San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Second Amendment

THIS AMENDMENT (this "Amendment") is made as of **September 19, 2013**, in San Francisco, California, by and between **WestEd, Center for Child & Family Studies** ("Grantee"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its San Francisco Children and Families First Commission (DBA First 5 San Francisco).

RECITALS
WHEREAS, City and Grantee have entered into the Agreement (as defined below):

To provide citywide quality rating and program improvement services to early care and education providers; and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and update the performance measures;

NOW, THEREFORE, Grantee and the City agree as follows:

1.   **Definitions.** The following definitions shall apply to this Amendment:

        a.   Agreement. The term "Agreement" shall mean the Agreement dated **July 12, 2012** between Grantee and City, as amended by the, as amended by the First Amendment dated **March 15, 2013.**

        b.   Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2.   **Modifications to the Agreement.** The Agreement is hereby modified as follows:

        a.   Section 5.1. Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed **EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE** Dollars **($867,761.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

 In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed **ONE-MILLION TWENTY-ONE THOUSAND THREE-HUNDRED AND**

THIRTY-THREE Dollars **($1,021,333.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FOUR-MILLION NINE-HUNDRED AND FOUR THOUSAND AND SEVENTY-EIGHT** Dollars **($4,904,078.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2015**.

Such section is hereby amended in its entirety to read as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed **SEVEN HUNDRED FIFTY SIX THOUSAND SIX HUNDRED AND FIVE** Dollars **($756,605.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed **NINE HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED FOURTEEN** Dollars **($963,514.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed **ONE-MILLION FOUR HUNDRED EIGHTEEN THOUSAND AND TWENTY FIVE** Dollars **($1,418,025.00)** in the period from **JULY 1, 2013** to **JUNE 30, 2014**.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FOUR MILLION NINE HUNDRED AND FOUR THOUSAND AND SEVENTY EIGHT** Dollars **($4,904,078.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2015**.

b. **Appendix B. Appendix B - Definition of Grant Plan** of the Agreement currently reads as follows:

The term "Grant Plan" shall mean

> See attached Scope Of Work and Budget
>
> Additionally, Grantee will participate in evaluation activities of activities funded by this grant. This will include, but not be limited to collection of data on funded activities and participants, analysis of data and reporting of findings. The data to be collected may include but not be limited to demographic information, service utilization information, measurement of outcomes associated with participation in funded activities. The data may be requested of clients, staff and other stakeholders of the funded activities. Grantee may be requested to participate in evaluation activities designed by First 5 San Francisco or First 5 California.

Such section is hereby amended in its entirety to read as follows:

The term "Grant Plan" shall mean

> See attached Original Scope Of Work and Revised Budget 2012-13 Budget as attached to
> the First Amendment and to include the attached new 2013-14 Scope of Work and Budget.
.

<div align="center">*</div>

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after t**he date of this Amendment.**

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.
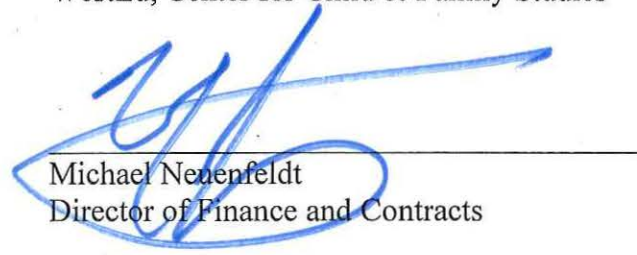
CITY

Recommended by:
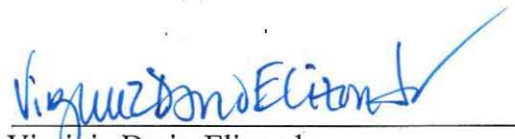
Laurel Kloomok
Executive Director
First 5 San Francisco

Approved as to Form:

Dennis J. Herrera
City Attorney

By:
Virginia Dario-Elizondo
Deputy City Attorney

GRANTEE

WestEd, Center for Child & Family Studies

Michael Neuenfeldt
Director of Finance and Contracts

Old Appendix B

Appendix B--Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Scope of Work and Budget.

Additionally, Grantee will participate in evaluation activities of activities funded by this grant. This will include, but not be limited to collection of data on funded activities and participants, analysis of data and reporting of findings. The data to be collected may include but not be limited to demographic information, service utilization information, measurement of outcomes associated with participation in funded activities. The data may be requested of clients, staff and other stakeholders of the funded activities. Grantee may be requested to participate in evaluation activities designed by First 5 San Francisco or First 5 California.

Agency:	WestEd, Center for Child and Family Studies	Grant Year:	2012-2013
Project/Initiative:	QRIS - Quality Improvement Services		

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:
- Ensure that all children, with priority to those who can have greatest benefit, have access to quality programs
- Ensure that public dollars are being used efficiently to support and encourage high-quality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Francisco develops a system for

ECE programs that supports higher quality". In addition it implements the recommendation of the SF Budget and Legislative Analyst through its 2010 Performance Audit Report of San Francisco's Early Childhood and Education Programs that "the ECE technical assistance system be linked to performance outcomes."

Assessments alone will not yield desired results for young children unless they are coupled with investments to support high-quality services and ongoing technical assistance and professional development efforts to improve the quality and effectiveness of all programs. Consequently, an essential component for the optimal implementation of SF-QRIS will be the creation of infrastructure to support early care and education providers to 1) to improve the quality of care and experiences offered, as defined by the SF-QRIS, which should result in children being better prepared for school and 2) to assist providers in understanding and participating in the SF-QRIS.

The Quality Improvement Services contractor (WestEd CCFS), under the program name SF Quality Connections will be responsible for the provision of citywide *technical assistance, coaching* and training services for early care and education providers in the city, with initial priority for services given to low performing, publicly-funded early care and education programs serving low income or children with special needs.

On-site technical assistance is defined as an intentional process that uses various strategies over time to improve the quality of a child care program or an individual provider's practices through visits to the program. *Coaching* is defined as a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient. Coaching is designed to build the capacity for specific professional dispositions, skills, and behaviors, and is focused on goal-setting and achievement for an individual or group. (Early Childhood Education Professional Development: Training and Technical Assistance Glossary developed by the National Association for the Education of Young Children and the National Association of Child Care Resource and Referral)

In addition to supporting eligible programs participating in city-funded programs to raise quality, SF Quality Connections will be responsible for providing information and support for future SF-QRIS participation and for increasing providers understanding, comfort, and efficacy to utilize the assessment tools of SF-QRIS as it is developed.

Scope of Work

WestEd CCFS, through the SF Quality Connections Program will provide quality improvement services needed to enhance the capacity to publicly funded early care and education providers to raise levels of program quality and to participate in a locally designed QRIS. In 2012-2013, the SF Quality Connections Program will provide the following services:

- Establish a pool (staff and/or consultants) of qualified, multilingual technical assistance specialists that offer customized onsite technical assistance, coaching and/or training for centers and Family Child Care (FCC) programs that will increase program quality

required for participation in city-funded programs (Year 1), and to support participating programs to achieve quality improvements and a higher QRIS rating.

- In collaboration with preschool and family child care quality improvement programs, provide onsite program improvement services to sites identified most in need of assistance to improve the city's ECE settings for infant/toddler, preschool-aged children and family child care homes; and support providers' capacity to meet program quality assurances as measured by Environmental Rating Scales and other baseline requirements of city-funded programs. First priority for services include approximately71 sites with assessment scores below 3.0 on the Harms Scale rating. Second priority for services include sites who are working to increase quality to as measured by ERS from 3.0 - 4.0.
- Provide 28 training sessions on assessment tools (ERS, CLASS) to TA Specialists, FCC and center-based providers.
- Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations) used in SFQRIS for ECE TA specialists, FCC and center-based providers.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers
- Participate in SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings. Develop and implement of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

First 5 San Francisco Performance Measures Form – Ver 2/3/10

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections – Quality Improvement Services

Service: Provide on-site program Improvement services to increase quality as measured by ERS scores to providers/classrooms in Q1, Q2, Q3, and Q4 for an average of 2 x a month at 2 hours each.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	CMS Activity Set-up / Data Source
Number of FCC providers who have scores of 3 and below (1st priority) and 4 and below (2nd priority).	40	4	21	0	65	Report the unduplicated number of FCC providers receiving coaching	Established Data System
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	5	1	0	0	6	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	50	21	0	71	Report on the number of QIP's (FCC and classrooms)	Established Data System
Number of hours provided to FCC for on-site coaching	350	923	923	924	3120	Report on the total number of hours provided on-site and in training cohorts for all FCC	Established Data System
Number of hours provided to centers for on-site coaching	45	81	81	81	288	Report on the total number of hours provided on-site for all sites/classrooms.	Established Data System
Number of providers demonstrating improved quality as measured through assessment	0	0	0	57	57	Target of 57 is generated from the expected 71 providers/classrooms receiving TA and an 80% improvement rate (71x.8=57). In quarter 4 enter the number of providers who are able to demonstrate improved quality through reassessment; include in comments the total providers/ classrooms served during year (i.e. total sample size).	Established Data System

Service: Provide training on assessment tools (ERS, CLASS) and assessment process to FCC, center-based, and TA providers and mentors. Note: CMS measures will be tracked on separate CMS account for CLASS Plus Program)

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	CMS Activity Set-up / Data Source
Number of training sessions in multiple languages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	6	6	8	8	28	Report the number of trainings. Report quantitative information in comment section about efficacy of training sessions. *Note: Trainings will involve the joint efforts of QIS and QRS particularly in Quarter 1.*	Sign-in sheets, agendas
Number of center-based providers served through ERS training	50	50	50	50	200	Report the number of Center-based Preschool and Infant Toddler teachers who participate in training.	Sign in sheets
Number of FCC providers served through ERS training.	50	50	75	50	250	Report the number of FCC providers who participate in training.	Sign in sheets
Number of TA providers and mentors served through ERS training supports and information	50	0	0	0	50	Report the number of TA providers who participate in training.	Sign-in sheets, agendas
Number of CLASS Coordination meetings with the SF Children's Council to monitor activities.	1	1	1	1	4	Report the number of meetings.	Sign-in sheets, agendas

Service: Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations) used in SF-QRIS for ECE TA specialists, FCC and center-based providers.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Provide four training sessions to inform practice with DRDP	0	0	1	2	3	Report number of community trainings	Sign-in sheets, agendas	Sign-in sheets, agendas
Number of attendees participating in DRDP training.	0	0	20	40	60	Report number of participants	Sign-in sheets, agendas	Sign-in sheets, agendas
Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese)	0	0	1	2	3	Report on number of CSEFEL Webinars	Sign-in sheets, agendas	Sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	0	0	30	60	90	Report on number of participants in CSEFEL, Webinars	Sign-in sheets, agendas	Sign-in sheets, agendas
Number of PITC training hours provided to Family Child Care Providers	33	33	33	33	132	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC system	PITC Data system	PITC Data system
Number of FCC Providers participating in PITC training	0	14	0	0	14	Enter unduplicated number of FCC providers. These providers are using leveraged funds	PITC Data system	PITC Data system
Number of PITC training hours provided to Center-based programs.	17	17	17	17	68	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC system	PITC Data system	PITC Data system
Number of Center-based providers participating in PITC Training	0	7	0	0	7	Enter unduplicated number of center-based providers. These are centers using leveraged funds.	PITC Data system	PITC Data system

Service: Participation in SF-QRIS Development Meetings and SF-QRIS-Stakeholder Meetings

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	2	1	0	5	Report on number of meetings attended for the SF-QRIS. *Note: this will involve the joint efforts of QIS and QRS.*	meeting sign-in sheets and minutes	meeting sign-in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended	2	1	2	1	6	Report on number of SF-QRIS Stakeholder Meetings attended	Meeting sign-in	Meeting sign-in
Deliver QRIS Report to funders and make a presentation to stakeholder groups	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report	Completed Report

Service: Development and implementation of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Number of outreach plans developed	0	1	0	0	1	Report on number of plans developed by Quality Connections. *Note: this will involve the joint efforts of both QIS and QRS.*	Outreach Plan	Outreach Plan
Number of community informational meetings convened to assist providers in understanding the development of the SF-QRIS	0	0	2	2	4	Report on number of community informational meetings provided.	sign-in sheets/meeting minutes	sign-in sheets/meeting minutes

								sign-in sheets/meeting minutes	Meeting sign-in	Print and electronic media materials
Number of providers who participate in the community informational meetings on SF-QRIS	0	0	0	60	60	120	Report on number of providers who attend community informational meetings			
Number of presentations made to CPAC on the development of the SF-QRIS.	1	1	1	1	1	4	Report on number of CPAC presentations made. *Note: this will involve the joint efforts of QIS and QRS.*			
Number of quarterly updates to print and electronic media which include fee for service information	1	1	1	1	1	4	Report on number of quarterly updates to print and electronic media. *Note: this will involve the joint efforts of QIS and QRS.*			

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other - Cash	Other - In-Kind	Total Salary
Program Director II	Janet L. Poole	Co-program Director	0.007	$1,208.00	$8,141.92		$9,349.92
Sr. Program Associate II	Arlene R. Paxton	Co-program Director	0.054	$7,017.00	$5,911.47		$12,928.47
Research Associate II	Marcia J. Walsh	QIS Coordinator	0.500	$42,924.00	$21,695.44		$64,619.44
Program Associate I	Margaret L. Bartelt	QIS Coach	0.500	$36,419.00	$18,407.60		$54,826.60
Program Associate II	Laura Y. Cheng	QIS Coach	0.600	$53,065.00	$13,401.25		$66,466.25
Program Assistant I	Yudy Larrabure Naranjo	QIS Coach	0.600	$53,065.00	$13,401.25		$66,466.25
Program Associate I	Tamarra Barrett	QIS Coach	0.600	$53,065.00	$13,401.25		$66,466.25
Specialist (Temp)	TBD	QIS Coach	0.113	$12,000.00	$10,800.00		$22,800.00
Sr. Program Associate II	Melinda Brookshire	Trainer	0.009	$1,091.00			$1,091.00
Research Associate II	Cheri J. Longaker	Trainer	0.018	$1,578.00			$1,578.00
Sr. Program Associate I	Janice K. Davis	Trainer	0.032	$3,274.00			$3,274.00
Sr. Program Associate I	Allen K. Young	Trainer	0.023	$2,319.00			$2,319.00
Program Coordinator I	Talla J. Leahy	Trainer	0.014	$866.00			$866.00
Program Associate I (Temp)	Janet P. Kinoshita	Fiscal Analyst	0.007	$720.00			$720.00
Program Assistant I	Matthew E. Gunnison	Administrative Support	0.000	$0.00	$2,582.69		$2,582.69
Program Coordinator II	Susanna H. Camp	Data Analyst	0.064	$6,749.00	$3,157.29		$10,000.00
		TOTAL PERSONNEL		**$272,359.00**			

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other - Cash	Other - In-Kind	Total
Total Benefits	36.4017% of regular employees' salaries plus leave and 14.7% for temporary employees	8272,359.00	0.353896	$96,384.00	$40,302.61		$136,686.61
		TOTAL FRINGE BENEFITS		**$96,384.00**			

PROFESSIONAL SERVICES

Title	Function			FTE (%)	Request	Other - Cash	Other - In-Kind	Total
Family Child Care Peer Mentors	Incentives				$18,200.00			$18,200.00
		TOTAL PROFESSIONAL SERVICES			**$18,200.00**			

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other - Cash	Other - In-Kind	Total
Children's Council of SF	Class+ and coaching	This line item amount is pass through costs and does not trigger any administrative costs below.	$165,000.00		$165,000.00			$165,000.00
		TOTAL SUBCONTRACTS			**$165,000.00**			

PROGRAM MATERIALS

Expense	Calculations	Request	Other - Cash	Other - In-Kind	Total
Supplies/Materials	SF F5: 6,623 hrs x $0.01 rate plus any additional training supplies/materials CDE: 2,453 hrs x $0.03 rate plus any additional training supplies/materials	$12,042.00	$5,073.69		$17,115.59
Participant Resource Materials	200 participants @ $169 each	$33,800.00			$33,800.00
Postage/Telephone	SF F5: 6,623 hrs x $0.06 rate plus any additional postage costs CDE: 2,453 hrs x $0.12 rate	$2,295.00	$294.35		$2,589.35

Printing/Graphics	SF F5: 6,623 hrs x $0.09 rate plus any and additional printing costs	$13,149.00	$147.18		$13,296.18
	CDE: 2,453 hrs x $0.06				
	TOTAL PROGRAM MATERIALS	**$61,286.00**			

OTHER PROGRAM EXPENSES

Expense	Calculations	Request	Other - Cash	Other - In-Kind	Total
Project Specific Direct Technology	SF F5: 6,623 hrs x $4.75 rate	$31,459.00	$11,578.16		$43,037.16
	CDE: 2,453 hrs x $4.72 rate				
Project Specific Direct Occupancy	SF F5: 6,623 hrs x $0.26 rate	$1,722.00	$1,618.98		$3,340.98
	CDE: 2,453 hrs x $0.66 rate				
Project Specific Program Support	SF F5: 6,623 hrs x $7.52 rate	$49,805.00	$18,471.09		$68,276.09
	CDE: 2,453 hrs x $7.53 rate				
Teaching Pyramid Model Training	Completed Cohort Activities - $5,000; Second Half Activities - $ 23,500; Additional Activities - $59,000; Training Materials - $6,000. This line item amount is fixed price upon completion and does not trigger any additional administrative costs below.	$93,500.00			$93,500.00
Project Specific Travel	6 coaches x 200 trips/yr x $20/trip	$23,705.00	$10,000.00		$33,705.00
	For Preschool Foundations/Curriculum Frameworks/DRDP, 3 people for a 3 day/2 night nonlocal trip @ $3,705 nin Year 1.				
	CDE: 5 Specialists x 100 trips/yr x $20/trip				
	TOTAL OTHER PROGRAM EXPENSES	**$200,191.00**			

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other - Cash	Other - In-Kind	Total
Total Admin Costs	SF F5: ($611,420 - $93,500 - $166,000) x 14.4%	$79,620.00	$31,286.33		$110,906.33
	CDE: $198,368.27 x 15.772%				
	TOTAL ADMINISTRATIVE COSTS	**$79,620.00**			

| **TOTAL BUDGET REQUESTED:** | | **$891,040.00** | | | |

2

PERSONNEL	PERSONNEL NARRATIVE
Title	
Program Director II -	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager, oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS Coordinator, arrange training of QIS staff with content experts, and develop training materials .
Sr. Program Associate II	
Research Associate II	Will supervise QIS coaches, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Program Associate I	Will provide coaching to classroom teachers and family child care providers to increase the quality of the programs and increase ERS scores, work closely with peer mentors on developing family child care cohorts and conduct for purposes of training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs, and participate in training
Program Associate II	
Program Assistant I	
Program Associate I Specialist (Temp)	
Sr. Program Associate II	Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Development Foundations, program guidelines, and curriculum frameworks
Research Associate II	
Sr. Program Associate I	
Sr. Program Associate I	
Program Coordinator I	
Program Associate I (Temp)	Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council of SF and peer mentors
Program Assistant I -	Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials, compiling and printing training materials, and processing stipends for peer mentors and resource materials for providers and classrooms
Program Coordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and will oversee allocation of resource materials

FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits	A blended rate is used in cell E29 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.092% Retirement at 14.763% Supplemental at 1.074% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.883%

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	
Family Child Care Peer Mentors	Incentives of an average of $1,900 each will be provided to a cadre of 9 to 13 family child care peer mentors. Working with the QIS Coordinator, QIS Coaches, the Quality Family child Care Network Coordinator and Advisors, the family child care peer mentors will conduct outreach and develop cohort groups of family childcare providers to participate in SFQRS, ERS and other related training.

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
Children's Council of SF	Children's Council staff will assist with recruitment, technical assistance for online programs and video equipment, case management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Partner assessors and coaches. Includes Implementation for 60 preschool teachers and family child care providers to participate in the 10 month program.

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Participant Resource Materials	Materials needed for participants.
Postage/Telephone	General/bulk mailing and telecommunications costs.

| Printing/Graphics | General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing. |

OTHER PROGRAM EXPENSE / OTHER PROGRAM EXPENSES NARRATIVE

Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Teaching Pyramid Model Training	WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected trainers and coaches to support continued implementation for cohorts trained during the 2011-2012 school year and complete the Teaching Pyramid model training to Preschool For All (PFA) sites in San Francisco as started in 2011-12. WestEd is also committed to support the implementing sites and will continue to provide guidance and technical assistance to the cohorts throughout the year. Food will be provided for all full days.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.

ADMINISTRATIVE COSTS / ADMINISTRATIVE COSTS NARRATIVE

Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
30	0	0	0	**30**

Add New Performance Measure

Add New Service

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	3	0	0	0	**3**

Performance Measure 2 [delete]

Number of family child care providers served.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	30	0	0	0	**30**

Performance Measure 3 [delete]

Number of training hours provided.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	50	50	60	50	**210**

Performance Measure 4 [delete]

Number of coaching hours provided.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	60	100	100	100	**360**

Performance Measure 5 [delete]

Number of FCC providers receiving resources.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	0	15	15	0	**30**

Performance Measure 6 [delete]

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	50	15	0	0	**65**

Performance Measure 4 [delete]

Number of coaching hours provided.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	220	360	380	360	**1320**

Performance Measure 5 [delete]

Number of QIP's established.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	18	4	0	0	**22**

Performance Measure 6 [delete]

Number of IT classrooms receiving tangible resources.

Data Source and Reporting Instructions

	07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
	0	11	11	0	**22**

[Add New Performance Measure]

Service [delete]

PITC Training for 3 cohorts of family child care providers

Needs Activity Setup?
○ Yes ◉ No

Performance Measure 1 [delete]

Number of PITC cohorts served.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	2	2	2	**6**

Performance Measure 2 [delete]

Number of quarterly updates to print and electronic media which includ

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
1	1	1	1	**4**

[Add New Performance Measure]

Service [delete]

Provide PITC coaching for 2 CSP classrooms.

Needs Activity Setup?
○ Yes ◉ No

Performance Measure 1 [delete]

Number of IT Classrooms served.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
18	4	0	0	**22**

Performance Measure 2 [delete]

Number of administrators served.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
10	5	0	0	**15**

Performance Measure 3 [delete]

Number of infant/toddler teachers served.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
1	1	1	1	4

Performance Measure 2 [delete]

Number of SF QIS stateholder meetings attended.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
1	1	1	1	4

Performance Measure 3 [delete]

Number of Quality Partner meetings.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
2	3	3	3	11

Performance Measure 4 [delete]

Deliver QIS needs assessment report to funders and make a presentati

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	0	0	1	1

[Add New Performance Measure]

Service [delete]

Developmetn and implementation of a plan to guide Quality Connections' activities

Needs Activity Setup?

○ Yes ◉ No

Performance Measure 1 [delete]

Number of community informational meetings convened to assist provid

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
25	25	43	25	**118**

Performance Measure 4 [delete]

Number of FCC providers participating in PITC training.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
14	0	0	0	**14**

Performance Measure 5 [delete]

Number of PITC training hours provided to center-based programs.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	50	50	50	**200**

Performance Measure 6 [delete]

Number of center-based providers particpating in PITC training.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
28	0	0	0	**28**

[Add New Performance Measure]

Service [delete]

Particpatin in SF-QRIS development meetings and SF-QRIS stakeholder meetings.

Needs Activity Setup?

○ Yes ◉ No

Performance Measure 1 [delete]

Number of Bay Area QRIS meetings.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	2	2	2	**6**

Performance Measure 5 [delete]

Number of FCC providers served through CLASS training.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	25	25	25	**75**

[Add New Performance Measure]

Services [delete]

Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations)

Needs Activity Setup?
○ Yes ◉ No

Performance Measure 1 [delete]

Provide two DRDP training sessions with TA Profivers to inform practice

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	1	1	0	**2**

Performance Measure 2 [delete]

Number of attendees participating in DRDP training for TA providers.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	40	40	0	**80**

Performance Measure 3 [delete]

Number of PITC training hours provided to family child care providers.

Data Source and Reporting Instructions

Number of hours provided to FCCQN providers in the QN In the cohort t|

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	15	15	10	**40**

[Add New Performance Measure]

Service [delete]

Provide trainingon assessment tools (ERS, CLASS) and assessment process to FC|
Needs Activity Setup?
○ Yes ◉ No

Performance Measure 1 [delete]

Number of training sessions in multiple languages on ERS (FCERS, ITERS

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
6	6	6	6	**24**

Performance Measure 2 [delete]

Number of center-based providers served through ERS training.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	50	50	50	**200**

Performance Measure 3 [delete]

Number of FCC providers served through ERS training

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	50	75	50	**225**

Performance Measure 4 [delete]

Number of training sessions in multiple languages on CLASS

Data Source and Reporting Instructions

Service [delete]

Provide on-site program improvement services to increase qualityi as measured by

Needs Activity Setup?

○ Yes ◉ No

Performance Measure 1 [delete]

Number of FCC providers who have scores of 3 and below (1st priority)

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	14	0	0	**64**

Performance Measure 2 [delete]

Number of QIP's entered into data system.

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	14	0	0	**64**

Performance Measure 3 [delete]

Number of hours provided to FCC for on-site coaching

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
640	640	640	640	**2560**

Performance Measure 4 [delete]

Number of FCCQN providers participating in cohort training to support q

Data Source and Reporting Instructions

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
0	20	20	20	**60**

Performance Measure 5 [delete]

OTHER PROGRAM EXPEI OTHER PROGRAM EXPENSES NARRATIVE	
Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9. lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains) parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.

ADMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE	
Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 1%.

PERSONNEL	PERSONNEL NARRATIVE
Title	
Senior Program Associate II	Will oversee the project, collaborate with QRS Coordinator, oversee outreach, supervise QIS Coordinator, arrange training of coaches with content experts, and develop training materials
Program Associate II	Will supervise QIS coaches, collaborate with QRS Coordinator and QPCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Coaches (Temp)	
Coaches (Temp)	
QIS Coach	
QIS Coach	Will provide PITC coaching to center-based programs and classroom teachers to increase the quality of the programs.
QIS Coach	
Program Coordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and QIS Website development.
Program Assistant	Provide program support to the QIS program included processing of participant support materials, support in data tracking, and preparation of training materials for distribution.

FRINGE BENEFITS	
Benefit Name	
Total Benefits	A blended rate is used in cell E22 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.092% Retirement at 14.753% Supplemental at 1.874% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.853%

PROFESSIONAL SERVICE	PROFESSIONAL SERVICES NARRATIVE
Title	
None	

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
None	

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Participant Support Costs	To support the Implementation of Quality Improvement Plans for classrooms and programs.
Postage/Telephone	General/bulk mailing and telecommunications costs.
Printing/Graphics	General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing.
Participant Support Costs	To support the Implementation of Quality Improvement Plans for FCC providers engaging in PITC training.
Postage/Telephone	General/bulk mailing and telecommunications costs.

OTHER PROGRAM EXPENSES

Expense	Calculations	Request	Other Cash	Other In-	Total
Project Specific Direct Technology	306 days x $47.99 rate	$14,685.00			$14,685.00
Project Specific Direct Occupancy	306 days x $13.50 rate	$4,131.00			$4,131.00
Project Specific Program Support	306 days x $53.81 rate	$16,466.00			$16,466.00
Project Specific Travel	Coach Travel: 5 staff, 88 local trips @ $22 per trip	$9,680.00			$9,680.00
Project Specific Direct Technology	72 days x $45.85 rate	$3,301.00			$3,301.00
Project Specific Program Support	72 days x $53.81 rate	$3,874.00			$3,874.00
Project Specific Travel	Coach Travel: 3 staff, 60 local trips @ $35 per trip	$6,400.00			$6,400.00
	TOTAL OTHER PROGRAM EXPENSES	**$60,537.00**			

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other Cash	Other In-	Total
Total Admin Costs	$283,865 x 14.03%	$39,827.00			$39,827.00
	TOTAL ADMINISTRATIVE COSTS	**$39,827.00**			

TOTAL BUDGET REQUESTED: $323,692.00

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other Cash	Other In-	Total Salary
Senior Program Associate II	Paxton, Arlene R	Co-program Director	2%	$2,444.00			$2,444.00
Program Associate II	Larraburo, Yudy	QIS Coordinator	22%	$16,688.00			$16,688.00
Coaches (Temp)	TBD	PITC Coaching	51%	$54,720.00			$54,720.00
Coaches (Temp)	TBD	PITC Cohorts	32%	$34,680.00			$34,680.00
QIS Coach	Crossley, Janelle L	QIS Coach	10%	$7,064.00			$7,064.00
QIS Coach	Chavarin, Joya L	QIS Coach	10%	$8,785.00			$8,785.00
QIS Coach	Bartelt, Margaret L	QIS Coach	10%	$7,361.00			$7,361.00
Program Coordinator II	Camp, Susanna H	Data Analyst	4%	$2,611.00			$2,611.00
Program Assistant	TBD	Program Support	27%	$13,982.00			$13,982.00
		TOTAL PERSONNEL		**$148,215.00**			

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other Cash	Other In-	Total
Total Benefits	36.4047% of regular employees' salaries plus leave and 14.7% for temporary employees	$148,215.00	23.33%	$34,578.00			$34,578.00
		TOTAL FRINGE BENEFITS		**$34,578.00**			

PROFESSIONAL SERVICES

Title	Function		FTE (%)	Request	Other Cash	Other In-	Total
None				$0.00			$0.00
		TOTAL PROFESSIONAL SERVICES		**$0.00**			

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other Cash	Other In-	Total
None			$0.00	0.00	$0.00			$0.00
		TOTAL SUBCONTRACTS			**$0.00**			

PROGRAM MATERIALS

Expense	Calculations	Request	Other Cash	Other In-	Total
Supplies/Materials	306 days x $0.44 rate plus any additional training	$3,685.00			$3,685.00
Participant Support Costs	Classroom support: 22 @ $1,000 each	$22,000.00			$22,000.00
Postage/Telephone	306 days x $2.68 rate plus any additional postage costs	$2,789.00			$2,789.00
Printing/Graphics	306 days x $1.18 rate plus any and additional printing costs	$2,361.00			$2,361.00
Participant Support Costs	FCC Support Materials: 30 @ $300 each	$9,000.00			$9,000.00
Postage/Telephone	$500 for bulk shipping.	$500.00			$500.00
	TOTAL PROGRAM MATERIALS	**$40,535.00**			

OTHER PROGRAM EXPE OTHER PROGRAM EXPENSES NARRATIVE

Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.
CSEFEL Training	(CSEFEL) Includes program services, materials for training participants, and logistics for training.
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.

ADMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE

Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 1%.

PERSONNEL	PERSONNEL NARRATIVE
Title	
Senior Program Associate II	Will oversee the project, collaborate with QRS Coordinator, oversee outreach, supervise QIS Coordinator, arrange training of coaches with content experts, and develop training materials
Program Associate II	Will supervise QIS coaches, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Coaches (Temp)	
Coaches (Temp)	
QIS Coach	
QIS Coach	Will provide PITC coaching to center-based programs and classroom teachers to increase the quality of the programs.
QIS Coach	
Program Coordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and QIS Website development.
Program Assistant	Provide program support to the QIS program included processing of participant support materials, support in data tracking, and preparation of training materials for distribution.

FRINGE BENEFITS	
Benefit Name	
Total Benefits	A blended rate is used in cell E22 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.064% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.092% Retirement at 14.753% Supplemental at 1.674% Staff Benefits/Related Costs at 0.194% Unemployment Tax at 0.610% FICA at 1.883%

PROFESSIONAL SERVICE	PROFESSIONAL SERVICES NARRATIVE
Title	
None	

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
None	

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Participant Support Costs	To support the implementation of Quality Improvement Plans for classrooms and programs.
Postage/Telephone	General/bulk mailing and telecommunications costs.
Printing/Graphics	General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing.
Participant Support Costs	To support the implementation of Quality Improvement Plans for FCC providers engaging in PITC training.
Postage/Telephone	General/bulk mailing and telecommunications costs.

OTHER PROGRAM EXPENSES

Expense	Calculations	Request	Other Cash	Other In	Total
Project Specific Direct Technology	306 days x $47.99 rate	$14,685.00			$14,685.00
Project Specific Direct Occupancy	306 days x $13.50 rate	$4,131.00			$4,131.00
Project Specific Program Support	306 days x $53.81 rate	$16,466.00			$16,466.00
Project Specific Travel	Coach Travel: 5 staff, 88 local trips @ $22 per trip	$9,680.00			$9,680.00
CSEFEL Training		$73,000.00			$73,000.00
Project Specific Direct Technology	72 days x $45.85 rate	$3,301.00			$3,301.00
Project Specific Program Support	72 days x $53.81 rate	$3,874.00			$3,874.00
Project Specific Travel	Coach Travel: 3 staff, 80 local trips @ $35 per trip	$8,400.00			$8,400.00
	TOTAL OTHER PROGRAM EXPENSES	**$133,537.00**			

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other Cash	Other In	Total
Total Admin Costs	$283,585 x 14.03%	$39,827.00			$39,827.00
	TOTAL ADMINISTRATIVE COSTS	**$39,827.00**			

TOTAL BUDGET REQUESTED: $396,692.00

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other Cash	Other In-	Total Salary
Senior Program Associate II	Paxton, Arlene R	Co-program Director	2%	$2,444.00			$2,444.00
Program Associate II	Larraburo, Yudy	QIS Coordinator	22%	$18,688.00			$18,688.00
Coaches (Temp)	TBD	PITC Coaching	51%	$54,720.00			$54,720.00
Coaches (Temp)	TBD	PITC Cohorts	32%	$34,560.00			$34,560.00
QIS Coach	Crossley, Janelle L	QIS Coach	10%	$7,064.00			$7,064.00
QIS Coach	Chevarin, Joya L	QIS Coach	10%	$8,785.00			$8,785.00
QIS Coach	Bartelt, Margaret L	QIS Coach	10%	$7,361.00			$7,361.00
Program Coordinator II	Camp, Susanne H	Data Analyst	4%	$2,611.00			$2,611.00
Program Assistant	TBD	Program Support	27%	$13,982.00			$13,982.00
		TOTAL PERSONNEL		**$146,216.00**			

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other Cash	Other In-	Total
Total Benefits	36.4017% of regular employees' salaries plus leave and 14.7% for temporary employees	$146,215.00	23.33%	$34,578.00			$34,578.00
		TOTAL FRINGE BENEFITS		**$34,578.00**			

PROFESSIONAL SERVICES

Title	Function		FTE (%)	Request	Other Cash	Other In-	Total
None				$0.00			$0.00
		TOTAL PROFESSIONAL SERVICES		$0.00			

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other Cash	Other In-	Total
None			$0.00	0.00	$0.00			$0.00
		TOTAL SUBCONTRACTS			$0.00			

PROGRAM MATERIALS

Expense	Calculations	Request	Other Cash	Other In-	Total
Supplies/Materials	906 days x $0.44 rate plus any additional training	$3,885.00			$3,885.00
Participant Support Costs	Classroom support: 22 @ $1,000 each	$22,000.00			$22,000.00
Postage/Telephone	906 days x $2.58 rate plus any additional postage costs	$2,769.00			$2,769.00
Printing/Graphics	906 days x $1.18 rate plus any and additional printing costs	$2,361.00			$2,361.00
Participant Support Costs	FCC Support Materials: 30 @ $300 each	$9,000.00			$9,000.00
Postage/Telephone	$500 for bulk shipping.	$500.00			$500.00
	TOTAL PROGRAM MATERIALS	**$40,535.00**			

New Appendix B

OTHER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $45/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.

ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

PERSONNEL	PERSONNEL NARRATIVE
Title	
Sr. Program Associate II	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager, oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS Coordinator, arrange training of QIS staff with content experts, and develop training materials
Program Associate II	Will supervise QIS coaches, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Program Associate I	
Program Associate II	Will provide coaching to classroom teachers and family child care providers to increase the quality of the programs and increase ERS scores, work closely with peer mentors on developing family child care cohorts and conduct for purposes of training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs, and participate in training
Program Associate I	
Program Associate I (Temp)	Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council of SF and peer mentors
Program Coordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and will oversee allocation of resource materials

FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits	A blended rate is used in cell E28 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.092% Retirement at 14.753% Supplemental at 1.674% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.883%

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	
0	

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
Children's Council of SF	Children's Council staff will assist with recruitment, technical assistance for online programs and video equipment, case management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Partner assessors and coaches. Includes implementation for 60 preschool teachers and family child care providers to participate in the 10 month program.

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationery, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Classroom Resource Materials	Materials needed for participants.
Postage/Telephone	General/bulk mailing and telecommunications costs.
Printing/Graphics	General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing.
Subsistence	Continental Breakfast and Lunch for attendee's at 4 Seminars, approximately 40 attendees per event

OTHER PROGRAM EXPENSES

Expense	Calculations	Request	Other Cash	Other In-Kind	Total
Project Specific Direct Technology	849 hrs x $4.78 rate	$4,061.00	$0.00	$0.00	$4,061.00
Project Specific Direct Occupancy	849 hrs x $1.03 rate	$875.00	$0.00	$0.00	$875.00
Project Specific Program Support	849 hrs x $7.53 rate	$6,393.00	$0.00	$0.00	$6,393.00
Project Specific Travel	Coach travel: 3 coaches x 255 trips x $25/trip Seminar travel: 4 staff x 2 trips x $25/trip	$20,075.00	$0.00	$0.00	$20,075.00
	TOTAL OTHER PROGRAM EXPENSES	$31,404.00			

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other Cash	Other In-Kind	Total
Total Admin Costs	($115,263 - $10,868) x 14.4%	$15,030.00	$0.00	$0.00	$15,030.00
	TOTAL ADMINISTRATIVE COSTS	$15,030.00			

TOTAL BUDGET REQUESTED:		$130,293.00

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other Cash	Other In-Kind	Total Salary
Sr. Program Associate II	Arlene R. Paxton	Co-program Director	4%	$4,678.00	$0.00	$0.00	$4,678.00
Program Associate II	Yudy Larraburo Naranjo	QIS Coordinator	4%	$3,087.00	$0.00	$0.00	$3,087.00
Program Associate I	Joye Chavarin	QIS Coach	11%	$9,787.00	$0.00	$0.00	$9,787.00
Program Associate II	Laura Y. Cheng	QIS Coach	12%	$6,825.00	$0.00	$0.00	$6,825.00
Program Associate I	Shepardson, Susan F	QIS Coach	12%	$8,670.00	$0.00	$0.00	$8,670.00
Program Associate I (Temp)	Janet P. Kinoshita	Fiscal Analyst	1%	$980.00	$0.00	$0.00	$980.00
Program Coordinator II	Susanna H. Camp	Data Analyst	4%	$2,499.00	$0.00	$0.00	$2,499.00
		TOTAL PERSONNEL		**$36,286.00**			

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other Cash	Other In-Kind	Total
Total Benefits	36.4017% of regular employees' salaries plus leave and 14.7% for temporary employees	$36,286.00	#######	$11,563.00	$0.00	$0.00	$11,563.00
		TOTAL FRINGE BENEFITS		**$11,563.00**			

PROFESSIONAL SERVICES

Title	Function	FTE (%)	Request	Other Cash	Other In-Kind	Total
						$0.00
	TOTAL PROFESSIONAL SERVICES		**$0.00**			

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other Cash	Other In-Kind	Total
Children's Council of SF	Class+ and coaching	This line item amount is pass through costs and does not trigger any administrative costs below.	$10,888.00	0.00	$10,888.00	$0.00	$0.00	$10,888.00
		TOTAL SUBCONTRACTS			**$10,888.00**			

PROGRAM MATERIALS

Expense	Calculations	Request	Other Cash	Other In-Kind	Total
Supplies/Materials	849 hrs x $0.02 rate plus any additional training supplies/materials	$480.00	$0.00	$0.00	$480.00
Classroom Resource Materials	18 Classrooms @ $1,000 each	$18,000.00	$0.00	$0.00	$18,000.00
Postage/Telephone	849 hrs x $0.12 rate plus any additional training supplies/materials	$164.00	$0.00	$0.00	$164.00
Printing/Graphics	849 hrs x $0.06 rate plus any additional training supplies/materials	$1,678.00	$0.00	$0.00	$1,678.00
Subsistence	160 participants @ $30 each	$4,800.00	$0.00	$0.00	$4,800.00
	TOTAL PROGRAM MATERIALS	**$25,122.00**			

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd - San Francisco Quality Improvement Services

Service: Coaching for 18 classrooms @ an average of 30 hours each. Total 540 hours

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Number of PFA IT Classrooms Served			18	0	18	Enter number of PFA Infant Toddler classroom receiving coaching services from SF QI	Roster	
Number of Administrators Served			10	1	10	Enter number of administrators informed about and/or participating in	Roster	
Number of Infant/Toddler Teachers Served			54	0	54	Enter number of IT teachers served through onsite coaching	Roster	
Number of Coaching hours provided			300	360	660	Enter number of onsite coaching hourse provided,	Coaching logs	
Number of IT classrooms receiving tangible resources			18	0	13	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs	

Service: Community Seminars (4)

Seminars will be provided in the community that will support providers in understanding best practice for infants and toddlers based on the California State Department of Education Early Learning and Development System including the Infant/Toddler Foundations, CSEFEL,

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Number of Seminars Provided			1	3	4	Enter number of seminars completed each quarter	Flyers	
Number of administrators participating			5	5	10	Enter number of administrators participating	Rosters	
Number of Teachers Participating			40	120	160	Enter number of teachers participating.	Sign In sheets	

Service: Onsite CLASS Training for Preschool for All Providers

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source	CMS Activity Set-up
Number of Seminars Provided			10	10	20	Enter number of onsite training provided each quarter	eventbrite	
Number of administrators participating			10	10	20	Enter number of administrators participating	Sign in sheets	
Number of Teachers participating			30	30	60	Enter number of teachers participating		

PERSONNEL	PERSONNEL NARRATIVE
Title	
Senior Research Associate I	Manage migration of review data to QRIS data base, Secure and train additional (CLASS assessors), and oversee additional translation of documents and website content.
Research Associate I	Manage daily project operations such as scheduling of additional assessments, support additional assessors in conducting Toddler CLASS assessements, and updates to website content and documents.
Program Assistant I	Data entry of additional assessments, process scheduling and reports for additional assessments.

FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits	A blended rate is used in col E28 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.064% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.092% Retirement at 14.763% Supplemental at 1.674% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.610% FICA at 1.883%

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	
0	

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
0	

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Postage/Telephone	General/bulk mailing and telecommunications costs.
Printing/Graphics	General office copying and printing of training materials as well as marketing materials.

OTHER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for project staff.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
	Teachstone Toddler CLASS training fee, materials for training participants, and logistics for training.
	Translation of updates of website content and documents posted on project website into Chinese and Spanish.

ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services.

WestEd Center for Children and Family Studies
2012-13 BUDGET - CMS FORM 4

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other Cash	Other In-Kind	Total Salary
Senior Research Associate I	Lopez, Gabriela S	Quality Review Manager	25%	$22,972.00	$0.00	$0.00	$22,972.00
Research Associate I	Schelbe, Jocelyn A	Project Manager	20%	$18,147.00	$0.00	$0.00	$18,147.00
Program Assistant I	Baiocchi, Alicia L	Quality Review Assistant	15%	$7,962.00	$0.00	$0.00	$7,962.00
		TOTAL PERSONNEL		**$49,081.00**			

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other Cash	Other In-Kind	Total
Total Benefits	36.4011% of regular employees' salaries plus leave and 14.7% for temporary employees	$48,081.00	36.4011%	$17,866.00	$0.00	$0.00	$17,866.00
		TOTAL FRINGE BENEFITS		**$17,866.00**			

PROFESSIONAL SERVICES

Title	Function		FTE (%)	Request	Other Cash	Other In-Kind	Total
				$0.00	$0.00	$0.00	$0.00
		TOTAL PROFESSIONAL SERVICES		**$0.00**			

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other Cash	Other In-Kind	Total
					$0.00	$0.00	$0.00	$0.00
		TOTAL SUBCONTRACTS			**$0.00**			

PROGRAM MATERIALS

Expense	Calculations	Request	Other Cash	Other In-Kind	Total
Supplies/Materials	1,065.6 hrs x $0.23 rate	$245.00	$0.00	$0.00	$245.00
Postage/Telephone	1,065.6 hrs x $1.35 rate	$1,439.00	$0.00	$0.00	$1,439.00
Printing/Graphics	1,065.6 hrs x $0.62 rate	$661.00	$0.00	$0.00	$661.00
	TOTAL PROGRAM MATERIALS	**$2,345.00**			

OTHER PROGRAM EXPENSES

Expense	Calculations	Request	Other Cash	Other In-Kind	Total
Project Specific Direct Technology	1,065.6 hrs x $6.00 rate	$6,394.00	$0.00	$0.00	$6,394.00
Project Specific Direct Occupancy	1,065.6 hrs x $7.15 rate	$7,619.00	$0.00	$0.00	$7,619.00
Project Specific Program Support	1,065.6 hrs x $6.63 rate	$7,065.00	$0.00	$0.00	$7,065.00
CLASS Training		$9,000.00	$0.00	$0.00	$9,000.00
Translation	$0.30/word	$15,000.00	$0.00	$0.00	$15,000.00
	TOTAL OTHER PROGRAM EXPENSES	**$45,078.00**			

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other Cash	Other In-Kind	Total
Total Admin Costs	($114,370) x 15.66%	$17,910.00	$0.00	$0.00	$17,910.00
	TOTAL ADMINISTRATIVE COSTS	**$17,910.00**			

	TOTAL BUDGET REQUESTED:	**$132,280.00**

Agency/Program Name: WestEd - San Francisco Quality Rating Services

Service: Development and Migration of site review data to QRIS database system — CMS Activity Set-up

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Formatted excel spreadsheets created and maintained			1	0	1	Enter previous and current review scores and other related data	Uploadable excel spreadsheet
Two updates to data files in preparation for upload to database system				2	2	Enter new data fields as discussed with funders	Uploadable excel spreadsheet
Data configuration/migration meetings			3	3	6	Enter data meetings	Mtg agendas

Service: Translation of SFQC website materials that support implementation of SFQRS — CMS Activity Set-up

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Translation of additional website documents and content into Chinese and Spanish			5	5	10	Report the number of documents translated and content uploaded to SFQC website	Documents

Service: Additional Pre-K and Toddler CLASS Assessments — CMS Activity Set-up

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Recruit additional CLASS observers			3	0	3	Enter number of onsite training provided each quarter	eventbrite
Conduct CLASS training for new observers			1	10	20	Enter number of training participants	Sign in sheets
Number of Toddler CLASS assessments				20	20	Enter number of Toddler CLASS assessments	Database/Tracking file

Service: 2013-2014 Queue preparation and development based on local program and funding requirements. — CMS Activity Set-up

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Queue for CB and FCC programs in Quality Circle				1	1	Delivery of proposed queue	document

FCCRS Reliability Training	Includes annual renewal of week-long interrater reliability trianing with authorized trainers at the University of North Carolina - Chapel Hill and travel costs for 1 FCCERS-R Instrument anchor.
CLASS Reliability Training	Includes annual renewal of interrater reliability training for all assessors by authorized CLASS trainers.
ITERS Reliability Training	Includes annual renewal of week-long interrater reliability trianing with authorized trainers at the University of North Carolina - Chapel Hill and travel costs for 1 ITERS-R Instrument anchor.
Project Specific Fingerprinting	Assessor fingerprinting ($75 each x 7 assessors).

ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs - Assessments	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. $499,189 x 13.67% = $68,239
Total Admin Costs - General	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. Ramp-up = $21,994 x 13.67% = $3,006 Full Year Operation: SF FIRST 5: ($126,912 - $4,600) x 13.67% = $16,734 HAAS: $209,836 x 13.67% = $28,684

Supplies/Materials	The Supplies and Materials category includes general office items such as stationery, pens, writing tablets, markers, clips, notepads, flip charts and other training materials. Special purchases in addition to the pooled costs will be charged directly to the project and are explained below. Ramp-up: ECERS-R material - $66.96 x 6 assessors + $60.26 shipping = $461.96 ITERS-R material - $66.95 x 6 assessors + $60.26 shipping = $461.96 ITERS-R Rating Scale - $21.95 + $5 shipping x 6 assessors = $161.70 CLASS Manual PreK @ $49.95 x 6 assessors and CLASS Dimensions Guide PreK - $12.95 x 6 assessors + $45.29 shipping = $422.69 Pooled Costs: 145.6 hour units x $0.2600 rate = $38 Full Year Operation: File folders - $1 x 649 assessments = $549 File folders - $1 x 65 ilerrater assessments = $65 Assessment rating sheet photocopies - $0.20/page x 12 pgs x 549 assessments = $1,318 Interrater reliability assessment rating sheet photocopies - $0.20/page x 12 pgs x 65 ilerrater assessments = $150 Assessor storage clipboards - $21.33 x 6 assessors = $128 SF First 5 Pooled Costs: 536 hour units x $0.1894 = $101 HAAS Pooled Costs: 2,593.6 hour units x $0.1882 = $488
Postage/Telephone	Postage and telephone expenses include general mailing and telecommunication costs. Special purchases in additions to the pooled costs will be charged directly to the project and are explained below. Ramp-up: Pooled Costs: 145.6 hour units x $1.2400 rate = $181 Full Year Operation: Pre-assessment packets - $3 x 649 providers = $1,647 Post-assessment packets - $3 x 549 providers = $1,647 SF First 5 Pooled Costs: 536 hour units x $0.9797 = $471 HAAS Pooled Costs: 2,593.6 hour units x $0.9011 = $2,337
Printing/Graphics	Printing/Graphics expenses include general office copying. Ramp-up: Pooled Costs: 145.6 hour units x $0.6000 = $87 Full Year Operation: SF First 5 Pooled Costs: 536 hour units x $0.4347 = $233 HAAS Pooled Costs: 2,593.6 hour units x $0.4341 = $1,126

OTHER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Project Specific Direct Technology - Assessments	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x $5.0058 = $42,778 $593 is the in-kind amount above max reimbursement
Project Specific Direct Occupancy - Assessments	
Project Specific Program Support - Assessments	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: 8,544 x $7.5281 = $64,320
Project Specific Direct Technology - General	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Ramp-up: Pooled costs: 145.6 hour units x $5.3875 = $826 Full Year Operation: SF First 5 Pooled Costs: 536 hour units x $5.2631 = $2,821 HAAS Pooled Costs: 2,593.6 hour units x $5.2626 = $13,649
Project Specific Direct Occupancy - General	Direct Occupancy represents the rent and/or occupancy of project office space at a specific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x $7.0500 = $1,026 Full Year Operation: SF First 5 Pooled Costs: 536 hour units x $4.9907 = $2,675 HAAS Pooled Costs: 2,593.6 hour units x $4.9879 = $12,936
Project Specific Program Support - General	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Ramp-up: Pooled costs: 145.6 hours units x $7.4200 = $1,080 Full Year Operation: SF First 5 Pooled Costs: 536 hour units x $7.5280 = $4,035 HAAS Pooled Costs: 2,593.6 hour units x $7.5281 = $19,525
Project Specific Translation	This includes the costs of translating provider friendly information into Spanish and Chinese regarding the assessment process, report templates, and resource information Ramp-up: $7,802 - 8,447 words into 3 languages. Full Year Operation: $12,000 - 13,333 words into 3 languages.
Project Specific Travel	All travel expense reimbursements are based on the Agency's policy. For each trip, other expenses include ground transportation (including personal car or public transportation) and parking. Where appropriate, mileage is charged at the State of California's approved reimbursement rate. $25,000 in travel costs is estimated. Travel costs are estimated for travel beginning and ending in San Francisco County at a rate of $40 per trip x 625 trips.
ECERS Reliability Training	Includes annual renewal of week-long interrater reliability training with authorized trainers at the University of North Carolina - Chapel Hill and travel costs for 1 ECERS-R instrument anchor.

PERSONNEL	PERSONNEL NARRATIVE
Title	
Evaluation Director	Provide overall oversight and leadership to the project and ensure that the project has appropriate and adequate resources to effectively and efficiently carry out the work with the highest standards of quality.
Sr. Research Associate	Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors and QIS Coaches on assessment protocols; ensure that all protocols and procedures are carefully and consistently followed and implemented across Assessors; review assessment reports; provide ongoing training, supervision, and support to Assessors; and communicate with the client. Includes $6,081 for ramp-up.
Project Manager	Dedicated to day-to-day implementation of assessment services; operations management and administrative support; monitor the timeline and ensure that all deliverables are completed on time; oversee scheduling of program assessments; oversee assessment data entry; oversee the maintenance of external communications vehicles (website, voicemail, email); manage the reporting to funders; and coordinate internal project meetings.
Research Assistant	For ramp-up only. Review and finalize translation of materials into Chinese.
Quality Review Assistant	Dedicated to sending letters and posters to programs prior to assessment; enter scores into the data system; track interrater reliability; print and mail assessment reports to each assessed program; and provide general administrative support to the project, including maintaining project files, photocopying and filing of documents, and general office support.
Project Coordinator	Conduct community outreach regarding assessment processes
Program Quality Assessors (6)	ERS - 365 sessions at $1,127/session CLASS - 184 sessions at $845/session Six assessors at $28.15/hr. dedicated to achieving and maintaining reliability on each of the assessment instruments, conducting program quality assessments, accurately completing score sheets and summary reports, and carefully and completely following all project protocols and procedures.

FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits - Assessments	Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.228% EAP/Cafeteria at 0.092% Retirement at 14.753% Supplemental at 1.674% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.683%
Total Benefits - General	Total Dental/Medical at 16.134% Workers' Comp at 0.519% Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.225% EAP/Cafeteria at 0.092% Retirement at 14.753% Supplemental at 1.674% Staff Benefits/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.683%
FRINGE BENEFITS	The benefits rate is 36.4% of regular employees' unloaded salaries, inclusive of leave. Benefits include worker's compensation, unemployment tax, and FICA for both employee classifications. Regular employees also receive retirement, medical/dental, life insurance, disability insurance, and other staff benefits.

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	
Website Developer	The Website Developer will create a QRS/QIS website for the project, to be accessed by Providers, QIS Coaches, and QRS Assessors. The Website Developer will work with the WestEd project team to define the specifications of the site, select and refine a design, and input content. The Website Developer will also train and provide website consulting to WestEd as needed.

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
None	

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	

4

		Request	Other - Cash	Other - In-Kind	Total
FCCRS Reliability Training		$9,000.00			$9,000.00
CLASS Reliability Training		$9,000.00			$9,000.00
ITERS Reliability Training		$9,000.00			$9,000.00
Project Specific Fingerprinting	$75 x 7 assessors	$525.00			$525.00
TOTAL OTHER PROGRAM EXPENSES		$200,057.00	$46,109.00	$$593.00	$246,206.00

ADMINISTRATIVE COSTS

Cost Name	Calculations	Request	Other - Cash	Other - In-Kind	Total
Total Admin Costs - Assessments	13.67% rate	$68,239.00			$68,239.00
Total Admin Costs - General	13.67% rate	$19,740.00	$28,684.00		$48,424.00
TOTAL ADMINISTRATIVE COSTS		$87,979.00	$28,684.00		$116,663.00

TOTAL BUDGET REQUESTED:		$735,481.00	$238,519.00	$593.00	$974,000.00

Supplies/Materials	see narrative		$3,663.00	$488.00		$4,351.00
Postage/Telephone	see narrative		$3,946.00	$2,337.00		$6,283.00
Printing/Graphics	see narrative		$320.00	$1,126.00		$1,446.00
TOTAL PROGRAM MATERIALS			**$8,129.00**	**$3,951.00**		**$12,080.00**

OTHER PROGRAM EXPENSES						
Expense	Calculations		Request	Other - Cash	Other - In-Kind	Total
Project Specific Direct Technology - Assessments			$42,186.00		$593.00	$42,185.00
Project Specific Direct Occupancy - Assessments			$0.00			$0.00
Project Specific Program Support - Assessments			$64,320.00			$64,320.00
Project Specific Direct Technology - General			$3,649.00	$19,849.00		$17,298.00
Project Specific Direct Occupancy - General			$3,701.00	$12,935.00		$16,636.00
Project Specific Program Support - General			$6,115.00	$18,525.00		$24,640.00
Project Specific Translation	$0.30/word		$19,602.00			$19,602.00
Project Specific Travel	Estimated at $40/trip x 625 trips/year		$25,000.00			$25,000.00
ECERS Reliability Training			$9,000.00			$9,000.00

PERSONNEL

Title	Name	Function	FTE (%)	Request	Other - Cash	Other - In-Kind	Total Salary
Evaluation Director	Kerry L. Kriener-Althen	Provide project oversight	0.090	$1,856.00	$8,750.00		$10,606.00
Sr. Research Associate	Gabriela S. Lopez	Quality Review Manager	0.684	$15,515.00	$45,835.00		$61,350.00
Project Manager	Jocelyn A. Schelbe	Project Manager	0.450	$6,812.00	$33,268.00		$40,070.00
Research Assistant	Min Chen	Translation	0.017	$1,039.00	$0.00		$1,039.00
Quality Review Assistant	TBD	Quality Review	0.605	$4,314.00	$20,893.00		$25,207.00
Project Coordinator	TBD	Project Coordinator	0.117	$1,768.00	$8,399.00		$10,167.00
Program Quality Assessors (8)	TBD	Quality Assessor	4.800	$287,454.00	$0.00		$287,454.00
		TOTAL PERSONNEL		$318,748.00	$117,135.00		$435,863.00

FRINGE BENEFITS

Benefit Name	Calculations	Salary	%	Request	Other - Cash	Other - In-Kind	Total
Total Benefits - Assessments	36.4% of regular employees' salaries plus leave	$287,454.00	0.364013	$104,637.00			$104,637.00
Total Benefits - General	36.4% of regular employees' salaries plus leave	$148,429.00	0.364019	$11,391.00	$42,640.00		$54,031.00
		TOTAL FRINGE BENEFITS		$116,028.00	$42,640.00		$158,668.00

PROFESSIONAL SERVICES

Title	Function		FTE (%)	Request	Other - Cash	Other - In-Kind	Total
Website Developer				$4,500.00			$4,500.00
		TOTAL PROFESSIONAL SERVICES		$4,500.00			$4,500.00

SUBCONTRACTS

Agency	Function	Calculation	Program Costs	Admin Costs	Request	Other - Cash	Other - In-Kind	Total	
None					$0.00				$0.00
		TOTAL SUBCONTRACTS			$0.00				$0.00

PROGRAM MATERIALS

Expense	Calculations			Request	Other - Cash	Other - In-Kind	Total

Service: Convene regular Rating Advisory Group meetings

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	CMS Activity Set-up / Data Source
Number of Rating Advisory Group meetings held	1	1	1	1	4	Enter the number of meetings held. Describe key activities in comment section.	Agenda and sign in
Number of stakeholders participating as Rating Advisory Group members	6	1	1	1	9	Enter the unduplicated number of stakeholders participating in advisory meetings	Roster
Number of activities conducted around grievance procedure development (draft document, draft review, update on process to funders)	1	1	1	0	3	Enter a 1 for each of the three key activities completed around grievance procedure development (draft document, review, and update to funders).	Written procedure
Number of activities conducted around fee-for-service plan development (draft document and review)	2	0	0	0	2	Enter a 1 for each of the key activities completed around fee-for-service plan development (draft document and review).	Written procedure
Number of member surveys conducted annually	0	0	0	1	1	Enter a 1 for the quarter in which the member survey was completed. Include key findings in the comments section.	Survey template

Service: Participation in and/or convening of SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	CMS Activity Set-up / Data Source
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	1	2	1	6	Report on number of meetings attended for the SF-QRIS. *Note: this will involve the joint efforts of QIS and QRS.*	meeting sign-in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended and/or convened	2	1	2	1	6	Report on number of SF-QRIS Stakeholder Meetings attended and/or convened. *Note this will start as a funder initiated meeting and then over time Quality Connections will assume greater responsibility in convening and leading.*	Meeting sign-in
Deliver QRS Report to funders and make a presentation to stakeholder groups	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report

Service: Development and implementation of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	CMS Activity Set-up / Data Source
Number of outreach plans developed	0	1	0	0	1	Report on number of plans developed by Quality Connections. *Note: this will involve the joint efforts of both QIS and QRS.*	Outreach Plan
Number of presentations made to CPAC on the development of the SF-QRIS.	1	1	1	1	4	Report on number of CPAC presentations made. *Note: this will involve the joint efforts of QIS and QRS.*	Meeting sign-in
Number of Fee for Service Plans marketed	0	1	0	0	1	Put a "1" in the quarter in which the marketing of the Fee-for-Service Plan is implemented. Enter number of "paid" assessments completed in comment section each quarter.	Database

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections – Quality Rating Services

Service: Conduct program quality reviews with reliability for eligible programs during the 2012-2013 fiscal year							CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
# of ERS assessments are completed.	80	95	95	95	365	Enter number of ERS assessment completed each quarter.	Database/ Tracking file
# of CLASS Assessments are completed.	30	51	51	52	184	Enter number of ERS assessment completed each quarter.	Database/ Tracking file
Number of satisfaction survey responses rating the assessment process as "satisfactory"	0	0	0	198	198	Target of 198 generated from the likelihood of receiving 248 surveys and anticipated 80% high satisfaction rate (248x.8=198). In quarter four, report the actual number of surveys received with high satisfaction marked on question of overall satisfaction. Include in the comments section the actual total number of surveys received (i.e. sample size).	Survey/Database
Number of assessments conducted in a linguistically appropriate way.	0	0	0	494	494	Target of 494 generated from the likelihood of completing 549 assessments and an anticipated 90% completed in preferred language (549x.9=494). In quarter four, report the actual number of assessments completed in preferred language. Include in the comments section the actual total number of assessments (i.e. sample size).	Survey/Database.
Number of ERS assessments completed for fee-for-service	1	1	1	2	5	Enter number of fee-for-service ERS assessment completed each quarter.	Database/ Tracking file

Service: Provide information about the assessment instruments and assessment process to the provider community							CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of TA providers participating in training session and quarterly follow-up meetings	30	20	1	1	52	Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions.	Sign in Sheets
Number of Information/ Training Sessions to TA Provider Community	5	4	2	2	5	Enter the number of information/ training sessions provided in each quarter.	Agenda/ minutes
Number of monthly in-person or video conference calls with TA providers	3	3	3	3	12	Enter the number of in-person or video conference calls provided in each quarter.	Agenda/ minutes
Number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	3	0	0	0	3	Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	Training Agenda
Number of TA provider responses rating that they are knowledgeable about assessment process	0	0	0	52	52	Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size).	Survey/ Database
Number of TA provider responses rating that they know where to direct providers/programs for assessment	0	0	0	52	52	Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size).	Survey/ Database

Printing/Graphics	General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing.

OTHER PROGRAM EXPENSE OTHER PROGRAM EXPENSES NARRATIVE

Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Teaching Pyramid Model Training	WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected trainers and coaches to support continued implementation for cohorts trained during the 2011-2012 school year and complete the Teaching Pyramid model training to Preschool For All (PFA) sites in San Francisco as started in 2011-12. WestEd is also committed to support the implementing sites and will continue to provide guidance and technical assistance to the cohorts throughout the year. Food will be provided for all full days.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is $46/day or $11.25/quarter day. For local travel, per diem is as follows: breakfast-$9, lunch-$12, dinner-$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.

ADMINISTRATIVE COSTS   ADMINISTRATIVE COSTS NARRATIVE

Cost Name	
Total Admin Costs	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

Agency: WestEd, Center for Child and Family Studies	Grant Year: **2012-2013**
Project/Initiative: **QRIS - Quality Rating Services**	

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators, and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:
- Ensure that all children, with priority to those who can have greatest benefit, have access to quality programs
- Ensure that public dollars are being used efficiently to support and encourage high-quality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The SF-QRIS will be modeled after the California Early Learning Quality Improvement System and will utilize a set of research-based common assessment tools as part of the framework to rate