

**City and County of San Francisco
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 **July 1, 2013**, in San Francisco, California, by and between **Children's Council of San Francisco** ("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); and

To manage preschool subsidies and provide fiscal services for the Preschool for All program.

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

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 1, 2012** between Grantee and City, as amended by the First Amendment dated **March 11, 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 Appendix B. Section Appendix B – **Definition of Grant Plan** of the Agreement currently reads as follows:

See attached OLD Appendix B.

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

See attached NEW Appendix B

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


GRANTEE

Recommended by:

Children's Council of San Francisco




Laurel Kloomok
Executive Director



Sandee Blechman
Executive Director

Approved as to Form:

Dennis J. Herrera
City Attorney

By: 

Virginia Dario Elizondo
Deputy City Attorney

Old Appendix B

Appendix B--Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Budget.

Grantee shall process reimbursements checks for all non-SFUSD Preschool for All sites in a quarterly or monthly basis and support First 5 San Francisco's Preschool for All program activities.

The PFA preschool site will enter into a Fiscal Agreement with Grantee detailing the annual child reimbursement. Child reimbursement is calculated for every 4-year-old San Francisco resident based on the following:

- Education level of the lead teacher classroom teacher;
- Number of 4-year-old children in the classroom;
- Identifying the type and amount of child-care subsidy for 4-year-old in the classroom.

First 5 will calculate reimbursement for each PFA child and forward to Children's Council for payment to the PFA preschool site for all participating children. Children's Council will track and reconcile payments on a quarterly basis, for preschool centers and monthly for family child care providers, and provide First 5 San Francisco with monthly accounts payable reports by the 10th of each month. While the number of payments/transactions may vary monthly, an average of 50 transactions per month is anticipated.

Family Child care Homes shall receive payment from Children's Council no later than the 15th of each month for the preceding month per child reimbursement; and center-based programs shall receive quarterly payments from Children's Council on or before the 30th of the month based on the following schedule:

CCSF CENTER-BASED PROVIDER PAYMENT SCHEDULE

Received by Provider no later than:	Q1/Advance Provider Payment	Q2 Provider Payment	Q3 Provider Payment	Q4 Provider Payment
	August 31	December 31	March 31	June 30

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.

Children's Council PFA Budget
2012-13 through 2014-15

	2012-13 ORIGINAL BUDGET	2012-13 REVISED BUDGET	2013-14* PROPOSED BUDGET	2014-15* PROPOSED BUDGET
PERSONNEL				
Subsidy Payment Manager	\$19,912	\$19,912	\$20,000	\$20,000
I/T Specialist	\$20,844	\$20,844	\$21,000	\$21,000
SUBTOTAL:	\$40,756	\$40,756	\$41,000	\$41,000
FRINGE BENEFITS				
Health Benefits	\$12,018	\$12,018	\$13,000	\$13,000
SUBTOTAL:	\$12,018	\$12,018	\$13,000	\$13,000
PROFESSIONAL SERVICES				
None	\$0	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0	\$0
SUBCONTRACTS				
PFA Providers	\$8,950,000	\$10,780,000	\$13,548,000	\$13,548,000
Training and Technical Assistance	\$875,000	\$875,000	\$875,000	\$875,000
SUBTOTAL:	\$9,825,000	\$11,655,000	\$14,423,000	\$14,423,000
PROGRAM MATERIALS				
None	\$0	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0	\$0
OTHER PROGRAM EXPENSES				
Office Support (software and share supplies)	\$1,300	\$1,300	\$1,500	\$1,500
Bank/payroll Fees	\$900	\$900	\$1,000	\$1,000
Staff Training & Conferences	\$200	\$200	\$500	\$500
SUBTOTAL:	\$2,400	\$2,400	\$3,000	\$3,000
ADMINISTRATIVE COSTS				
Audit	\$600	\$600	\$600	\$600
Insurance	\$425	\$425	\$450	\$450
Admin Postage & Reproduction	\$800	\$800	\$800	\$800
Rent and Utilities	\$9,000	\$9,000	\$9,000	\$9,000
Telephone	\$700	\$700	\$700	\$700
Admin Staff Salaries & Benefits	\$8,301	\$8,301	\$8,450	\$8,450
SUBTOTAL:	\$19,826	\$19,826	\$20,000	\$20,000
TOTAL BUDGET REQUEST:	\$9,900,000	\$11,730,000	\$14,500,000	\$14,500,000

* Proposed line item budget allocations for 2013-14 and 2014-15 are subject to change pending annual negotiations. Total expenditures for three years should not exceed \$40,730,000.

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PERSONNEL							
Title	Name	Function	FTE (%)	Request	Other - Cash	Other - In-Kind	Total Salary
Subsidy Payment Manager	Mona Malan	Oversees Provider Reimbursement	0.25	\$19,912.00	\$0.00	\$0.00	\$19,912.00
I/T Specialist	Stephanie Nelson	Processes Provider Reimbursement	0.50	\$20,844.00	\$0.00	\$0.00	\$20,844.00
SF3C Manager	Eileen Sugai	Oversees SF3C Program	0.10	\$6,882.00	\$0.00	\$0.00	\$6,882.00
Need and Eligibility Specialist	Lily Ma-Huang	Manages lists for SF3C	1.00	\$44,177.00	\$0.00	\$0.00	\$44,177.00
Database Programmer	Muktar Buksh	Improves Database	0.15	\$9,756.00	\$0.00	\$0.00	\$9,756.00
TOTAL PERSONNEL				\$101,571.00			

FRINGE BENEFITS							
Benefit Name	Calculations	Salary	%	Request	Other - Cash	Other - In-Kind	Total
Health Benefits	29.487% of total salaries	\$101,571.00	0.29	\$29,950	\$0.00	\$0.00	\$29,950.24
				\$0			\$0.00
TOTAL FRINGE BENEFITS				\$29,950			

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
PFA Providers	Monthly Reimb.	2,500 x \$5,000 p/child	\$12,500,000.00		\$12,500,000.00			\$12,500,000.00
Training and Technical Assistance	Monthly Reimb.		\$1,500,000.00		\$1,825,000.00			\$1,825,000.00
					\$0.00			\$0.00
TOTAL SUBCONTRACTS				\$14,325,000.00				

PROGRAM MATERIALS							
Expense	Calculations	Request	Other - Cash	Other - In-Kind	Total		
					\$0.00		
TOTAL PROGRAM MATERIALS				\$0.00			

OTHER PROGRAM EXPENSES							
Expense	Calculations	Request	Other - Cash	Other - In-Kind	Total		
Office Support (software and share supplies)	\$141.67 x 12 months or as needed	\$1,700			\$1,700.00		
Bank/payroll Fees	\$75.00 x 12 months or as needed	\$900			\$900.00		
Staff Training & Conferences		\$800			\$800.00		
					\$0.00		
TOTAL OTHER PROGRAM EXPENSES				\$3,400			

ADMINISTRATIVE COSTS							
Cost Name	Calculations	Request	Other - Cash	Other - In-Kind	Total		
Audit	\$50.00 x 12 months or as needed	\$600			\$600.00		
Insurance	\$35.42 x 12 months or as needed	\$425			\$425.00		
Admin Postage & Reproduction	\$166.67 x 12 months or as needed	\$2,000			\$2,000.00		
Rent and Utilities	\$1500 x 12 months or as needed	\$18,000			\$18,000.00		
Telephone	\$58.33 x 12 months or as needed	\$700			\$700.00		
Admin Staff Salaries & Benefits	salaries=\$ 14174 and fringes = \$14174 x 29.487% =4180	\$18,354			\$18,354.00		
TOTAL ADMINISTRATIVE COSTS				\$40,079			

TOTAL BUDGET REQUESTED: \$14,500,000

Children's Council Statement of Work for First 5 SF3C/R&R Funding

Desired Outcome:

- More San Francisco families, especially in under-served communities, will have access to high-quality preschool for their children.

Objectives:

- To increase the capacity of SF3C and Resource and Referral teams to effectively respond to the additional service demand created by Preschool Plus.
- To provide dedicated staff time in Children's Council's SF3C, R&R, and Subsidy programs, to engage parents around the benefits of preschool and quality early education.

Activities and Deliverables:

Improve available information and efficiency with which it is shared with local families in support of their search for viable care options and preschool enrollment decisions.

- Professional development for SF3C, R&R, and Subsidy staff (provided by internal, First 5, and other professionals):
 - Participate in quarterly, cross-agency Preschool Access Workgroup to increase the scope of staff knowledge about enrollment financing in general (all subsidies, scholarships, eligibility, availability, etc.); and facilitate more efficient referrals of families for assistance between agencies.
 - in better fielding parent questions around funding for preschool enrollment in general;
 - engaging parents in conversations about the benefits of regular preschool attendance.
- Provide a wide range of information on preschool enrollment financing in general; the benefits of preschool, and the features of quality care to the child care referral section of the Children's Council web site.
- Support First 5 in developing and creating family-friendly materials for PFA.

Improving the efficiency and efficacy of PreschoolPlus program enrollment

- Schedule 3x annual PreschoolPlus admin meetings between F5SF and SF3C staff to:
 - Identify and address PreschoolPlus "pull" and certification procedural issues; clarify policies; create efficiencies to increase access to preschool by low-income families
 - Form written agreements about communication between parents, providers, and agencies to effect consistency and clarity of distributed PreschoolPlus information.
 - Review enrollment data and consider program effectiveness
- Add one Cantonese-Speaking Need & Eligibility Specialist to meet family demands for services and training needs of PreschoolPlus childcare providers.
- Allocate increased IT time to data demands created by PFA and Preschool Plus.
- Incorporate messaging around the importance of quality early education and information on PreschoolPlus into trainings provided to FRCs around the SF3C data base and parent registration process.
- Conduct site visits to a minimum of five PFA sites throughout the program year, with focus on PreschoolPlus providers to establish collaborative relationships.