge Program will

last for two weeks during the summer and will be held at approximately 5 – 10 school sites. Each session of the Kindergarten Bridge Program will be held at a different school, utilizing different teachers, and serving different students. The Kindergarten Bridge Program will last approximately 3 hours per day.

Approximately 20-32 children will be enrolled in each Kindergarten Bridge Program class. Approximately 20-24 teachers will participate in the Kindergarten Bridge Program.

Healthy Snacks for Events: \$744.00

Sixty-two dollars is requested per month for healthy snacks to be provided during events including but not limited to meetings, workshops, and trainings.

Approximately 20 events will be held each year with an average number of participants anticipated to be between 10 and 40.

Materials for Parent and Staff Events: \$1,800.00

One hundred fifty dollars is requested per month for materials including but not limited to books, videos, and other informational and resource materials to be used and distributed at parent and staff trainings, workshops, and meetings.

Approximately 24 events will be held each year with an average number of participants anticipated to be between 10 and 40.

Professional Expenses: \$400.00

This line item includes but is not limited to insurance, memberships to professional organizations related to early childhood education and/or supervision, curriculum, and administration, subscriptions to early childhood magazines such as the Mailbox, books, videos, and other resource materials focused on early childhood

education topics. These resources will be included in the PLAY School Readiness Program professional library.

Marketing Materials: \$400.00

The funds in this line item will be used to purchase marketing materials including but not limited to banners for each school site announcing registration, staff clothing with the program logo, and other items displaying the program logo such as pens and notepads.

<u>PLAY Program Preschool 2009-2010:</u> \$192,000.00

See attached one-year Budget Request and Budget Request Narrative for the PLAY Program Preschool (\$192,000.00).

III. INDIRECT EXPENSES: \$26,336.00

Indirect expenses are budgeted to cover day-to-day administrative and overhead costs to TUSD that are not easily distinguishable to a specific project including but not limited to accounting and fiscal support, human resources support, miscellaneous fees, insurance costs, and other operating expenses.

San Joaquin County Children and Families Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 to June 30, 2010

Applicant: Family Resource and Referral Center								
Program: TUSD PLAY School Readiness Cluster						Period:	July 1, 200	9 to June 30, 2010
A	В	C	O	E	F	G	н	I
Ι.	PERSOI		•	% of salary	Total salary	Amount of Col F		Amount of Col F
			12 Month	attributed	attributed	requested from	º/o	provided by
	Position Title		Salary	to program	to program	Commission		other sources
	A.	Parent Educator	\$35,610.50	100.0%	\$35,610.50	\$35,611.00	100.0%	\$0.00
	В.	Parent Educator	\$32,061.00	100.0%	\$32,061.00	\$32,061.00		\$0.00
	C.	Parent Educator	\$32,459.50	70.0%	\$22,721.65	\$22,722.00		\$0.00
	D.	Project Manager	\$91,987.50	12.0%	\$11,038.50	\$11,039.00		\$0.00
	E.	Program Clerical Assistant	\$41,238.00	9.0%	\$3,711.42	\$3,711.00		\$0.00
		Total Personnel Excluding Benefits			\$105,143.07	\$105,144.00		\$0.00
		Benefits Percentage	[40.0%	•	\$42,053.00		•
		Total Personnel Including Benefits	L			\$147,197.00		
11.	OPERATING EXPENSES					Amount		
						requested from		
						Commission		
	A.	Rent and Utilities				\$12,714.00		
	В.	Communications/Phones				\$2,441.00		
	C.	Office Expenses				\$1,746.00		
	D.	Equipment Lease				\$3,432.00		
	E.	Equipment Purchase				\$0.00		
	F.	Travel				\$12,778.00		
	G.	Training/Conferences				\$735.00		
	H.	Consultants/Subcontractors (if any)				\$0.00		
	I.	Program Costs				\$2,578.00		
	J.	Other, please describe				\$0.00		
		Materials				\$900.00		
		Meeting/Supplies				\$2,592.00		
		Outreach				\$120.00		
		Audit				\$720.00		
		Licensing				\$885.00		
		Insurance				\$850.00	1	
		Total Operating Expenses				\$42,491.00	ı	
III	. INDIRE	ECT EXPENSES						
		Indicate Indirect Percentage	į	15.0%		\$15,772.00		
IV. TOTAL REQUEST						\$205,460.00		

Budget Justification Narrative TUSD – PLAY School Readiness Cluster Family Resource & Referral Center

SUMMARY:

Family Resource and Referral Center (FRRC) is requesting a total of \$205,460 for the anticipated period of July 1, 2009 to June 30, 2010. These funds will be used to ensure that dedicated positions are working in support of Tracy Unified School District's (TUSD) goals for the PLAY School Readiness Block Grant (PLAY Program).

I. PERSONNEL

FRRC requests a total of \$147,197 for personnel expenses including benefits.

A. Parent Educator: \$90,394 (2.7 FTE)

Parent Educator (PE) will perform the duties as generally outlined below:1

- 1) Manage assigned caseload of children (maximum 20 children per PE) and provid home visits utilizing program curriculum and methodology.
- 2) Provide outreach and training.
- 3) Coordinate once a month, or as needed, with Tracy Unified School District staff or assigned School Readiness Program Specialist.
- 4) Identify needs of children; provide outreach and training support services in accordance with the project goals.
- 5) Coordinate group or individual meetings with PLAY Program partners to improve success of project.
- 6) Due to decrease in total funding one (1) PE will manage an assigned caseload of 14 children.

D. **Project Manager:** \$11,039 (0.12 FTE)

The Project Manager helps provide oversight for the project, coordinates with agency and community services. Duties of this position include reporting and evaluation

duties, staff supervision, and coordination with Contractor. The Project Manager spends approximately 4.8 hours per week training, supervising staff and monitoring files/program in addition to helping PE's outreach and do home visits; completing monthly program reporting requirements; and picking up reports from PE's.

E. Program Clerical Assistant: \$3,711 (0.09 FTE)

The Program Clerical Assistant helps provide support for visits, form development, curriculum and progression tools and assistance with timely reporting and data collection.

BENEFITS: \$42,053

Family Resource and Referral Center requests a total of \$84,114 for benefits expenses.

Benefits are calculated at a 40% rate and include Social Security, Medicare, SDI, SUI,

ETT, Workers Compensation, and Section 125 health insurances.

II. OPERATING EXPENSES

A. Rent & Utilities: \$12,714

Rent and utilities includes a share of costs for approximately 686 sq. ft. (includes 110 sq. ft estimated meeting space usage) 686×1.52 avg. sq. ft x12 months= \$12,513. Other utilities consist of the remainder, or \$201. Staff location is pending further assessment.

B. Communications/Phones: \$2,441

This includes 3 cell phones assigned to Parent Educators, share of cost for usage of agency hosted network and data infrastructures. Charges are allocated to estimate usage per FTE.

2.91 FTE at \$28.67 per month x 12 months = \$1,001

3 cell phones x \$40 per month x 12 months = \$1,440

C. Office Expenses: \$1,746

Office Expenses include but are not limited to office supplies, postage for material

distribution, printing and duplication, and janitorial fees where usage is attributable

the project FTE's.

2.91 FTE x \$50 per month X 12 months = \$1,746

D. Equipment Lease: \$3,432

This includes share of costs for leased equipment; telecom, copiers and postage

services/metering based on project FTE's.

2.91 X \$98.27 x 12 months =\$3,432

Equipment Purchase: \$0 E.

F. Travel: \$12,778

Travel is for mileage reimbursed at the rate of \$0.55/mile for approximately 484 miles

per week where travel is attributable to the project. This rate will not exceed curren'

IRS rates. It is the policy of FRRC to provide travel reimbursement at this prescribed

rate.

 $$0.55 \times 484 \times 48 \text{ weeks} = $12,778$

G. Training/Conference: \$735

Travel and registration for trainings/conferences that are either 1) required as part of

parent education curriculum, or 2) to assist personnel in better serving participant

needs through First 5 trainings, development and visitation trainings. These will be

coordinated with Contractor to avoid duplication. Prior approval from First 5 San

Joaquin will be obtained for any out-of-state travel.

H. Consultants/Subcontractors: \$0

Program Costs: \$2,578 ١.

Program Costs including but not limited to staff clearances, repair and maintenance, advertising, newsletter, memberships and subscriptions such as Nutrition, Parenting, Everyday TLC, California Chamber of Commerce, NACCRRA and CAEYC. Billing is done in accordance with the allocation plan provided to First 5. These expenses could either be a direct expense or allocated.

J. Other

Materials: \$900

Materials costs include but are not limited to curriculum companion books for parents.

Meeting/Supplies: \$2,592

Meeting/Supplies include but are not limited to consumable supplies for children including but not limited to paint, paper, glue, pencils and markers.

\$4 per month for 54 children x 12 = \$2,592

Outreach: \$120

Outreach including but not limited to special printing of flyers, brochures, media supplies, outreach specific materials for visits, meetings, or events held in Tracy, targeting children and/or families living in Tracy, or which can be proven to serve a significant number of children and/or families living in Tracy.

Audit: \$720

Estimated share of agency-wide audit cost (\$49,480 per year).

Licensing: \$885

Estimated share of agency-wide licensing costs such as telecom and software (\$60,800 per year).

Insurance: \$850

Estimated share of agency-wide insurance (\$58,400 per year).

III. INDIRECT EXPENSES

A total of \$15,772 is requested for Indirect Expenses. An indirect rate of 15% is used to offset FRRC's costs for administrative, fiscal, and personnel support. Determination is made in accordance with OMB and GAAP, comprised of direct allocations of the costs of providing these functions in support of the program as well as for general agency activities such as coordination of budgeting, purchasing, financial management, and established community involvement.

San Joaquin County Children and Families Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 to June 30, 2010

Applicant: Tracy Unified School District								
Pro	ogram:	PLAY Program Preschool				Period:	July 1, 200	9 to June 30, 2010
A	В	С	D	E	F	G	н	I
I.	PERSO	NNEL		% of salary	Total salary	Amount of Col F		Amount of Col F
			12 Month	attributed	attributed	requested from	%	provided by
	Positi	on Title	Salary	to program	to program	Commission		other sources
	A.	Site Supervisor	\$40,000.00	100.0%	\$40,000.00			\$0.00
	B.	Preschool Instructor #1	\$30,000.00	100.0%	\$30,000.00			\$0.00
	C.	Preschool Instructor #2	\$30,000.00	100.0%	\$30,000.00	\$30,000.00		\$0.00
	D.	Substitutes	\$3,600.00	100.0%	\$3,600.00			\$0.00
	E.	Extra Services - Classified	\$2,400.00	100.0%	\$2,400.00		100.0%	\$0.00
	F.		\$0.00	0.0%	\$0.00	\$0.00		\$0.00
	G.		\$0.00	0.0%	\$0.00	\$0.00		\$0.00
	H.		\$0.00	0.0%	\$0.00	\$0.00		\$0.00
		Total Personnel Excluding Benefits	_		\$106,000.00	\$106,000.00		\$0.00
		Benefits Percentage	Į	32.0%		\$33,920.00		
		Total Personnel Including Benefits				\$139,920.00		
II.	OPERA	ATING EXPENSES				Amount		
						requested from		
						Commission		
	A.	Rent and Utilities				\$5,040.00		
	В.	Communications/Phones				\$720.00		
	C.	Office Expenses				\$1,800.00		
	D.	Equipment Lease				\$0.00		
	E.	Equipment Purchase				\$1,000.00		
	F.	Travel				\$600.00		
	G.	Training/Conferences				\$3,000.00		
	Н.	Consultants/Subcontractors (if any)				\$0.00		
	I.	Program Costs				\$26,620.00		•
	J.	Other, please describe				\$0.00		
		Preschool Curriculum				\$1,000.00		
		Healthy Snacks				\$4,000.00		
		Consumable Supplies				\$4,800.00		
		Classroom Expenses	•			\$2,500.00		
		Playground Expenses				\$1,000.00		
		Total Operating Expenses				\$52,080.00		
III.	INDIR	ect expenses						
		Indicate Indirect Percentage	[3.6%]			
IV.	TOTAL	_ REQUEST				\$192,000.00		

Budget Justification Narrative TUSD – PLAY School Readiness Cluster PLAY Program Preschool

SUMMARY:

The Tracy Joint Unified School District is requesting a total of \$192,000.00 for expenses to be incurred between July 1, 2009 and June 30, 2010. These funds will be used to finance the PLAY Program Preschool. The PLAY Program Preschool provides a total of 48 spaces which represents an AM class of 24 students and a PM class of 24 students. Each class offers 525 hours of instruction during the school year, which will last approximately 179 days. The PLAY Program Preschool is currently at the Advancing Level of PFA Quality Criteria.

I. PERSONNEL

The PLAY Program Preschool requests a total of \$106,000.00 for personnel expenses excluding benefits.

A. Site Supervisor: \$40,000.00 (1.0 FTE)

The Site Supervisor will be responsible for the supervision, instruction, and management of the PLAY Program Preschool. The Site Supervisor will provide daily child care and, as needed, will oversee the daily tasks at the center and provide direction to the staff working in the center in addition to assisting with other duties related to the operation of the center as assigned. Under the supervision of the School Readiness Program Specialist, the Site Supervisor will provide daily child care; maintain student records; child health records and files; provide direction and guidance to other child care personnel; assist in planning and providing an integrated child care curriculum; and assist with daily child care. Days of Service = 183

B. Preschool Instructor: \$60,000.00 (2.0 FTE)

The PLAY Program Preschool will employ two full-time preschool instructors. Under the supervision of the School Readiness Program Specialist, the Preschool Instructors will be responsible for the general supervision, instruction, and management of a group of preschool students in a classroom setting and will assist with other duties related to the operation of the preschool as assigned.

Days of Service = 184

D. Substitutes: \$3,600.00

Classified and/or certificated substitutes will be paid an hourly rate on a time sheet or the current standard daily rate for substitute teaching for the Site Supervisor and/or Preschool Instructors.

E. Extra Services – Classified: \$2,400.00

Classified staff including but not limited to the Site Supervisor and Preschool Instructors will be paid their hourly rate (approximately \$12 to \$18 per hour) for participating in PLAY Program events

including but not limited to the Kindergarten Bridge Program, monthly parent education events, professional development opportunities, outreach events, PLAY-PAC and other PLAY School Readiness Program related events, meetings, and data collection efforts.

BENEFITS

Tracy Unified School District requests a total of \$33,920.00 for benefits expenses. This amount is calculated using 32% and includes health, dental, vision insurance; retirement plan (PERS or STRS); and state and federally mandated benefits.

II. OPERATING EXPENSES

A. Rent and Utilities: \$5,040.00

The monthly rent payment for the use of the portable for the PLAY Program Preschool is \$200.00. Utilities, including but not limited to custodial fees, custodial supplies and electricity are estimated at \$220.00 per month. The total yearly cost for rent and utilities is estimated at \$5,040.00.

B. Communications/Phone: \$720.00

Phones are estimated at \$60 per month for the main line into the PLAY Program Preschool and the two additional lines required for the fire alarm.

C. Office Expenses: \$1,800.00

Office expenses include but are not limited to general administrative costs such as office supplies (consumable and small office equipment), materials, postage, printing and duplicating costs, janitorial fees, and other costs of doing business. The figure was calculated using \$150.00 per month for 12 months.

D. Equipment Lease: \$0

E. Equipment Purchase: \$1,000.00

The funds in this line item will be used to purchase, repair, and/or upgrade technology used by classroom staff and/or children including but not limited to laptop computers for staff, replacement batteries for laptop computers, a desktop computer for children to use in the classroom, digital camera maintenance, and software purchase and/or upgrades.

F. Travel: \$600.00

This line item includes costs for program-related mileage, parking, and tolls for budgeted and in-kind salaried staff including but not limited to Site Supervisor and Preschool Instructors. Mileage will be

reimbursed at the rate of \$.585 cents per mile or the current IRS allowable rate. It is estimated mileage will average approximately 85 miles per month for 24 months.

G. Training/Conferences: \$3,000.00

This line item includes travel expenses, registration, and other training, seminar, and/or conference costs for budgeted and in-kind salaried staff including but not limited to Site Supervisor and Preschool Instructors to attend workshops, trainings, conferences, and other ECE related events.

H. Consultants/Subcontractors: \$0

I. Program Costs: \$26,620.00

This line item may include but not be limited to materials, supplies, equipment, field trip costs, consultant or trainer fees and/or licensing fees that may come up during the year. Approximately 48 children and/or families will be served indirectly or directly and three or more staff members will be served directly during the year with the funds in this line item.

J. Other:

Preschool Curriculum: \$1,000.00

This line item will be used to purchase additional curriculum materials for the preschool including but not limited to components of the High/Scope curriculum.

Healthy Snacks for Preschool Students: \$4,000.00

This amount is requested to purchase healthy snacks and items used during the preparation, serving, and clean-up of snack including but not limited to napkins, disposable silverware, gloves, dishwashing detergent, and bleach. This figure was calculated using the number of students (48) multiplied by 179 days multiplied by approximately \$0.50.

Consumable Supplies: \$4,800.00

Consumable supplies include but are not limited to construction paper, crayons, paint, paper, pencils, glue, art supplies, gloves, batteries, paper towels, hand soap, disposable paint cups, sand, soil, birdseed, and other items used in the sand/water table. This amount was calculated using \$10.00 per month (10) per child (48).

Classroom Expenses: \$2,500.00

The amount requested will be used to purchase books, materials, supplies, and/or furniture to improve the preschool program and preschool classroom.

Playground Expenses: \$1,000.00

The amount requested will be used to improve the playground environment.

III. INDIRECT EXPENSES: \$0

San Joaquin County Children and Families Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 to June 30, 2010

Applicant: Sutter Tracy Community Hospital								
Pro	ogram:	TUSD PLAY School Readiness	Cluster			Period:	July 1, 200	9 to June 30, 2010
A	В	С	D	E	F	G	н	I
I.	PERSO	NNEL		% of salary	Total salary	Amount of Col F		Amount of Col F
			12 Month	attributed	attributed	requested from	%	provided by
	Positio	on Title	Salary	to program	to program	Commission		other sources
	A.	Community Benefit Manager	\$81,245.00	23.0%	\$18,686.00	\$9,343.00	50.0%	\$9,343.00
	В.	Social Worker	\$72,613.00	20.0%		\$13,071.00	90.0%	\$1,452.00
	C.	Resource Specialist	\$34,798.50	65.0%	\$22,619.00	\$14,702.00	65.0%	\$7,917.00
	D.	Community Outreach Coordinator	\$3,896.00	100.0%	\$3,896.00	\$1,948.00	50.0%	\$1,948.00
	E.	Parent Leader	\$8,790.00	100.6%	\$8,790.00	\$4,395.00	50.0%	
	F.	RN/Lactation Consultant	\$8,107.50	100.0%	\$8,108.00	\$8,108.00	100.0%	\$0.00
	G.	CPSP/Lactation Consultant	\$4,632.50	100.0%	\$4,633.00	\$4,633.00	100.0%	\$0.00
		Total Personnel Excluding Benefits			\$81,255.00	\$56,200.00		\$25,055.00
		Benefits Percentage	%	44.0%		\$19,226.00		
		Total Personnel Including Benefits				\$75,426.00		
II.	OPERA	TING EXPENSES				Amount		
						requested from		
						Commission		
	A.	Rent and Utilities				\$25,068.00		
	В.	Communications/Phones				\$0.00		
		Office Expenses				\$0.00		
		Equipment Lease				\$0.00		
		Equipment Purchase				\$0.00		
		Travel				\$0.00		
		Training/Conferences				\$0.00		
	H.)			\$0.00		
	I.					\$268.00		
	J.	Other, please describe				\$0.00		
		Total Operating Expenses				\$25,336.00		
III.	INDIR	ect expenses						
	Note							
IV.	TOTAL	REQUEST				\$105,258.00		

Budget Justification Narrative TUSD – PLAY School Readiness Cluster Sutter Tracy Community Hospital/Tracy Hospital Foundation

SUMMARY:

Sutter Tracy Community Hospital (STCH) and the Tracy Hospital Foundation (Foundation) request a total of \$105,258 for expenses to be incurred between July 1, 2009 and June 1, 2010 to support Healthy Connections (HC), a Family Health Resource Center in Tracy. In this budget, we ask that the San Joaquin County Children and Families Commission (First 5) pay approximately 40% of the operating costs of HC as well as support personnel to deliver services. This will include activities, programs and services that will be offered to children ages 0-5 and their families who live in the McKinley, Central, North, Kelly, Poet-Christian, Jacobson and South/West Park school attendance areas. The remaining 60% of the HC operating expenses and remainder of staff salaries and benefits will come from other funding sources as a partial match for the program or to provide services to those who do not live in the above school areas or are members of other age groups.

I. PERSONNEL

The project requests a total of \$75,426 for personnel expenses including benefits.

There are seven positions for which all, or a portion of time is allocated to HC: Community Benefit Manager; Resource Specialist; Social Worker; Registered Nurse (RN)/Lactation Consultant; Comprehensive Perinatal Services Program (CPSP) Coordinator/Lactation Consultant; Parent Leader; and Community Outreach Coordinator (COC).

A. Community Benefit Manager: \$9,343 (.23 FTE)

The Community Benefit Manager will devote 23% of her time to developing HC's programs; acting as liaison between HC and STCH; bringing additional services from other county and nonprofit agencies to HC; ensuring access for the families living in the target school attendance areas. She will also review and finalize required fiscal and program reports. 50% of this time will be paid through other sources.

B. Social Worker: \$13,071 (0.20 FTE)

The Social Worker will oversee the review of intake data on all families served through HC to assess needs and advocate for additional services for the targeted areas; conduct assessments; provide professional social services for more complicated situations; organize and facilitate programs such as Mommy & Me and parenting classes; assist with program reporting; train volunteers; provide outreach; and work closely with school district personnel to assist families with young children. It is estimated that 20% of the Social Worker's time will be devoted to the families with children ages 0-5, in the PLAY School Readiness Program (PLAY Program) target school attendance areas. This represents approximately 8 hours per week which includes approximately 2.5 hours for Mommy & Me (35% of total of Mommy & Me hours spent per month), 1.2 hours for the FST process (50% of total FST hours spent per month), 1.8 hours for P.R.I.C.E Parenting Classes (50% of total P.R.I.C.E. hours spent per month) 1.5 hours per week for reporting and 1 hour per week for outreach, training, etc. Although she will be providing case management services to the families in the PLAY Program target school attendance areas, this request does not include funding for this service. 10% of this time will be paid for through other sources.

C. Resource Specialist: \$14,702 (.65 FTE)

The Resource Specialist will provide information and referrals and assist in the coordination of all programs and activities. Other duties of this position will include but are not limited to providing translation; promoting events, meetings and programs; translating written materials; coordinating health insurance screenings and enrollments; event registration; data input; reserving rooms; preparing materials; recording and reporting all family data utilizing a standard intake form; and required reports. It is estimated that 65% of her time will be spent on coordinating, servicing and reporting on the programs and activities for the 0-5 age group in the target school attendance areas. 35% of this time will be provided by other resources.

D. Community Outreach Coordinator: \$1,948

The COC's duties will include but not be limited to coordinating and providing clerical support for the Team Decision Making (TDM) and FST sessions; data collection, data entry, screening potential case management clients and acting as the back-up Resource Specialist. The \$1,948 requested includes a rate of \$18.73/hour for approximately 4 hours per week. 50% of this time will be paid through other resources.

E. Parent Leader: \$4,395

In an effort to increase efficiency with current staff and utilize resources in the best way, this request includes 7.5 hours per week for the Parent Leader to assist with compiling documentation, extracting data and preparing required reports. The Parent Leader will also spend approximately 3 hours per week co-facilitating the P.R.I.C.E (Positivity, Responsible, Influence, Consequences, Encouragement)

Parenting Program. Her current salary is \$16.10 per hour and 50% of her time will be paid for through other resources.

F. RN/Lactation Consultant: \$8,108

An RN/Lactation Consultant will facilitate a weekly Mommy & Me support group for new mothers or mothers with young children in the target school attendance areas. Her hourly rate is \$64.86/hr and she is currently spending approximately 5 hours per group although this request only includes 2.5 hours per group (including prep time) for 50 weeks for a total of 125 hours per year.

G. CPSP/Lactation Consultant: \$4,633

The CPSP/Lactation Consultant will facilitate two Mommy & Me support groups each week, one for single mothers and one in Spanish, which will be co-facilitated by the Social Worker. Her hourly rate is \$18.53/hr. The \$4,633 requested represents 2 classes per week for a total of 250 hours per year(2.5 hours per class for 50 weeks), although she is currently spending approximately 7.5 hours per week total.

The RN/Lactation Consultant, CPSP/Lactation Consultant, Community Outreach Coordinator and Parent Leader will all be employees of STCH. The CPSP/Lactation Consultant and Community Outreach Coordinator are be nefited positions while the other two are per diem and do not receive benefits. They may work in other departments of the hospital but only the time that they work at HC will be included in the HC Labor Distribution Report.

The total salaries are different from the last request due to hospital wide wage adjustment increases of 1 to 2% as well as merit increase between 2 and 5%.

BENEFITS

The total cost of benefits is \$19,226. Benefits include health insurance, dental insurance, and state and federal mandated benefits as well as sick leave, holidays, and vacation. STCH establishes benefit line item expense using 44% of the total personnel expenses.

II. OPERATING EXPENSES

A. Rent & Utilities: \$25,068

This request includes \$25,068 for rent and utilities. HC will occupy approximately 2599 square feet. This space includes a room in which Family Success Team (FST) meetings, Mommy & Me sessions and other events including those of the partner agencies included in the PLAY Program will take place. Although HC is intended for all age groups, at least 40% of HC space will be utilized for personnel, programs, and services for families with children ages 0-5 in the target school attendance areas and 100% of these costs is requested of the Commission (\$25,068 for 2009/10). The remaining 60% of total HC costs will be paid for by other sources. Facility maintenance and housekeeping will be provided by STCH.

B. Communication/Phones: \$0

STCH and the Foundation will pay for all communication and telephone expenses for HC.

C. Office Expenses: \$0

STCH is providing \$3,000 in-kind to cover standard desktop supplies and a large volume of in-house duplicating.

D. Equipment Lease: \$0

E. Equipment Purchase: \$0

STCH and the Foundation will provide current equipment, arrange for leases, or purchase equipment as required. This equipment will be used for all HC purposes including Page 24 of 25

services for the 0-5 age group. The value of the equipment is a contribution to HC but is

not included in this budget.

F. Travel: S0

G. Training and Conferences: \$0

Although staff may attend training and conferences related to programs, no funding is

being requested at this time.

H. Consultants/Subcontractors: \$0

I. Program Materials/Consumables: \$268

The P.R.I.C.E. Parenting Program requires books and materials for the facilitators as well as

workbooks for each of the families that participate; approximately 15 families will

participate each year. \$268 is requested which includes but is not limited to materials for

the P.R.I.C.E. program as well as consumables for all P.R.I.C.E sessions; materials,

resources, and consumables for Mommy & Me sessions; and materials and consumables

for FST/TDM meetings. Other materials will be provided in-kind.

III. INDIRECT EXPENSES

A total of \$4,496 in indirect expenses is requested to contribute to such expenses as

accounting/fiscal support; human resources support; insurance costs; and other

operating expenses. These are calculated at 8% of salaries, less benefits.

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AGREEMENT

This AGREEMENT made and entered into this <u>Z</u>th day of <u>July</u>, 2009, by and between COUNTY OF SAN JOAQUIN, a political subdivision of the State of California, acting through the **Children and Families Commission**, (hereinafter "COUNTY"), and **Tracy Unified School District** (hereinafter "CONTRACTOR") whose principle place of business is at 1875 W. Lowell Avenue, Tracy, CA 95376.

RECITALS

- 1. The San Joaquin County Children and Families Commission has reviewed and recommended that COUNTY enter into an Agreement with CONTRACTOR as set forth below.
- CONTRACTOR proposes to conduct <u>Delta Island School Readiness</u>, as set forth in Exhibit "A", attached hereto and incorporated 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 <u>July 1, 2009</u> to <u>June 30, 2010</u>. 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 San Joaquin County Children and Families Commission 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 Executive Director's office.

3. FISCAL PROVISIONS

- A. COUNTY shall pay CONTRACTOR an amount not to exceed \$138,937.
- B. The total Agreement amount shall not exceed a total of \$138,937. 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 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.
- C. CONTRACTOR, with the prior written approval of Children and Families 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. CONTRACTOR shall perform CONTRACTOR's work in strict accordance with approved methods and standards of practice in CONTRACTOR's professional specialty. 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 all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in California. 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

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- A. <u>Evaluation Plan</u> CONTRACTOR shall be required to develop and/or revise the Project's Evaluation Plan in conjunction with the COUNTY's evaluation consultant.
- B. **<u>Data Input</u>** 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. <u>Confidentiality</u> CONTRACTOR shall have a policy on confidentiality and will not use or disclose any information concerning eligible individuals who receive services 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.
- E. <u>Access</u> 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.
- F. <u>Fees</u> CONTRACTOR shall not impose or collect from participants any fees for services.
- G. <u>Compliance</u> CONTRACTOR shall comply with COUNTY policies and procedures.

7. GENERAL PROVISIONS

- A. <u>Modifications or Amendments</u> 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. During the performance of this Agreement, CONTRACTOR shall 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.

- i. Certify that it is a non-discrimination employer pursuant to Title 11, 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. This Agreement may be modified or amended only in writing signed by both parties.
- C. <u>Compliance with Immigration Law</u> CONTRACTOR shall employ only individuals who are in compliance with any and all current laws and regulations of the U.S. Dept. of Homeland Security, U.S. Citizenship and Immigration Service.
- D. <u>Drug Free Workplace</u> CONTRACTOR shall comply with the provisions of Government Code section 8350 et seq., otherwise known as the Drug-Free Workplace Act.
- E. <u>Licenses and Permits</u> 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.

F. 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.

G. Confidentiality CONTRACTOR shall:

- i. Have a policy on confidentiality and will not use or disclose any information concerning eligible individuals 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, disclosed or used, any confidential information pertaining to an applicant or recipient of program services.
- iii. 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.
- H. <u>Non-Exclusive Rights</u> 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. <u>Assignment</u> 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 or 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. <u>Cause</u> If CONTRACTOR materially breaches the terms 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) day's 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. <u>Governing Law</u> 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. <u>Venue</u> Venue for any action arising out of this Agreement shall be 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 representatives and employees from any and all losses, liabilities, costs, expenses, charges, damages, claims, liens, and causes of actions, of whatsoever kind or nature, including, but not limited to, reasonable attorney's 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, or any authority delegated to CONTRACTOR under 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, agent or employees.

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 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 fees 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, any work to be performed by CONTRACTOR under this Agreement, or any authority delegated to CONTRACTOR under this Agreement.

- N. <u>Insurance Requirements</u> 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 as 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 dollar (\$1,000,000) limits, covering all persons providing services on behalf of CONTRACTOR and all risks to such persons under this Agreement.
 - ii. <u>Comprehensive General Liability Insurance</u> The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000), single limited 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 insureds 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 immediately furnish certificates of insurance to the COUNTY Purchasing Department evidencing the 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) day's written notice to COUNTY. CONTRACTOR shall maintain such insurance from the time CONTRACTOR commences performance of services hereunder until the completion of such services. Within thirty (30) days of the commencement of this Agreement, CONTRACTOR shall furnish certified copies of the policies and all endorsements. 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 222 East Weber Avenue, Room 675 Stockton, California 95202

- vii. Payment Withheld If CONTRACTOR does not obtain the described insurance, or if COUNTY is not furnished at the time 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. <u>Liability</u> 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 it preclude COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- O. <u>Entire Agreement</u> This document contains the entire Agreement between the parties and supercedes 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 Page 8 of 10

invalid, the remaining provisions of this Agreement will remain in full force and effect.

- Q. <u>Enforcement of Remedies</u> 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. <u>Modification and Waiver</u> 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 or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

- S. <u>Exhibits to Contract</u> Additional provisions shall be attached hereto and incorporated herein as sequentially numbered 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 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. <u>Audit</u> 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 such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. 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.
 - 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 so they may be readily audited

and shall be held until costs have been finally determined under this Agreement and payment or final adjustment of payment has been made.

ii. CONTRACTOR shall permit COUNTY to examine and audit these records and all supporting records at all reasonable times. Audits shall be made not later than (a) five calendar years after completion of services rendered or (b) five calendar years after expiration date of this Agreement, whichever comes later.

CONTRACTOR:

Tracy Unified School District Delta Island School Readiness

1875 W. Lowell Avenue

Tracy, CA 95376

COUNTY:

COUNTY OF SAN JOAQUIN

CHILDREN AND FAMILIES COMMISION

11 S. San Joaquin Street, Suite 301

Stockton, CA 95202

IN WITNESS OF THEIR AGREEMENT to the terms and conditions set forth above, COUNTY OF SAN JOAQUIN and <u>Tracy Unified School District</u> have placed their signatures below:

ATTEST: LOIS M. SAHYOUN COUNTY OF SAN JOAQUIN, a political subdivision of the State Clerk of the Board of Supervisors of California of COUNTY of San Joaquin State of California By: __ By: Deputy Clerk Lerov Ornellas Chairman Board of Supervisors APPROVED AS TO FORM: OFFICE OF COUNTY COUNSEL By: **Deputy County Counsel** Linda Dopp, Director of Alternative Programs

94-1055500

Federal ID#



Scope of Work

Agency: Tracy Unified School District

Program: Delta Island School Readiness

Required Expected Result/Initiative, Objectives, and Outcomes

Early Care and Education (Enhancing Early Care)

Objective: Larger Scale 5E projects (School Readiness)

Strategy: 5a. Provide large-scale, targeted programs that have a focus on: 1) early care and education, 2) health and social services, 3) parenting and family, 4) program infrastructure, administration, and evaluation, and 5) school/community capacity. This approach includes layered services for special needs.

Output: See specific strategies, outputs and outcomes within the five Essential Elements and eight priorities for related outcomes.

Objective: Literacy

Strategy: 5e. Develop and implement an adult/child literacy program in the designated community using *Raising a Reader* or *Reach Out and Read* or other best practice curriculum/approved platform.

Output:

Increase in the number of families with children ages 0-5 participating in a pre-literacy program.

Outcome:

Increase in the number of families who report reading or telling stories regularly to their children, 0 to 5 years of age.

Increase in the number of families with children ages 0-5 who have a library card.

Increase in the number of families with children ages 0-5 who take trips to the library.

Increase the number of families with children ages 0-5 who have books in the home.

Health and Social Services (Improving Health Systems)

Objective: Health Insurance

Strategy: 6g. Provide targeted health insurance enrollment to promote a medical home; outreach, enrollment, retention and utilization (OERU) services to uninsured or underinsured children 0-5 and their families; utilization of the web based system One-e-App

Output: Increase in the number of families with children ages 0-5 receiving targeted health insurance enrollment services.

FIRST 5 SAN JOAQUIN Children & Families Commission

Exhibit "A"

Scope of Work

Outcome:

Increase in the number of families with children ages 0-5 enrolled in comprehensive health insurance.

Increase in the number of children ages 0-5 who have an identified primary care provider.

Increase in the number of children ages 0-5 who receive a developmental assessment.

Increase in the number of children who receive recommended immunizations on an age-appropriate schedule.

Increase in the number of children ages 0-5 who receive regular preventative health assessments as recommended by the American Academy of Pediatrics.

Parenting and Family (Strengthening Families)

Objective: Reduce Child Abuse/Domestic Violence (Reduce Parent Stress and Increase Knowledge of Child Development)

Strategy: 7a. Provide a home visitation program that focuses on areas and populations of high need and include parent stress relief and support, utilizing research based strategies and models with culturally sensitive methods that address access to community resources.

Output: Increase in the number of families with children ages 0-5 who receive services from a home visitation program focused on parent stress relief and support, as well as increasing parent knowledge of child development norms.

Outcome:

Increase in the number of families with children ages 0-5 who demonstrate adequate parenting skills.

Increase in the number of families with children ages 0-5 who accept and use information provided by home visitation program staff.

Increase in the number of families with children ages 0-5 who demonstrate connectedness to supportive networks and services.

Increased self esteem in parents with children ages 0-5.

Increase in the number of parents with children ages 0-5 who indicate their stress levels have decreased.

Program Infrastructure and Administration

Objective: Organizational Capacity and Sustainability

Strategy: 8c. Develop and implement funding strategy and action plan with specific goals for sustainability of services to children age 0-5.

Output:

Programs and/or agencies engage in strategic planning to develop funding strategies and action plans with specific goals for sustainability. Programs submit a proposal for continued funding to an additional, appropriate public/private funding source.

Objective: Cultural Competency

Strategy: 8g. Assign staff who are culturally and linguistically matched with populations they are serving.

Output: Program staff are culturally and linguistically matched with populations they are serving.

Strategy: 8h. Use programs and curriculum that match the population to be served—language and customs/traditions.

Output: Programs use curricula that are appropriate to the language and customs/traditions of the population served.

Strategy: 8k. Provide materials that are culturally and linguistically appropriate for communities being served and written at appropriate literacy levels.



Scope of Work

Output: Programs offer culturally and linguistically appropriate materials.

School/Community Capacity

Objective: School Readiness

Strategy: 9b. Develop a plan to implement civic engagement in the school community, including but not limited to increased parental involvement in school meetings, PTA, PTSA, School site councils, parent advisory committees, etc.

Output: Programs develop a plan to implement and facilitate regular parent involvement in school based decision making bodies.

Strategy: 9e. Provide transition to kindergarten 'camps' (Bridge programs) for children entering kindergarten.

Output: Increase in the number of children who participate in a kindergarten transition camp of one week or more.

Strategy: 9k. Provide services in a location that increases accessibility.

Output: Provide services in a convenient location including the family home.

Scope of Work

Agency: Tracy Unified School District

Program: Delta Island School Readiness

Description of Major Milestones	Method	Evaluation Methods
1. The Parent Educator and Kindergarten Bridge Program staff will provide comprehensive health insurance screening and referral to 40 families annually. Type of Measurement: parents Annual Target Quantity: 40 Type of Measurement: children Annual Target Quantity: 40 Start Date: 07/01/09	Staff will follow First 5 San Joaquin protocol to screen and refer all families of children age 0-5 for health insurance. Documentation will include the referral of uninsured children to Charterhouse Center for Families.	SUBMIT QUARTERLY • Health Insurance Tally Tool ON FILE • Case Files/ Progress Notes will indicate health insurance screenings for children 0-5 • Referral logs/forms
Target Date: 06/30/10 2. The School Readiness Program Specialist and the Parent Educator will provide comprehensive developmental screening for 30 newly enrolled children who are receiving services, to ensure appropriate referral and follow-up for special needs services. Type of Measurement: children Annual Target Quantity: 30 Start Date: 07/01/09 Target Date: 06/30/10	Delta Island School Readiness Program staff and the Parent Educator will administer the Ages and Stages Questionnaire (ASQ) within sixty days of entrance into the following program services: Parents as Teachers Program and summer Bridge program. Delta Island School Readiness Program staff and the Parent Educator will work with parents in completing the age-appropriate ASQ and will make referrals for further assessment where scores indicate a possible developmental delay. Documentation will include record of referrals and follow	SUBMIT QUARTERLY • ASQ Tally Tool • Aggregate data ON FILE • ASQ Score Summaries or completed Questionnaires • Referral documentation and follow-up information

Exhib

Description of Major Milestones	Method	Evaluation Methods
3. The Parent Educator will administer the Parents as Teachers (PAT) "Born to Learn" curriculum annually to 20 families with children ages 0-5. Type of Measurement: parents/guardians Annual Target Quantity: 20 Type of Measurement: Index Children Annual Target Quantity: 20 Start Date: 07/01/09 Target Date: 06/30/10	(First 5 ASQ Tally Tool) and follow-up information. The ASQ screening should be administered to children who do not have a current Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP). Staff administering the ASQ tool will receive agency based or First 5 training prior to tool use. Parent Educators of the Parents As Teachers (PAT) Born to Learn Curriculum will work with parents/guardians with children not enrolled in preschool, residing in the attendance area of the following elementary schools (API scores of 1-5): Delta Island residential area of Villalovoz Elementary School attendance areas Each full-time Parent Educator will carry a continuous caseload of 20 children at any given time. PAT home visits will be provided for each parent/guardian, an average of three times per month. Each parent will be served according to the programs entrance and exit policies and not exceeding the duration of the PAT curriculum (relative to the index child). Only one child per family unit (the youngest child) may be designated as the index child. Gradual transition for clients exiting the program may occur in accordance with the program's entrance/exit policy. PAT home visitation service shall be provided according to PAT program standards.	SUBMIT ANNUALLY • Detailed Demographic Data SUBMIT SEMI ANNUALLY • Home Visit Logs/Summary of Service SUBMIT QUARTERLY • Milestone Report—shall reflect: • Total Number of Visits per Parent Educator • Active Caseload per Parent Educator • Number of New and Exited families per Parent Educator • LSP Data Entry form • Aggregate Data ON FILE • Client files • Referral Records • First 5 Consent Forms
	Health insurance utilization information shall be requested of the parent two times per year and documented within the client file. The Life Skills Progression Index (LSP) will be conducted with the participating parent/guardian or relative caregiver at intake (within 30 days of enrollment) and every six months thereafter, to identify the parent's/guardian's or	 LSP tool Health Insurance Utilization Information Wait List

Description of Major Milestones	Method	Evaluation Methods
	relative caregiver's needs and progress. Outreach will be conducted as needed to maintain full caseloads and a wait list.	
4. The Delta Island School Readiness Program Parent Educator will provide health screenings for children receiving home visitation services to identify any children potentially at-risk and to refer for early intervention services. Type of Measurement: children screened Annual Target: 20 Start Date: 07/01/07 Target Date: 06/30/10	The Parent Educator will provide comprehensive health screening for each child. The Parent Educator will work with parents in completing the PAT Health Questionnaire annually (initial or annual follow-up). Documentation will include record of referrals. Health screenings will include dental, vision, and hearing, as indicated on the PAT Health Questionnaire.	ON FILE Referral form and log (on file) Health Questionnaires (on file)
5. The Parent Educator will administer the Raising A Reader program to children ages 0 to 5 and their families to develop literacy and promote the shared book experience. Type of Measurement: children Annual Target Quantity: 20 Start Date: 07/01/09 Target Date: 06/30/10	Raising A Reader (RAR) book bags will be rotated to families weekly by the Parent Educator during home visitation. Parents will complete RAR Family Contracts and literacy pre-surveys at the time of enrollment. Literacy post-surveys will be completed at six months. Post-surveys do not need to be completed again at subsequent six-month increments. Only one pre and post survey is required per family. Blue Library Book Bags will be given to families once they exit from the program.	SUBMIT QUARTERLY • Pre & Post Literacy Surveys (matched) • Aggregate data ON FILE • RAR Family contracts • RAR tracking documents (e.g. checkin/check-out cards, activity logs, etc.)
TUSD School Readiness Program Specialist and program staff will work with school administration and teaching staff to conduct a two week Kindergarten Bridge Program to help children transition to the school setting. Type of Measurement: Children Annual Target Quantity: 20	Incoming kindergartners will participate in a two week, 3 hours per day bridge program. Bridge program will be offered at Villalovoz Elementary and will serve up to 20 children from the Delta Island attendance area. Children with little or no preschool experience will be targeted for enrollment. Kindergarten teachers will be involved in the planning (through articulation activities) and implementation of the bridge program including but not limited to outreach, lesson planning, teaching, assessing,	SUBMIT SEMI ANNUALLY • Sign-in sheets/attendance records SUBMIT QUARTERLY • Aggregate data • Bridge Teacher Survey • Bridge Parent Survey ON FILE

ExhiL "

Description of Major Milestones	Method	Evaluation Methods
Type of Measurement: Bridge sessions Annual Target Quantity: 1 Start Date: 07/01/09 Target Date: 06/30/10	and maintaining attendance records. Efforts will be made to involve parents in the kindergarten bridge experience through the completion of an ASQ survey and a parent survey and participation in other opportunities as available including but not limited to classroom volunteering, classroom prep work, and parent trainings and/or workshops.	Lesson plans Flyers submitted to First 5 for approval
7. Direct service staff and program supervisor will attend professional growth trainings throughout the year. Type of Measurement: Achieved/Not Achieved Annual Target Quantity: NA Start Date: 07/01/09 Target Date: 06/30/10	First 5 staff will attend professional development trainings that may include local First 5 sponsored trainings, conferences, internal agency trainings, etc. and report on progress of trainings and attendees in quarterly reports.	SUBMIT QUARTERLY • Scope of Work Reporting Form indicating the following: o type/title of trainings o dates of trainings o staff in attendance
8. To address program sustainability, the School Readiness Program Specialist and additional staff as applicable will research other funding sources for school readiness and/or other early childhood education programs and/or services and if applicable, apply for funding. Type of Measurement: Achieved/Not Achieved Annual Target Quantity: NA	The School Readiness Program Specialist will work with other individuals and programs within and outside of Tracy Unified School District, including but not limited to elementary schools, community based agencies, and subcontractors, to identify funding opportunities that address sustainability and meet the needs of the School Readiness community in TUSD.	SUBMIT QUARTERLY • Scope of Work Reporting Form indicating the following: o type/title of applications o dates of applications o programs affected by applications
Start Date: 07/01/09 Target Date: 06/30/10 9. Delta Island School Readiness Program staff will provide four collaborative events or meetings annually that strengthen communication and linkages between the early care and education community, the prek-5 Villalovoz-Delta Island school communities and families to promote successful kindergarten transitions for children.	The Delta Island School Readiness Program staff will promote systems improvement by providing four group opportunities annually for interaction and collaboration between families eligible for services and agencies providing services surrounding Delta Island Elementary School. Opportunities may include articulation between school, home visitation, Head Start and other ECE staff; family and outreach events that bring together families and	SUBMIT SEMI ANNUALLY • Sign-in sheets/attendance records SUBMIT QUARTERLY • Aggregate data • Scope of Work Reporting Form indicating the following:

Description of Major Milestones	Method	Evaluation Methods
T	service providers; services such as screenings or group	o type/title of event, workshop or
Type of Measurement: events	learning opportunities.	meeting
Annual Target Quantity: 4	Events may also coincide with the school site calendar,	o date
	including preschool children and their families in school	
Start Date: 07/01/09	events as appropriate.	ON FILE
Target Date: 06/30/10	Workshops will be focused on the academic year, but may	
	occur over the summer for topics such as kindergarten readiness or during the time of Bridge Camps. Delta Island SR Program staff will collaborate to plan,	Flyers submitted to First 5 for approval
	outreach, and facilitate parent participation opportunities	
	including but not limited to holiday events, workshops,	
	presentations, screening opportunities and family learning events.	
	Delta Island SR Program staff will distribute resources	
	including but not limited to the Countdown to Kindergarten	
	Packet, Preschool Information Packet, and Kits for New	
	Parents.	

San Joaquin County Children and Families Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 - June 30, 2010

IV. TOTAL REQUEST

Applicant: Tracy Unified School District									
Pr	ogram:	Delta Island School Readiness Pro	gram					Period: July 1, 2009 to June 30, 2010	
A I.	B PERSC	c NNEL	D	E % of salary	F Total salary	G Amount of Col F	н	I Amount of Col F	
			12 Month	attributed	attributed	requested from	%	provided by	
		on Title	Salary	to program	to program	Commission		other sources	
	Α.	School Readiness Program Specialist	\$93,000.00	25.0%	\$23,250.00	\$23,250.00		•	
	В.	Clerk/Typist	\$32,500.00	25.0%	\$8,125.00	\$8,125.00			
	C.	Extra Services - Certificated	\$500.00	100.0%	\$500.00	• • • • • • • • • • • • • • • • • • • •	100.0%	1	
	D.	Extra Services - Classified	\$400.00	100.0%	\$400.00	\$400.00	100.0%	\$0.00	
		Total Personnel Excluding Benefits			\$32,275.00	\$32,275.00		\$0.00	
		Benefits Percentage		26.5%		\$8,553.00			
		Total Personnel Including Benefits	•			\$40,828.00			
11.	OPERA	ATING EXPENSES				Amount			
						requested from			
						Commission			
	Α.	Rent and Utilities				\$0.00			
	в.	Communications/Phones				\$100.00			
	C.	Office Expenses				\$400.00			
	D.	Equipment Lease				\$0.00			
	₽.	Equipment Purchase				\$0.00			
	F.	Travel				\$350.00			
	G.	Training/Conferences				\$500.00			
	H.	Consultants/Sub-Contractors				\$0.00			
		Charterhouse Center for Families				\$68,009.00			
	I.	Program Costs				\$21,783.00			
		Raising a Reader				\$1,000.00			
		Healthy Snacks for Events				\$200.00			
		Materials for Events				\$600.00			
		Professional Expenses				\$150.00			
		Marketing Materials				\$150.00			
		Total Operating Expenses				\$93,242.00			
111	. INDIR	ect expenses							
		Indicate Indirect Percentage	[3.6%		\$4,867			

\$138,937

Budget Justification Narrative TUSD – Delta Island School Readiness Program

SUMMARY:

The Tracy Joint Unified School District is requesting a total of \$138,937.00 for expenses to be incurred between July 1, 2009 and June 30, 2010. These funds will be used to finance the Delta Island School Readiness Program.

I. PERSONNEL

The PLAY Program requests a total of \$40,828.00 for personnel expenses including benefits.

A. School Readiness Program Specialist: \$23,250.00 (.25 FTE)

The School Readiness Program Specialist will be responsible for developing, expanding, facilitating, and overseeing the Delta Island Program. Duties winclude but not be limited to monitoring and providing program activities; implementing and facilitating an articulation plan; coordinating staff development and training; supervision of staff and subcontractors, staff evaluations, attending mandatory First 5 meetings and school readiness related trainings; oversight of all First 5 mandated reports and evaluation. Days of service = 210.

B. Clerk/Typist: \$8,125.00 (.25 FTE)

This program will employ a 12-month, 8 hour/day Clerk/Typist at a .25 FTE. Duties of this position will include but not be limited to event registration, data input, record keeping, filing, communications, promoting events, meetings, and programs, translating written material, providing translation during workshops, and other clerical tasks. Days of service = 246

C. Extra Services: Certificated: \$500.00

participating in Delta Island School Readiness Program events including but not

Certificated staff will be paid the hourly rate for extra services (\$31.50) for

articulation meetings, parent education events, professional limited

development opportunities, advisory committee meetings and/or other school

readiness-related meetings, events, and data collection efforts. Approximately 4

events will take place each year; each event will last approximately 2 hours.

D. Extra Services: Classified: \$400.00

Classified staff, including but not limited to Translator and Para Educators, will be

paid their hourly rate (approximately \$12 to \$18 per hour) for participating in Delta

Island School Readiness Program events including but not limited to parent

education events, professional development opportunities, and/or other school

readiness-related meetings, events, and data collection efforts. Approximately 4

events will take place each year; each event will last approximately 2 hours.

BENEFITS

The Delta Island School Readiness Program requests a total of \$8,553.00 for benefits

expenses. This amount is calculated using 26.5% and includes health, dental, and

vision insurance; retirement plan (PERS or STRS), and state and federally mandated

benefits.

II. OPERATING EXPENSES

A. Rent and Utilities: \$0

B. Communications/Phone: \$100.00

Cell phone usage for the School Readiness Program Specialist is estimated at \$25 per

month or \$300 per year. Twenty-five percent of the amount equals approximately

\$100.00.

C. Office Expenses: \$400.00

Office expenses include but are not limited to general administrative costs such as

office supplies (consumable and small office equipment), materials, postage, printing

and duplicating costs, janitorial fees, and other costs of doing business. The figure was

calculated using \$125.00 per month, or \$1,500.00 per year. Twenty-five percent of the

amount equals approximately \$400.00.

D. Equipment Lease: \$0

E. Equipment Purchase: \$0

F. Travel: \$350.00

This line item includes costs for program-related mileage, parking, and tolls for

budgeted and in-kind salaried staff including but not limited to School Readiness

Program Specialist and Clerk/Typist. Mileage will be reimbursed at the rate of \$.55

cents per mile or the current IRS allowable rate. It is estimated mileage will average

approximately 200 miles per month. Twenty-five percent of the total yearly estimate

equals approximately \$350.00

G. Training/Conferences: \$500.00

This line item includes travel expenses, registration, and other training, seminar, and/or

conference costs for budgeted and in-kind salaried staff including but not limited to

School Readiness Program Specialist and Clerk/Typist to attend workshops, trainings,

Page 4 of 12

conferences, and other ECE related events. Approval for any out of state travel will

have prior written approval from First 5 San Joaquin.

H. Consultants/Subcontractors:

See attached Budget Request and Budget Request Narrative for subconfractor,

Charterhouse Center for Families (\$68,009.00).

I. Program Costs: \$21,783.00

The funds in this line item may be used to provide support for parents and children to

access program services offered in Tracy, support may include but not be limited to

transportation to events and programs such as the Kindergarten Bridge Program. The

funds in this line item may also be used for unforeseen opportunities including but not

limited to programs, services, and/or resources that help children and families during

this period of transition due to the closing of Delta Island School.

Raising a Reader: \$1,000.00

The materials needed to replenish and/or maintain the Raising a Reader program

will be purchased using funds in this line item in the amount of \$1,000.00. The

Raising a Reader program will be facilitated by the Charterhouse Center for

Families Parent Educator through home visits with approximately 20 children 0 to 5.

Healthy Snacks for Events: \$200.00

Two hundred dollars is requested to be used to purchase healthy snacks to be

offered during events including but not limited to meetings, workshops, and

trainings. Approximately 4 events will be held during the year.

Materials for Events: \$600.00

Six hundred dollars is requested for materials including but not limited to books, videos, and other informational and resource materials to be used and distributed at trainings, workshops, and meetings. Approximately 4 events will be held during the year.

Professional Expenses: \$150.00

This line item includes but is not limited to insurance, memberships to professional organizations related to early childhood education and/or supervision, curriculum, and administration, subscriptions to early childhood magazines such as the Mailbox, books, videos, and other resource materials focused on early childhood education topics. These resources will be included in the School Readiness Program professional library.

Marketing Materials: \$150.00

The funds in this line item will be used to purchase marketing materials including but not limited to banners for each school site announcing program events, staff clothing with the program logo, and other items displaying the program logo such as pens and notepads.

III. INDIRECT EXPENSES: \$4,867.00

Indirect expenses are budgeted to cover day-to-day administrative and overhead costs to TUSD that are not easily distinguishable to a specific project including but not limited to accounting and fiscal support, human resources support, miscellaneous fees, insurance costs, and other operating expenses.

San Joaquin County Children and Eartilles Commission -- First 5 San Joaquin Budget Request Form July 1, 2009 - June 30, 2010

Applicant: Charterhouse Center for Families - Parents As Teachers **Period:** July 1, 2009 to June 30, 2010 Program: Tracy Unified - Delta Island School Readiness Program c D Ε **PERSONNEL** Amount of Col F % of salary Total salary Amount of Col F attributed attributed requested from provided by 12 Month % Position Title Salary to program to program Commission other sources 3.0% \$ 1,748.00 1,748.00 100% \$0.00 A. Program Director 58,270.00 34,337.67 100.0% \$34,338.00 34,338.00 100% \$0.00 \$ B. Parent Educator . 11. \$ 58,270.00 3.0% \$ 1,748.00 \$ 1,748.00 100% \$0.00 C. Controller Total Personnel Excluding Benefits \$37,834.00 \$ 37,834.00 \$0.00 30.0% \$ 11,350.00 Benefits Percentage Total Personnel Including Benefits 49,184.00 **OPERATING EXPENSES** Amount Requested from Commission \$2,160.00 1. Rent and Utilities \$1,180.00 ر. Communications/Phones \$1,248.00 C. Office Expenses \$288.00 D. Equipment Lease E. Equipment Purchase \$667.00 F. Travel \$3,912.00 G. Training/Conferences \$1,039.00 \$0.00 H. Consultants/Subcontractors I. Other, Please describe \$816.00 **Program Supplies** \$1,040.00 Liability Insurance \$320.00 **Audit Fees** \$480.00 IT Maintenance \$13,150.00 **Total Operating Expenses** III. INDIRECT EXPENSES 15.0% \$5,675.00 Indicate % of Personnel, Excluding Benefits (Cannot Exceed 15%)

\$68,009.00

IV. TOTAL REQUEST

Budget Justification Narrative

Summary

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Charterhouse Center for Families is requesting a total of \$68,009 for expenses to be incurred between July 1, 2009

and June 30, 2010. The funds will be used by Charterhouse Center to provide one (1) Full-Time Equivalent (FTE)

Parents As Teachers (PAT) Parent Educator for Tracy Joint Unified School District (TUSD) at Delta Island Elementary

School. Charterhouse will collaborate with other agencies serving nearby areas by accepting and referring families

to the appropriate program.

I. Personnel

The project requests a total of \$49,184 for personnel expenses for this fiscal year. This includes \$37,834 for

salaries and \$11,350 for benefits. The request includes funding for the Program Director (3%), one FTE Parent

Educator (100%) and Controller (3%). The Executive Director will work with the Program Director to provide fiscal

and programmatic oversight; including hiring and evaluating both personnel and program (see indirect costs).

Annual employee evaluations may result in a 4% merit increase in July of each year.

A. Program Director: \$1,748 (0.03 FTE)

The Program Director will be responsible for the day-to day management of the program and for all staff with

this contract. This will include project implementation, personnel support, staff development and evaluation.

promoting program integration and coordination with TUSD staff. The Program Director will maintain liaison

with the appropriate staff at the school site and district level. The Program Director has been trained and

certified in accordance to Parents As Teachers National Center (PATNC) standards as a PAT Program

Supervisor. Other duties will include maintaining a filing system for record keeping (enrollment records,

questionnaires, assessments, home visitation records, file reviews, etc.). The Program Director will work with

the Lead Agency staff to assure that the program is in accordance with the Scope of Work and Milestones of

the program. The project will fund 3% of the Program Director's position. \$1,748 is being requested for this

project.

B. Parent Educator: \$34,338 (1.0 FTE)

The Parent Educator will be responsible for providing in-home parent education services using the Parents As Teachers curriculum. The Parent Educator (1 FTE) will have a caseload of up to 20 children between the ages of 0 to 5 and will participate in a pre- and post-assessment for each child served. Assessments will include health screenings, developmental screenings and identifying families with special needs using the Ages and Stages Questionnaire (ASQ). Any family identified with an immediate need will be referred to the appropriate resources and noted in the case narratives. In addition, the Parent Educator will be involved in parent group meetings for all parents in the program. The purpose of the meetings is to provide parenting information and offer other community resources. The Parent Educator must also continue with professional development required by PATNC. Trainings, workshops and other development opportunities will be assessed by the Program Director and attended by the Parent Educator. The Parent Educator will have an annual salary of \$34,338 with a possible 4% increase in July of each year.

C. Controller: \$1,748 (0.03 FTE)

The Controller position will be required for monthly fiscal monitoring and reporting to TUSD. Duties will include payroll, budget and expense monitoring and accounting needs for the program. The Controller is also responsible for establishing fiscal policies and procedures, GAAP compliancy and maintaining the general ledger. \$1,748 is being requested for this project.

Benefits \$11,350

Benefits will include health insurance, dental insurance, vision insurance, life insurance, Social Security/Medicare, State Unemployment Insurance, Worker's Compensation and other such benefits that may be mandated by state and federal governments. Charterhouse Center for Families also contributes a match of up to 3% of an employee's salary into a SIMPLE IRA. Employee benefits are calculated at 30% of the total salaries:

 $$37,834 \times 30\% = $11,350.$

II. Operating Expenses

Operating expenses will include rent and utilities, communications, office expenses, equipment lease, equipment purchase, travel, training/conferences and certifications and program supplies. Although every attempt has been made to calculate amounts as accurate as possible, there are instances where unexpected increases or decreases

may occur. All calculations are based on current costs and available prices. Any budget changes that may occur

within the duration of the contract will be addressed to First 5 as soon as possible. Operating expenses as

computed using a formula determined by the number of workstations in each program and the total number of

programs sharing the costs. This calculates to approximately 0.04 programmatic workstations and will be used for

all calculations except where individual usage is needed (such as mileage, cell phones, program supplies, etc.).

A. Rent and Utilities: \$2,160

The project requests a total of \$2.160 for rent and utilities. The monthly cost to the agency for rent is

\$4,500 in which \$180 is charged to the program per month. This includes utilities, janitorial and

maintenance and is calculated as follows:

 $4,500 \times 0.04 = 180 \times 12 \text{ months} = 2,160.$

B. Communications/Phones: \$1.180

A total of \$1,180 is being requested for communications costs. This will include office phones, cell phones

and internet access fees (DSL internet and email). The average cost for office communications for the

agency is \$1,000 a month. The monthly cell phone cost per employee is \$55. Calculations are as follows:

\$1,000 x 0.04 x 12 months = \$480 for communications and \$55 x 1.06 FTE (Program Director 3%, Parent

Educator 100% and Controller 3%) x 12 months = \$700 for cell phones.

Totals: \$480 + \$700 = \$1,180.

C. Office Expenses: \$1,248

Office expenses for day to day operations include, but are not limited to standard desktop supplies,

materials, postage, shredding services and other supplies needed to effectively run the program. Fees are

also incorporated in the office expenses and include payroll fees, alarm licenses and permits. The agency's

average cost for office supplies and expenses is \$2,600 per month and is a shared cost between all other

programs and departments at Charterhouse Center for Families. \$2,600 x 0.04 x 12 months = \$1,248

D. Equipment Lease: \$288

Charterhouse Center currently leases a printer and a copier. The agency's monthly cost for both is estimated

at \$600. $$600 \times 0.04 \times 12 = 288

E. Equipment Purchase: \$667

The project budgets \$667 for purchase of equipment necessary for efficiently operating the program.

Following First 5 guidelines for minimum computer requirements, the project may purchase one computer to

be utilized by the Parent Educator to complete reports, case notes and other program-specific duties. Funds

may be used for repairs or replacement of parts for the equipment purchased during the course of this

project.

F. Travel: \$3,912

Travel allocation is based on the agency's mileage rate of \$0.40 per mile, or up to current IRS rate.

Maximum mileage calculations are based on actual mileage claims for program staff from a similar contract.

Mileage is calculated for the Parent Educator at an average 800 miles per month. Mileage also includes

travel for the Program Director calculated at an average 500 miles per month and based on 0.03 FTE. Total

request is \$3,912.

G. Trainings/Conferences: \$1,039

Training, conferences and certifications included in this budgeted. Professional development is encouraged

by Charterhouse Center for Families and is recommended by PATNC. Trainings will be attended by the

Parent Educator and Program Director. Trainings will include topics such as evaluation tools and child

development and PAT trainings. Trainings that are not an exclusive benefit to the First 5 program will be

reimbursed based on staff FTE allocations. Any training that occurs outside of California will be coordinated

with the Lead Agency and First 5 for prior approval.

H. Consultants/Subcontractors: \$0

I. Other:

Program Supplies: \$816

Program Supplies include an estimated cost of \$15 per week per Parent Educator for books, toys and other

necessary items to use during home visits. The duration of the program will run for 52 weeks. Total cost for

program supplies is \$816.

Liability Insurance: \$1,040

Liability Insurance includes commercial, Directors and Officers and property insurance. Total cost to the

agency is estimated at \$26,000 annually. Coverage months start in March of the calendar year through

February of the following year. Agency cost is shared for Liability Insurance and is calculated as follow:

 $$26.000 \times 0.04 = $1.040.$

Audit Fees: \$320

Audit fees are calculated based on previous agency-wide audits and are shared among all agency programs.

The expected cost for audits for a 12-month period is \$8,000 in which \$320 will be charged to the program

each year (\$8,000 x 0.04). Total cost for this 12-month period is \$320.

Information Technology Maintenance: \$480

IT Maintenance is required for system integration and consistency as well as communications. Services include maintenance (troubleshooting and repair) for computer workstations and server, network operations, hardware and software updates, data back-up, technology training and support for staff, website maintenance and all technology-based needs. IT Maintenance will also include cost for parts and repairs as

needed that are directly related to the program. The expected cost to the agency is \$1,000 per month with a

program cost of (\$1,000 x 0.04 x 12 months) \$480. If an outside consultant is used, a signed MOU will be

submitted to First 5.

Charterhouse Center for Families.

III. Indirect Expenses

The project budgets \$5,675 of indirect expenses which is calculated at 15% of the personnel costs before benefits. As outlined in our policy for indirect costs, expenditures not directly budgeted in this contract but are directly related to the program will fall into this category. This will cover day-to-day administrative and overhead costs of Charterhouse Center for Families that are not easily allocated to a specific project. These costs will include, but are not limited to fiscal and programmatic oversight, human resources support, clerical support, miscellaneous fees, memberships to Chambers of Commerce and other operating expenses. Indirect costs also include the use of other furniture and equipment already available at