

**City and County of San Francisco
San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102**

Fourth Amendment

THIS AMENDMENT (this “Amendment”) is made as of **March 28, 2014**, 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

First Amendment, dated March 11, 2013

Second Amendment, dated July 1, 2013

Third Amendment, dated September 19, 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 exceed **ELEVEN MILLION SEVEN HUNDRED AND THIRTY THOUSAND Dollars (\$11,730,000.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

In no event shall the amount of Grant Funds disbursed hereunder exceed **FOURTEEN MILLION FIVE HUNDRED SEVENTY FOUR THOUSAND SIX HUNDRED TWENTY EIGHT** Dollars (**\$14,574,628.00**) in the period from **JULY 1, 2013** to **JUNE 30, 2014**.

In no event shall the amount of Grant Funds disbursed hereunder exceed **FOURTEEN MILLION FIVE HUNDRED THOUSAND** Dollars (**\$14,425,372.00**) in the period from **JULY 1, 2014** to **JUNE 30, 2015**.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FORTY MILLION EIGHT HUNDRED AND FOUR THOUSAND SIX HUNDRED TWENTY EIGHT** Dollars (**\$40,730,000.00**) 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 exceed **ELEVEN MILLION SEVEN HUNDRED AND THIRTY THOUSAND** Dollars (**\$11,730,000.00**) in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

In no event shall the amount of Grant Funds disbursed hereunder exceed **TWENTY-NINE MILLION** Dollars (**\$29,000,000.00**) in the period from **JULY 1, 2013** to **JUNE 30, 2015**.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FORTY MILLION EIGHT HUNDRED AND FOUR THOUSAND SIX HUNDRED TWENTY EIGHT** Dollars (**\$40,730,000.00**) in the period from **JULY 1, 2012** to **JUNE 30, 2015**.

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

The term "Grant Plan" shall mean

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

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.

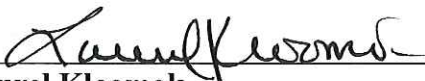
IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

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.

PERSONNEL							
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
Specialist	Stephanie Nelson	Processes Provider Reimbursement	0.50	\$20,844.00	\$0.00	\$0.00	\$20,844.00
3C Manager	Eileen Sugai	Oversees SF3C Program	0.10	\$6,882.00	\$0.00	\$0.00	\$6,882.00
Med 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							
Name	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
Health 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							
Name	Calculations	Request	Other - Cash	Other - In-Kind	Total		
							\$0.00
TOTAL PROGRAM MATERIALS				\$0.00			

OTHER PROGRAM EXPENSES							
Name	Calculations	Request	Other - Cash	Other - In-Kind	Total		
Software Support (software and share files)	\$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
Travel Training & Conferences		\$800					\$800.00
							\$0.00
TOTAL OTHER PROGRAM EXPENSES					\$3,400		

ADMINISTRATIVE COSTS							
Item Name	Calculations	Request	Other - Cash	Other - In-Kind	Total		
Printing	\$50.00 x 12 months or as needed	\$600					\$600.00
Office Space	\$35.42 x 12 months or as needed	\$425					\$425.00
Postage & Reproduction	\$166.67 x 12 months or as needed	\$2,000					\$2,000.00
Phone 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
Salaries in 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 of San Francisco- FCCQN Training
2013-14 BUDGET - CMS FORM 4

PERSONNEL							
Title	Name	Function	FTE	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total
Provider Support Programs Manager	Jessica Boehme	To plan and coordinate program, deliver trainings, arrange for logistics.	0.30	\$7,920.00			\$7,920.00
FCCQN Manager	Dawn Perry	To oversee FCCQN Consultants, evaluate professional development plans, visit other sites to evaluate competencies	0.20	\$4,835.00			\$4,835.00
Child Development Specialist	Ruth Rodriguez	To coordinate QRIS Orientation, develop curriculum, deliver training in Spanish, and enter provisional assessments	0.18	\$2,205.00			\$2,205.00
TOTAL PERSONNEL				\$14,960.00			
FRINGE BENEFITS							
Benefit Name	Calculations	Salary (Benefit Amt)	%	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total
Total Benefits	14960*30.6%	\$4,578.00	100%	\$4,578.00			\$4,578.00
TOTAL FRINGE BENEFITS				\$4,578.00			
PROFESSIONAL SERVICES							
Title	Function	FTE	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total	
Horizons in Learning	To lead 3- day retreat and individualized coaching sessions		\$10,400.00			\$10,400.00	
CLASS Training for FCCQN Consultants	pre-K and Toddler, \$7000 each		\$14,000.00			\$14,000.00	
Consultant	Lead CLASS and DRDP trainings		\$10,800.00			\$10,800.00	
TOTAL PROFESSIONAL SERVICES				\$35,200.00			
SUBCONTRACTS							
Agency	Function	Calculation	Program Costs	Admin Costs	2013-14 Request	Other - Cash	Other - In-Kind Total
None					\$0.00		\$0.00
TOTAL SUBCONTRACTS				\$0.00			
PROGRAM MATERIALS							
Expense	Calculations	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total		
Materials for Retreat		\$585.00			\$585.00		
Copying and printing	\$300/month for training support materials, \$100 for misc program copying	\$1,000.00			\$1,000.00		
Program Supplies	misc program supplies including binders, paper, pens, etc. as needed	\$574.00			\$574.00		
Postage	200 providers, 3 mailings @ 0.46 each+ \$50/misc postage	\$326.00			\$326.00		
TOTAL PROGRAM MATERIALS				\$2,485.00			
OTHER PROGRAM EXPENSES							
Expense	Calculations	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total		
Coaching for Success Webinars	12-session monthly Webinars	\$1,995.00			\$1,995.00		
Travel and lodging for consultants	2 consultants * (500 airfare+3 nights hotel @ 100+ food, mileage, and parking @200)	\$2,000.00			\$2,000.00		
Logistics for Retreat	3 days, 350/day for room 15 participants 20/ day food, 50 day for parking	\$2,100.00			\$2,100.00		
Travel for site visits	2 staff, one trip to LA, one to another location. 350/flight, 150/day for food and lodging, 50/day for car rental, 100/person for misc travel expenses including parking. 2 nights in LA, 3 nights in other location.	\$3,800.00			\$3,800.00		
Monthly QRIS Orientation	Oct-Dec, 3 languages, coffee, food and materials 100/each session	\$900.00			\$900.00		
TOTAL OTHER PROGRAM EXPENSES				\$10,795.00			
ADMINISTRATIVE COSTS							
Cost Name	Calculations	2013-14 Request	Other - Cash	Other - In-Kind	2013-14 Total		
Salaries and Benefits	Supervision and % of overall organizational admin @ 4652 with 30.6%	\$6,075.00			\$6,075.00		
Audit	% of total audit fee budget	\$325.00			\$325.00		
Legal	% of total legal fee budget	\$210.00			\$210.00		

Children's Council of San Francisco- FCCQN Training
2013-14 BUDGET - CMS FORM 4

TOTAL ADMINISTRATIVE COSTS	\$6,610.00
TOTAL BUDGET REQUESTED:	\$74,628.00

Children's Council of San Francisco- FCCQN Training
2013-2014 BUDGET NARRATIVE

PERSONNEL	PERSONNEL NARRATIVE
Title	
Provider Support Programs Manager	Planning of program. Coordinate retreat, meetings, consultants and trainings. Deliver QRIS trainings.
FCCQN Manager	To oversee FCCQN Consultants, evaluate professional development plans, visit other sites to evaluate competencies
Child Development Specialist	To coordinate QRIS Orientation, develop curriculum, deliver training in Spanish, and enter provisional assessments

FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits	FICA at 8% Unemployment (SUI) at 1% Workers' Comp at 3.5% 401K Retirement at 1% Medical at 17.1%.

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	
Horizons in Learning	3 day retreat with 2 consultants, 40- 1 hour individualized coaching sessions
CLASS Training for FCCQN Consultants	On-site CLASS training for Pre-k and Toddler. Offered to others in the region as room allows.
Consultant	Lead DRDP and CLASS trainings, once a month, 3 languages, 6 hours each, at \$100/hour

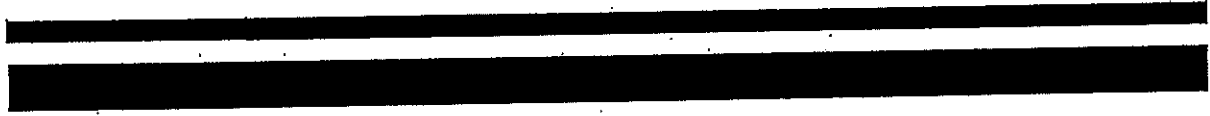
SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
None	

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Materials for Retreat	Books and other materials purchased through Horizons in Learning.
Copying and printing	Printing and copying materials for trainings and other needs.
Program Supplies	Misc office and program supplies including binders, flip charts, pens, etc. for retreats and trainings.
Postage	Mailings to providers regarding trainings and other information. Other postage as needed for program management.

OTHER PROGRAM EXPENS	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Coaching for Success Webinars	Monthly webinars provided by Horizons in Learning.
Travel and lodging for consultants	Airfare= 500. 3 nights hotel= 100/each. Food, mileage, parking=200
Logistics for Retreat	Site rental, food, parking
Travel for site visits	airfare to LA and another location, lodging and food, rental car, parking, and misc travel expenses.
Monthly QRIS Orientation	Food, coffee, and other materials for Monthly QRIS Orientation- 3 months, 3 languages for a total of 9 sessions.

ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Salaries and Benefits	
Audit	
Legal	

**Children's Council of San Francisco- FCCQN Training
2013-2014 BUDGET NARRATIVE**



First 5 San Francisco Scope of Work Narrative

Please provide a narrative description of the services your agency will implement as its scope of work for this grant. The narrative should include a project description and the project's goals. The narrative should include a detailed description of each of the project's individual services.

In addition to the project description and services described on this form, all grantees are expected to participate in First 5 San Francisco evaluation activities. Additionally, agencies will implement the administrative, operational and oversight functions needed to support the services described.

In the space below the heading "Project Description and Goals", provide a general description of the project that will be implemented with funds of this grant. The general description should provide an individual with no prior knowledge of the project a good understanding of the project. Please include the specific goals and objectives from the RFP/Q in this description.

In the space below the heading "Project Activities", provide a detailed description of each activity/service that will be implemented with grant funds. The project narrative of your funding application may be a useful resource to complete this section. The description of each activity/service may include:

- description of what will be done
- describe when and how often the service will occur
- describe who will be served
- describe the staff responsible for implementation and/or partners involved
- describe where the service will be offered
- describe when in the grant term the activity will start and any start-up needed

You may chose to include or may be asked to include additional information to provide a fuller understanding of the service.

**First 5 San Francisco
Scope of Work Narrative**

Agency: Children's Council of San Francisco	Grant Year: 2013/14
Project/Initiative: FCCQN Capacity Building	

Project Description and Goals

Increase the capacity of the Family Child Care Quality Network staff to provide relevant and efficacious support and technical assistance and for participants in the Network to increase their program effectiveness and quality, in alignment with the California Race to the Top Quality Continuum Framework.

Goals:

1. Provide immediate assistance to FCCQN Quality Consultants in coaching skills, while assessing long-term training and support needs to increase Consultant and program capacity.
2. Provide foundational training to FCCQN Quality Consultants in competencies for effective technical assistance, and to FCCQN supervisors in supporting staff learning.
3. Provide introductory training for the majority of FCCQN participants, and more intensive follow-up to 30-50% of participants in foundational knowledge around DRDP and CLASS tools.
4. Define FCCQN standards for Quality Consultant competencies.
5. Develop a baseline and assess training needs for FCCQN Quality Consultants in relation to the defined Competencies, and create training, supports, and staffing plans to achieve these.
6. Develop a baseline and assess training needs for FCCQN participants' capacities as defined by the RTT Quality Continuum Framework.
7. Develop plans for expanded training and professional development for FCCQN participants based on the assessments and learning experiences of the initial Work Plan period.

Project Activities

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Service 1: Skill building activities in foundations of coaching and reflective practice for quality consultants.	Phone sessions, monthly webinars, 1-2 day training.	9 Quality consultants and 2 managers	Horizons in Learning, SFFCCQN managers	Fall retreat via Webinar and at Children's Council of SF &/or other off-site venue.	Activities to be completed in July - December 31, 2013.
Coaching for Success Webinar	4 sessions to be held monthly	9 Quality consultants and 2 managers	SFFCCQN managers	Children's Council of SF	Activities to be completed by December 31, 2013
Individualized coaching for leadership team and managers	2 sessions per person each month = total of 88 sessions	Managers and consultants	Horizons in Learning, SFFCCQN managers	Children's Council of SF and Wu Yee	Activities to be completed by December 31, 2013
Fall Retreat focused on: Conscious Coaching, Leadership training and transition	3 days	9 Quality consultants and 3 managers	Horizons in Learning, SFFCCQN managers	Off site venue	By October 2013
CLASS Training by Teachstone for Pre-K and Toddler Tools	2 days each	9 Quality consultants and 2 managers and other trainers tbd	SFFCCQN Managers and Training Manager	Children's Council of SF and or Wu Yee	By March 2014 *To be contracted with Teachstone by November
Service 2: Engage in activities to identify and articulate additional Quality Consultant Competencies. The result of these activities is are draft documents identifying Competencies and Skills of Quality Consultants.	2 site visits 1 day for review of Pathway document 1 day for review of TA standards	9 Quality consultants	SFFCCQN managers.	Children's Council of SF and Wu Yee	Activities to be completed in July - December 2013.
Site visits to effective FCC Quality Networks	Two visits (one in LA, CA)	FCCQN Manager and Wu Yee Manager	SFFCCQN managers. Identified Effective Network Organizations	Off site to be identified	Activities to be completed in November 2013.
Review QRIS pathway components and national QRIS TA standards for FCC TA providers.	4 days research, review and recommendations	SFFCCQN managers.	SFFCCQN managers.	Children's Council, Wu Yee	Activities to be completed by October 2013
Service 3: FCCQN will finalize Quality Consultant	1 day planning	Up to 30 Stakeholders	FCCQN Manager, Wu	Children's Council, Wu Yee	September - December

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Competencies and create a system for assessment of staff.	session, with follow-up		Yee Manager, Children's Council Deputy Director		2013
Service 4: Assessment of Quality Consultants' training and professional development needs according to Competencies	Initially once and reassessment semi-annually	9 Quality consultants	FCCQN Manager, Wu Yee Manager, Quality Consultants	Children's Council, Wu Yee	September - December 2013
Service 5: Service 5. Engage in activities to aid in development of competencies of Network members as identified in QRIS matrix	Multiple formats (see below)	100-200 Network providers	FCCQN Manager, Wu Yee Manager, Children's Council Training Manager	Children's Council, Wu Yee, other training venues as appropriate.	October 2013- December 2013
CLASS training for members who are not in CARES Plus.	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of instruction.	90% Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and off-site as needed	October 2013- December 2013
DRDP Training for Network Members	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of instruction.	90% Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and off-site as needed	October 2013- December 2013
QRIS Orientation for Network Members	1 orientation each month, for 3 months, in 3 languages (English, Spanish, Cantonese) for a total of 9 orientations	90% of Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and offsite as needed	October 2013- December 2013

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Service 6. Systematic Assessment of Network Member professional development and training needs according to QRIS matrix	Initially conducted, updated and reviewed annually. Estimated 1 hour x 210 providers = 210 hours	90% of Network members	FCCON Manager, Wu Yee Manager, Quality Consultants	Children's Council, Wu Yee, Network Member RCC sites	September - December 2013
Service 7. Develop Phase II Logic Model, PD Pathways Framework and proposed budget plan describing future implementation of training and professional development plans for Quality Consultants and Network Members.	Meeting and work sessions as needed.	5-10, program management and staff leaders.	FCCON Manager, Wu Yee Manager, Children's Council Deputy Director	Children's Council, Wu Yee, other meeting venues as appropriate.	September - December 2013

First 5 San Francisco Performance Measures Form 2013-2014

Agency/Program Name: Children's Council of San Francisco/Family Child Care Quality Network

Service 1: Skill building activities in foundations of coaching and reflective practice for quality consultants.

Performance Measures	Reporting Instructions				Annual	Data Source
	Q1	Q2	Q3	Q4		
Number of Coaching for Success Webinars	1	3			4	Training Logs
Number of coaches and managers who complete webinar series		11			11	Sign in sheets
Number of completed coaching sessions with individuals	16	24			40	Training Logs
Retreat implemented and attended by coaches and managers		1			1	Training Logs
% of consultants and managers who report that activities increased coaching efficacy in identified areas.		11			11	survey compilation

Service 2: Engage in activities to identify and articulate additional Quality Consultant Competencies. The result of these activities is are draft documents identifying Competencies and Skills of Quality Consultants.

Performance Measures	Reporting Instructions				Annual	Data Source
	Q1	Q2	Q3	Q4		
Number of sites identified for benchmarking	2				2	Correspondence
Visits Completed by FCCQN staff		2			2	Visit reports
Draft documents completed		1			1	document

Service 3: FCCQN will finalize Quality Consultant Competencies and create a system for assessment of staff.

Performance Measures	Reporting Instructions				Annual	Data Source
	Q1	Q2	Q3	Q4		
Number of stakeholders who review draft document		30			30	Input logs
Assessment System is created based on revised document		1			1	Assessment forms
Final Document of Consultant Competencies and Knowledge is created		1			1	final document

Service 4: Assessment of Quality Consultants' training and professional development needs according to Competencies

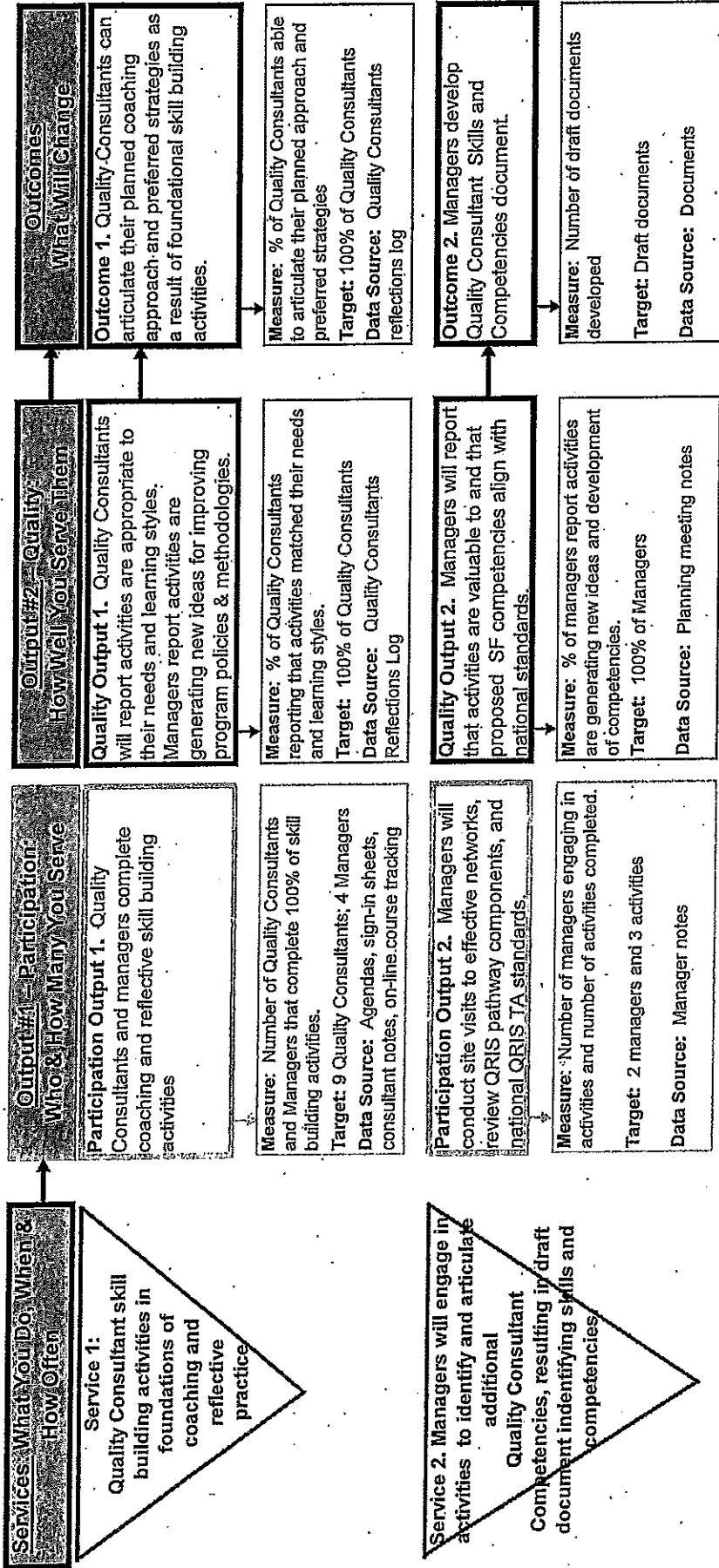
Performance Measures	Reporting Instructions	Annual	Data Source

LOGIC MODEL AND EVALUATION PLAN - PLANNING PERIOD

Name of Agency: Children's Council of San Francisco

First 5 San Francisco Strategic Plan Goal: Providers have the knowledge, skills, and motivation to continuously improve and enhance the quality of early education settings.

Project Goal Statement - To provide targeted training opportunities to Family Child Care Quality Network participants and enable FCCQN Consultants to support providers in accessing and using these learning opportunities.



Service 3. FCCQN will finalize Quality Consultant Competencies and create a system for assessment of staff.

Participation Output 3. Managers will share early draft of Quality Consultant Competencies with consultants, partners, and funders for feedback.

Measure: Number of stakeholders provided opportunity for feedback
Target: 30 Stakeholders
Data Source: Feedback Notes

Quality Output 3. Managers will refine competencies document based on stakeholder feedback.

Measure: Number of revised documents developed
Target: 2 revised documents
Data Source: Revised documents

Outcome 3. FCCQN will finalize Quality Consultant Competencies and will develop supporting materials for assessment.

Measure: Number of final documents and supporting materials developed
Target: 1 final documents and 1 supporting materials for assessment
Data Source: Final documents and materials

Service 4. Assessment of Quality Consultants' training and professional development needs according to Competencies

Participation Output 4. Quality Consultants assessed for further training/professional development needs according to Competencies.

Measure: Number of Quality Consultants assessed
Target: 9 Quality Consultants
Data Source: Assessments

Quality Output 4. Assessments will be conducted in a high-quality respectful manner and will produce relevant information.

Measure: % of Quality Consultants reporting that assessments were conducted with quality and respect
Target: 100% of Quality Consultants
Data Source: Quality Consultant Interviews

Outcome 4. Assessments will support the development of individual and group training plans for Quality Consultants' ongoing professional development.

Measure: Number of individual and group training plans developed for Quality Consultants
Target: 9 Individual Professional Development Plans and 1 Group Training Plan
Data Source: Training/professional development plans

Service 5. Engage in activities to aid in development of competencies of Network members as identified in QRIS matrix

Participation Output 5. Network members engage in activities based on need for CLASS, DRDP training and QRIS orientation.

Measure: Number of network members engaging in activities and number of activities completed.
Target: 200 network members and over 27 training activities
Data Source: Participation logs

Quality Output 5. Network members report that activities matched their needs and learning styles.

Measure: % of Network members report that activities matched their needs and learning styles
Target: 100% of Network members
Data Source: Satisfaction survey

Outcome 5. % of Network members report activities are improving program practices and development of competencies.

Measure: Number of network members showing improvement on QIP or increased use of QRIS tools
Target: 50% of Network Members
Data Source: Wells

First 5 San Francisco Performance Measures Form 2013-2014

Agency/Program Name: Children's Council of San Francisco/Family Child Care Quality Network

meeting logs and notes	meeting logs and notes	products	meeting logs and notes	meeting logs and notes	products	meeting logs and notes	meeting logs and notes	products																																																																													
Number of meetings held to complete model, framework and budget plan	8	8	Enter number of meetings held	8	Enter number of meetings held	8	Enter number of meetings held	8																																																																													
Enter number of events where draft plan is completed and shared with stakeholders	2	2	Enter number of meetings held	2	Enter number of meetings held	2	Enter number of meetings held	2																																																																													
Final products developed: Logic model, PD pathways framework for FCCQN and budget	3	3	Enter number of products developed	3	Enter number of products developed	3	Enter number of products developed	3																																																																													
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New 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 ACTUAL EXPENSES	2013-14 REVISED BUDGET	2014-15 PARTIAL BUDGET
PERSONNEL			
Subsidy Payment Manager	\$19,905	\$19,912	\$19,912
I/T Specialist	\$20,833	\$0	\$0
Provider Payment Coordinator	\$0	\$20,844	\$20,844
SF3C Manager	\$0	\$6,882	\$6,882
Need & Eligibility Specialist	\$0	\$44,177	\$44,177
Database Programmer	\$0	\$9,756	\$9,756
SUBTOTAL:	\$40,738	\$101,571	\$101,571
FRINGE BENEFITS			
Health Benefits	\$11,100	\$29,950	\$29,950
SUBTOTAL:	\$11,100	\$29,950	\$29,950
PROFESSIONAL SERVICES			
FCCQN Training	\$0	\$74,628	\$74,628
SUBTOTAL:	\$0	\$74,628	\$74,628
SUBCONTRACTS			
PFA Providers	\$10,776,110	\$15,700,000	\$9,150,744
Training and Technical Assistance	\$882,088	\$1,825,000	\$1,825,000
SUBTOTAL:	\$11,658,198	\$17,525,000	\$10,975,744
PROGRAM MATERIALS			
None	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0
OTHER PROGRAM EXPENSES			
Office Support (software and share supplies)	\$1,156	\$1,700	\$1,700
Bank/payroll Fees	\$274	\$900	\$900
Staff Training & Conferences	\$67	\$800	\$800
SUBTOTAL:	\$1,497	\$3,400	\$3,400
ADMINISTRATIVE COSTS			
Audit	\$378	\$600	\$600
Insurance	\$264	\$425	\$425
Admin Postage & Reproduction	\$407	\$2,000	\$2,000
Rent and Utilities	\$8,928	\$18,000	\$18,000
Telephone	\$564	\$700	\$700
Admin Staff Salaries & Benefits	\$7,926	\$18,354	\$18,354
SUBTOTAL:	\$18,467	\$40,079	\$40,079

TOTAL BUDGET REQUEST: \$11,730,000 \$17,774,628 \$11,225,372

First 5 San Francisco Scope of Work Narrative

Please provide a narrative description of the services your agency will implement as its scope of work for this grant. The narrative should include a project description and the project's goals. The narrative should include a detailed description of each of the project's individual services.

In addition to the project description and services described on this form, all grantees are expected to participate in First 5 San Francisco evaluation activities. Additionally, agencies will implement the administrative, operational and oversight functions needed to support the services described.

In the space below the heading "Project Description and Goals", provide a general description of the project that will be implemented with funds of this grant. The general description should provide an individual with no prior knowledge of the project a good understanding of the project. Please include the specific goals and objectives from the RFP/Q in this description.

In the space below the heading "Project Activities", provide a detailed description of each activity/service that will be implemented with grant funds. The project narrative of your funding application may be a useful resource to complete this section. The description of each activity/service may include:

- description of what will be done
- describe when and how often the service will occur
- describe who will be served
- describe the staff responsible for implementation and/or partners involved
- describe where the service will be offered
- describe when in the grant term the activity will start and any start-up needed

You may chose to include or may be asked to include additional information to provide a fuller understanding of the service.

**First 5 San Francisco
Scope of Work Narrative**

Agency: Children's Council of San Francisco	Grant Year: 2013/14
Project/Initiative: FCCQN Capacity Building	

Project Description and Goals

Increase the capacity of the Family Child Care Quality Network staff to provide relevant and efficacious support and technical assistance and for participants in the Network to increase their program effectiveness and quality, in alignment with the California Race to the Top Quality Continuum Framework.

Goals:

1. Provide immediate assistance to FCCQN Quality Consultants in coaching skills, while assessing long-term training and support needs to increase Consultant and program capacity.
2. Provide foundational training to FCCQN Quality Consultants in competencies for effective technical assistance, and to FCCQN supervisors in supporting staff learning.
3. Provide introductory training for the majority of FCCQN participants, and more intensive follow-up to 30-50% of participants in foundational knowledge around DRDP and CLASS tools.
4. Define FCCQN standards for Quality Consultant competencies.
5. Develop a baseline and assess training needs for FCCQN Quality Consultants in relation to the defined Competencies, and create training, supports, and staffing plans to achieve these.
6. Develop a baseline and assess training needs for FCCQN participants' capacities as defined by the RTT Quality Continuum Framework.
7. Develop plans for expanded training and professional development for FCCQN participants based on the assessments and learning experiences of the initial Work Plan period.

Project Activities

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Service 1: Skill building activities in foundations of coaching and reflective practice for quality consultants.	Phone sessions, monthly webinars, 1-2 day training.	9 Quality consultants and 2 managers	Horizons in Learning, SFFCCQN managers	Fall retreat via Webinar and at Children's Council of SF &/or other off-site venue.	Activities to be completed in July - December 31, 2013
Coaching for Success Webinar	4 sessions to be held monthly	9 Quality consultants and 2 managers	SFFCCQN managers	Children's Council of SF	Activities to be completed by December 31, 2013
Individualized coaching for leadership team and managers	2 sessions per person each month = total of 88 sessions	Managers and consultants	Horizons in Learning, SFFCCQN managers	Children's Council of SF and Wu Yee	Activities to be completed by December 31, 2013
Fall Retreat focused on: Conscious Coaching, Leadership training and transition	3 days	9 Quality consultants and 3 managers	Horizons in Learning, SFFCCQN managers	Off site venue	By October 2013
CLASS Training by Teachstone for Pre-K and Toddler Tools	2 days each	9 Quality consultants and 2 managers and other trainers tbd	SFFCCQN Managers and Training Manager	Children's Council of SF and or Wu Yee	By March 2014 *To be contracted with Teachstone by November
Service 2: Engage in activities to identify and articulate additional Quality Consultant Competencies. The result of these activities is are draft documents identifying Competencies and Skills of Quality Consultants.	2 site visits 1 day for review of Pathway document 1 day for review of TA standards	9 Quality consultants	SFFCCQN managers.	Children's Council of SF and Wu Yee	Activities to be completed in July - December 2013
Site visits to effective FCC Quality Networks	Two visits (one in LA, CA)	FCCQN Manager and Wu Yee Manager	SFFCCQN managers. Identified Effective Network Organizations	Off site to be identified	Activities to be completed in November 2013.
Review QRIS pathway components and national QRIS TA standards for FCC TA providers.	4 days research, review and recommendations	SFFCCQN managers.	SFFCCQN managers.	Children's Council, Wu Yee	Activities to be completed by October 2013
Service 3: FCCQN will finalize Quality Consultant	1 day planning	Up to 30 Stakeholders	FCCQN Manager, Wu	Children's Council, Wu Yee	September - December

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Competencies and create a system for assessment of staff.	session, with follow-up		Yee Manager, Children's Council Deputy Director		2013
Service 4: Assessment of Quality Consultants' training and professional development needs according to Competencies	Initially once and reassessment semi-annually.	9 Quality consultants	FCCQN Manager, Wu Yee Manager, Quality Consultants	Children's Council, Wu Yee	September - December 2013
Service 5: Service 5. Engage in activities to aid in development of competencies of Network members as identified in QRIS matrix	Multiple formats (see below)	100-200 Network providers	FCCQN Manager, Wu Yee Manager, Children's Council Training Manager	Children's Council, Wu Yee, other training venues as appropriate.	October 2013- December 2013
CLASS training for members who are not in CARES Plus.	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of instruction.	90% Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and off-site as needed	October 2013- December 2013
DRDP Training for Network Members	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of instruction.	90% Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and off-site as needed	October 2013- December 2013
QRIS Orientation for Network Members	1 orientation each month, for 3 months, in 3 languages (English, Spanish, Cantonese) for a total of 9 orientations	90% of Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and offsite as needed	October 2013- December 2013

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Service 6. Systematic Assessment of Network Member professional development and training needs according to QRIS matrix	Initially conducted, updated and reviewed annually. Estimated 1 hour x 210 providers = 210 hours.	90% of Network members	FCCQN Manager, Wu Yee Manager, Quality Consultants	Children's Council, Wu Yee, Network Member FCC sites	September - December 2013
Service 7. Develop Phase II Logic Model, PD Pathways Framework and proposed budget plan describing future implementation of training and professional development plans for Quality Consultants and Network Members.	Meeting and work sessions as needed.	5-10 program management and staff leaders	FCCQN Manager, Wu Yee Manager, Children's Council Deputy Director	Children's Council, Wu Yee, other meeting venues as appropriate.	September - December 2013

First 5 San Francisco Performance Measures Form 2013-2014

Agency/Program Name: Children's Council of San Francisco/Family Child Care Quality Network

Service 1: Skill building activities in foundations of coaching and reflective practice for quality consultants.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of Coaching for Success Webinars	1	3			4	Report number of completed webinars	Training Logs
Number of coaches and managers who complete webinar series		11			11	Report number of individual completing 75% of series sessions	Sign in sheets
Number of completed coaching sessions with individuals	16	24			40	Report number of unduplicated coaching sessions completed.	Training Logs
Retreat implemented and attended by coaches and managers		1			1	Enter retreat completion.	Training Logs
% of consultants and managers who report that activities increased coaching efficacy in identified areas.		11			11	Enter survey results	survey compilation

Service 2: Engage in activities to identify and articulate additional Quality Consultant Competencies. The result of these activities is are draft documents identifying Competencies and Skills of Quality Consultants.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of sites identified for benchmarking	2				2	Report number of benchmarking site visits arranged	Correspondence
Visits Completed by FCCQN staff		2			2	Report number of benchmarking visits completed	Visit reports
Draft documents completed		1			1	Report draft document completion	document

Service 3: FCCQN will finalize Quality Consultant Competencies and create a system for assessment of staff.

Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of stakeholders who review draft document		30			30	Enter number of stakeholders providing input	Input logs
Assessment System is created based on revised document		1			1	Enter completion of system	Assessment forms
Final Document of Consultant Competencies and Knowledge is created		1			1	Report final document completion	final document

Service 4: Assessment of Quality Consultants' training and professional development needs according to Competencies

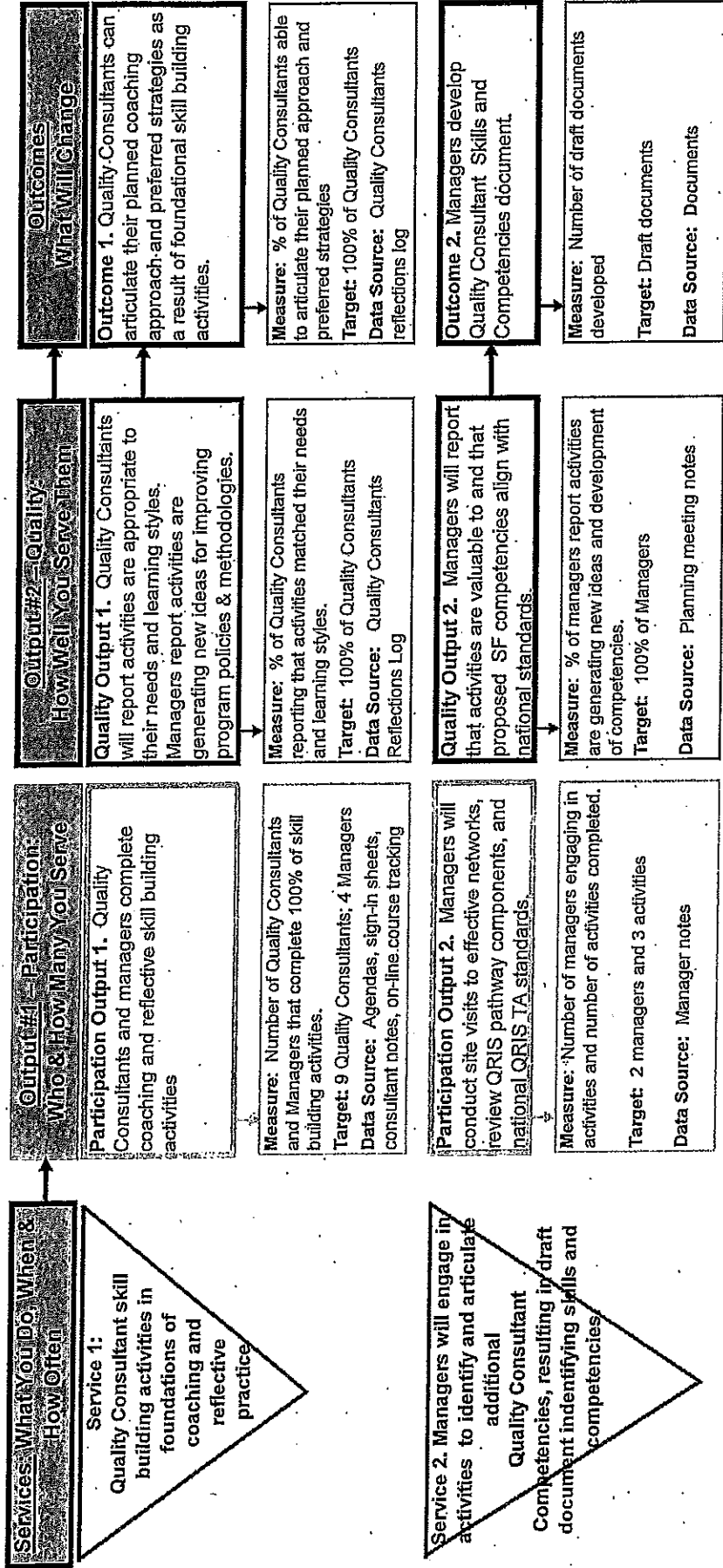
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Assessment of Quality Consultants' training and professional development needs according to Competencies							

LOGIC MODEL AND EVALUATION PLAN - PLANNING PERIOD

Name of Agency: Children's Council of San Francisco

First 5 San Francisco Strategic Plan Goal: Providers have the knowledge, skills, and motivation to continuously improve and enhance the quality of early education settings.

Project Goal Statement - To provide targeted training opportunities to Family Child Care Quality Network participants and enable FCCQN Consultants to support providers in accessing and using these learning opportunities.



Service 3. FCCQN will finalize Quality Consultant Competencies and create a system for assessment of staff.

Participation Output 3. Managers will share early draft of Quality Consultant Competencies with consultants, partners, and funders for feedback.

Measure: Number of stakeholders provided opportunity for feedback
Target: 30 Stakeholders
Data Source: Feedback Notes

Quality Output 3. Managers will refine competencies document based on stakeholder feedback.

Measure: Number of revised documents developed
Target: 2 revised documents
Data Source: Revised documents

Outcome 3. FCCQN will finalize Quality Consultant Competencies and will develop supporting materials for assessment.

Measure: Number of final documents and supporting materials developed
Target: 1 final documents and 1 supporting materials for assessment
Data Source: Final documents and materials

Service 4. Assessment of Quality Consultants' training and professional development needs according to Competencies

Participation Output 4. Quality Consultants assessed for further training/professional development needs according to Competencies.

Measure: Number of Quality Consultants assessed
Target: 9 Quality Consultants
Data Source: Assessments

Quality Output 4. Assessments will be conducted in a high-quality respectful manner and will produce relevant information.

Measure: % of Quality Consultants reporting that assessments were conducted with quality and respect
Target: 100% of Quality Consultants
Data Source: Quality Consultant Interviews

Outcome 4. Assessments will support the development of individual and group training plans for Quality Consultants' ongoing professional development.

Measure: Number of individual and group training plans developed for Quality Consultants
Target: 9 Individual Professional Development Plans and 1 Group Training Plan
Data Source: Training/professional development plans

Service 5. Engage in activities to aid in development of competencies of Network members as identified in QRIS matrix

Participation Output 5. Network members engage in activities based on need for CLASS, DRDP training and QRIS orientation.

Measure: Number of network members engaging in activities and number of activities completed.
Target: 200 network members and over 27 training activities
Data Source: Participation logs

Quality Output 5. Network members report that activities matched their needs and learning styles.

Measure: % of Network members report that activities matched their needs and learning styles
Target: 100% of Network members
Data Source: Satisfaction survey

Outcome 5. % of Network members report activities are improving program practices and development of competencies.

Measure: Number of network members showing improvement on QIP or increased use of QRIS tools
Target: 50% of Network Members
Data Source: Wells

First 5 San Francisco Performance Measures Form 2013-2014

Agency/Program Name: Children's Council of San Francisco/Family Child Care Quality Network

	meeting logs and notes	8	8	Q1	Q2	Q3	Q4	Annual	meeting logs and notes
Number of meetings held to complete model, framework and budget plan	8	8							
Enter number of events where draft plan is completed and shared with stakeholders	2	2							
Final products developed; Logic model, PD pathways framework for FCCQN and budget	3	3							
Service:									
Number of meetings held to complete model, framework and budget plan	8	8							meeting logs and notes
Enter number of events where draft plan is completed and shared with stakeholders	2	2							meeting logs and notes
Final products developed; Logic model, PD pathways framework for FCCQN and budget	3	3							products
Service:									
Number of meetings held to complete model, framework and budget plan	8	8							CMS Activity
Enter number of events where draft plan is completed and shared with stakeholders	2	2							Set-up
Final products developed; Logic model, PD pathways framework for FCCQN and budget	3	3							Data Source
Service:									
Number of meetings held to complete model, framework and budget plan	8	8							CMS Activity
Enter number of events where draft plan is completed and shared with stakeholders	2	2							Set-up
Final products developed; Logic model, PD pathways framework for FCCQN and budget	3	3							Data Source
Service:									
Number of meetings held to complete model, framework and budget plan	8	8							CMS Activity
Enter number of events where draft plan is completed and shared with stakeholders	2	2							Set-up
Final products developed; Logic model, PD pathways framework for FCCQN and budget	3	3							Data Source
Service:									