

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF EARLY CHILDHOOD**

FIRST AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

**WU YEE CHILDREN'S SERVICES
1000027035**

FIRST AMENDMENT

This AMENDMENT of the, JULY 1, 2022 Grant Agreement (the "Agreement") is dated as of JULY 1, 2024 and is made in the City and County of San Francisco, State of California, by and between WU YEE CHILDREN'S SERVICES ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through SAN FRANCISCO DEPARTMENT OF EARLY CHILDHOOD ("Department").

RECITALS

WHEREAS, On October 12, 2021, Department issued Request for Proposals **#960 Early Care and Education (ECE) Integrated Services**; and

WHEREAS, Grantee submitted a proposal and was the highest ranked proposal; and

WHEREAS, Department awarded the agreement to Grantee; and

WHEREAS, On July 1, 2022, Department and Grantee entered into an agreement for early care and education integrated services to support the City's implementation of the San Francisco Citywide Plan for early care and education ("Original Agreement"); and

WHEREAS, The Original Agreement has a term of July 1, 2022 to June 30, 2024, and a not to exceed amount of \$144,496,672; and,

WHEREAS, The Board of Supervisors approved the Original Agreement by Resolution Number 383-22 on September 13, 2022; and

WHEREAS, The term of the Original Agreement expired as of June 30, 2024;

WHEREAS, City and Grantee, each by their conduct, continued their contractual relationship consistent with the Original Agreement, despite the passing of the expiration date;

WHEREAS, City and Grantee desire to memorialize their continued contractual relationship by entering into this First Amendment extending the same terms and conditions as the Agreement;

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to revise contract provisions, revise the scope of services, extend the performance period, and increase compensation paid; and

WHEREAS, the City's [name of Commission or Board of Supervisors] approved this First Amendment by [INSERT RESOLUTION NUMBER] on [INSERT DATE OF COMMISSION OR BOARD ACTION];

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

2. San Francisco Labor and Employment Code. As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

3. Modifications to the Agreement. The Grant Agreement is hereby modified as follows

(a) Article 1(n) Grant Plan

Section is hereby deleted and replaced in its entirety to read as follows :

“Grant Plan” shall have the meaning set forth in Appendix A-1.

(b) Section 3.2 Duration of Term

Section is hereby deleted and replaced in its entirety to read as follows (new text in bold):

3.2 Duration of Term. The term of this Agreement shall commence on **JULY 1, 2022**, and expire on **JUNE 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

(c) Section 4.2(b) Grantor Vaccination Policy

Section 4.2(b) (“Grantor Vaccination Policy”) of the Grant Agreement is hereby deleted in its entirety.

(d) Section 5.1 Maximum Amount of Grant Funds

Section is hereby deleted and replaced in its entirety to read as follows (new text in bold):

In no event shall the amount of the Grant Funds disbursed hereunder exceed **TWO HUNDRED SIXTEEN MILLION FOUR HUNDRED SIXTY-SEVEN THOUSAND NINE HUNDRED FIFTY** Dollars (**\$203,252,668**) in the period from July 1, 2022 to June 30, 2025.

In no event shall the amount of the Grant Contingency Funds disbursed hereunder exceed **THIRTEEN MILLION TWO HUNDRED FIFTEEN THOUSAND TWO HUNDRED EIGHTY-TWO** Dollars (**\$13,215,282**) in the period from July 1, 2022 to June 30, 2025.

The maximum amount of Grant Funds and Contingency Funds disbursed hereunder shall not exceed **TWO HUNDRED SIXTEEN MILLION FOUR HUNDRED SIXTY-SEVEN THOUSAND NINE HUNDRED FIFTY** Dollars (**\$216,467,950**) in the period from July 1, 2022 to June 30, 2025.

Grantee understands that the maximum amount of funds identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program.

Budget(s) attached to this Agreement as Appendix B and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by the Department and the Controller.

Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

(e) Section 16.22 Compliance with Other Laws

Section is hereby deleted and replaced in its entirety to read as follows (new text in bold):

(a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

(b) **Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.**

(f) **Appendix A.** of the Grant Agreement currently describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-1, pg. 1-12, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

(g) Appendix B. of the Grant Agreement currently displays the original total amount of **\$144,496,672**

Such section hereby superseded in its entirety by Appendix B-1, Calculation of Charges, which displays updated budget.

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 Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY
DEPARTMENT OF EARLY CHILDHOOD

GRANTEE:
WU YEE CHILDREN'S SERVICES

By: _____
Ingrid X. Mezquita
Executive Director
Department of Early Childhood

By: _____
Monica Walters
Chief Executive Officer

Federal Tax ID: 94-2387002
City Supplier ID: 000008025

Approved as to Form:

David Chiu
City Attorney

By: _____
Valerie J. Lopez
Deputy City Attorney

**Appendix A-1 – Services to be Provided
Wu Yee Children’s Services of San Francisco
Early Care and Education Integrated Services
July 1, 2022 to June 30, 2025**

1) DEFINITIONS

0-5 Continuity	Eligible population families who lose subsidy eligibility for state funding may continue in care until their child reaches kindergarten with the support of local funding
AP	Alternative Payment state contracted child care vouchers: AP Agencies are those public or private non-profit agencies contracting with California Department of Education to administer child care voucher programs
CAPP	California Alternative Payment Program
CARES 3.0	Compensation and Retention Early Educator Stipend
Case Management	A continuum of support for families from the beginning of the child care navigation and enrollment process through referral to other child care options. In the case of FCS case closure or termination of Bridge Program funding enhanced case management also includes trauma-informed coaching for providers as appropriate to ensure a successful child care placement.
CDE	California Department of Education
CDSS	California Department of Social Services
CPAC	Childcare Planning and Advisory Council
CBO	Community-based organizations, including Family Resource Centers
DEC	San Francisco Department of Early Childhood
DEC Fully Funded (MRA funded)	DEC fully funded enrollments through an MRA Funding Agreement with an ELFA Qualified Provider
DHS	San Francisco Department of Human Services, a division of HSA
Early Learning SF (ELSF)	Early Learning SF (ELSF) is a centralized eligibility and waiting list designed to assist families in connecting with quality early care and education options.

ECE	Early care and education
ELFA	San Francisco Early Learning for All System, which are local funds: 1) fully funded at the ELFA calculated rate, 2) tuition credit rate, or 3) are an enhancement to a state or federally subsidized child, to reimburse at the ELFA calculated rate. DEC may determine, over time, changes in costs or tiers for ELFA reimbursement.
ELFA-Tuition Credit	Early Learning for All Tuition Credit provides families with children ages 0-5 a tuition credit (equal to 50% of the ELFA fully funded rate) who earn above 110% AMI up to 150% AMI. The full tuition credit is applied to the provider's published rate.
ELFA-Voucher	Early Learning for All System vouchers for which the city is paying the full tuition at the ELFA calculated rate.
ELFA-Gap	Early Learning for All System (ELFA) Gap provides local funding to cover the "gap," when one exists, between the state's Regional Market Rate (RMR) for vouchers and the local ELFA voucher rate, should one exist.
Families Rising (FaR)	Families Rising (FaR) is a San Francisco mayoral initiative (formerly P500) that seeks to prevent the transfer of poverty from one generation to the next by providing meaningful pathways up and out of poverty, and by building an integrated and comprehensive system of care
FCS	Family and Children's Services. ECE for families in the At-Risk, CPS and Foster Care system in San Francisco; including the Emergency Child Care Bridge State Program.
HSA	San Francisco Human Services Agency
Low-Income	Families at or below 110% of the Area Median Income as determined by the California Department Education
Maximum Reimbursable Amount (MRA)	The Maximum Reimbursable Amount (MRA) is the maximum amount an ELFA qualified center can earn, as established in the FY 2022-2023, 2023-24 Funding Agreements, through a mix of DEC Fully-Funded, Tuition Credit and Title 5 ELFA Gap enrollments, calculated at the current ELFA rates. The MRA total funding for each center is based on the program's projected enrollments for the current fiscal year. MRA funding is to support enrollments through in-classroom instruction.
Program Year Continuity	Low-income families who lose state subsidy eligibility may continue in care until the end of the program year, typically prior to fall through an ELFA Bridge payment
QRIS	Quality Rating and Improvement System established by the State of California and adopted by San Francisco as a standard of quality. CA-QRIS Rating Matrix is only applicable to State Preschool funded Title 5 Programs.
QRIS State Quality Block Grant	CDE funded state stipends for quality in Title 5 contracted settings. Also, the basis for a local program for non-state contractors participating in the quality system.

Resource and Referral	Assisting parents in finding child care that best meets their family needs through the provision of robust, up-to-date information regarding licensed providers
San Francisco Citywide Plan for Early Care and Education	The San Francisco Board of Supervisors approved Early Care and Education plan to align early education goals, frameworks, funding, and outcomes targeting children birth through age five
Title 5 Gap (MRA funded)	DEC gap funding for Title 5 eligible enrollments where the Standard Reimbursement Rate (SRR) is below the ELFA rate through an MRA Funding Agreement with an ELFA Qualified provider
TrustLine	TrustLine is a database of license-exempt providers that have cleared criminal background checks in California. It's the only authorized screening program of in-home caregivers in the state with access to fingerprint records at the California Department of Justice and the FBI.

2) PURPOSE

The purpose of this grant is to provide Early Care and Education Integrated Services. Wu Yee Children’s Services (“The Grantee”) is central to the implementation of the DEC Citywide Plan for Early Care and Education (ECE), through the effective leveraging of state and federal child care subsidy opportunities for families and supporting the Early Learning for All System (ELFA) goals of continuity of care and choice in high quality care options for families.

A critical feature of the Citywide ECE plan is to ensure school readiness for all birth-to-5 children living in San Francisco. This includes effectively leveraging local, state, and federal child care funding for San Francisco families to have broad access to high quality, ECE programs. The plan also focuses on “continuity of care” to ensure children maintain their ECE enrollments until kindergarten; along with, supporting and empowering families and their programs with information to choose and maintain a high quality, ECE option that best suits their needs.

3) PRIORITY POPULATIONS

The San Francisco child care system serves the needs of families with children 0-5, with a focus on low-income families and a particular emphasis on providing targeted supports to families who continue to experience ongoing systemic inequities and racial discrimination.

4) LOCATION AND ACCESSIBILITY OF SERVICES

Grantee shall provide services in multiple languages (including, but not limited to: Spanish, Chinese, and English), in-person, by phone, email and online during the hours of at least 9:00 AM-5M PM Monday — Friday. Extended evening hours on a case by case as needed, will be broadly advertised to families and programs. In-person services will be at 888 Clay Street, SF, CA and 4900 3rd Street, SF, CA and at DEC-funded programs and other designated locations for on-site support, group training, or information sharing.

5) COMMUNICATIONS AND MESSAGING

Grantee will work closely with DEC to ensure messaging alignment with respect to Grantee's communications with ECE programs, community and government agencies, stakeholders, parents, and other members of the public.

6) DESCRIPTION OF SERVICES – EARLY CARE AND EDUCATION RESOURCE & REFERRAL AND SUBSIDY ADMINISTRATION.

Grantee will provide the following services:

A. Family and Provider Experience

- i) Grantee will streamline all relevant aspects of Family-Program Support (R&R) and ECE Case Management subsidy system administration to improve the experience for all families and child care providers served. The activities include, but are not limited to the following:
 - (1) Minimize points of contact (when possible) for each family and program when transitioning from a service/process within different teams/departments.
 - (2) Responsiveness to families and programs happens between 24-48 hours after being contacted, from the time of first contact to enrollment in a child care program, with targeted wait times for enrollment no more than 3 weeks.
 - (3) Promote greater utilization of its online "Care Portal" which allows providers and parents to easily access attendance sheets, explanations of payments and other required documents.
 - (4) Work to simplify what and how parents must report to make it easier for families to enroll in or maintain their ECE services.
 - (5) Improve online provider reporting, automating child eligibility screening and enrollment, and attendance tracking that could then be linked to payment calculation, billing, and reporting.

B. Family Resource & Referral (R&R)

- i) The Grantee will, through the Resource and Referral services, enhance the experience of eligible families, and connect them to quality ECE options that meet their needs; and that informs parents of the types of financial city support for ECE. Local R&R funding must also be directed to promote R&R services to be culturally and linguistically relevant to meet the needs of eligible families. The Grantee agencies should collaborate with other local, regional, and state organizations and with other key system stakeholders and initiatives that are critical to the local ECE system.
- ii) As proposed by the Grantee, their delivery of services approach will meet the needs of families, providers, and children in several ways. The Grantee will use a multi-tiered + family centered case management model that:
 - (1) Enhances the experience of eligible families and connects them to quality ECE options and enrollment funding that meet their needs.
 - (2) Local R&R funding must also promote R&R services that are culturally and linguistically relevant to meet the needs of families. The Grantee agencies should collaborate with other local, regional, and state organizations and with other key system stakeholders and initiatives that are critical to the local ECE system.

- (3) Will help all low-income families define and articulate their child care setting preferences, which will facilitate matches with subsidized care openings.
- (4) Uses a child care case management approach with priority populations that ensures follow-up on next steps, identifying barriers, updating Family Profiles, and connecting families to additional community resources, as needed, to support the needs of the whole family.
- (5) Utilize research-informed and comprehensive outreach approach to maximize priority population family engagement.
- (6) The multi-tiered model will aim to enhance the relationships with programs and use technology to ensure real-time vacancy information is used to provide “best Fit” child care referrals.

iii) **R&R Family Support:**

- (1) Develop, document, and implement an approach that prioritizes families based on needs and prioritized populations. Prioritized population families are offered based on need, comprehensive referral services with proactive follow-up over a specified period.
- (2) With Resource and Referral as the guiding point, ensure a seamless and integrated service delivery model across its internal departments to provide comprehensive family support services to low-income families based on their goals. These services meet families where they are and offer flexible and individualized support that affirms and builds on families’ strengths.
- (3) Counsel families in person, over the phone, via email, via text, and through other methods (e.g., mobile applications, etc.) about the child care support systems, eligibility, and types of child care providers, the Early Learning SF (ELSF) process, and related services available. Counseling should be culturally responsive and available in the languages of the prioritized populations and responsive to the schedules of the populations served.
- (4) Refer prioritized population families to social services and supports beyond child care, such as, but not limited to, Family Resource Centers for parenting classes/support groups, food assistance, housing, employment, health, financial support or management, and other needs.
- (5) Grantee will maintain and continuously improve on-line, printed, etc., information available that supports families’ ability to find and pay for child care that meets their needs.
- (6) Specific information available will include types and costs of care, types of and eligibility for financial assistance and, if available, indicators of quality care.

iv) **R&R Community Outreach:**

- (1) Engage in coordinated outreach and communication to maximize its engagement of Prioritized Population families.
- (2) Work with community-based organizations that work with the Prioritized Population (e.g., Family Resource Centers, neighborhood clinics and hospitals, family resource centers, recreation centers and parks, churches, Women Infant Children Clinics, San Francisco Public Library, etc.) so they have child care information on-hand and, knowledgeable staff who know how to refer families to the Grantee for more information about child care, assistance in finding child care and support in connecting to child care subsidies.

- (3) Utilize a variety of on-going outreach strategies, not limited to text-messaging, email, social media, and direct mail campaigns to specific neighborhoods to engage families. Determine the return-on-investment including measured impacts to services and customer satisfaction for implemented communication and outreach strategies.

C. First Aid Training

- i) Grantee will ensure CPR and First Aid training is available to child care providers, in their home language and/or provide translation as needed. Grantee will enter all trainings for programs (regardless of funding source) and their attendees' participation into the California ECE Workforce Registry per the protocol supplied by DEC.

D. Child Care Access, Enrollment & Case Management Services

i) Integrated Family-Child Care Case Management:

- (1) Grantee will work across its internal departments to provide integrated child care case management services for eligible families to assist them in accessing and maintaining quality early education experiences.
- (2) Grantee will provide case managed families with ongoing support and regular check-ins as family circumstances may change or their experiences over time with an early education provider may provide the Grantee with important information to better assist the family with their developing needs and circumstances.
- (3) Grantee will record case notes for every case managed family interaction to ensure they capture detailed information regarding the family's situation, needs, and recommended next steps.
- (4) Grantee will communicate with families 30 & 90 days after enrollment to ensure placement is a good fit and gather feedback on the family's child care search experience. This information will be compiled into an annual report providing insights for DEC and Grantee with key information for prospective policy and planning adjustments.

ii) Family Choice & Fiscal Leveraging:

- (1) Grantee will balance family choice and fiscal leveraging. On one hand, Grantee will counsel families on all applicable subsidized care options, emphasizing the importance of quality. Likewise, at certification, Grantee will screen families for state/federal subsidies to attempt to use those funds to support families, whenever possible.

iii) Continuity of Care:

- (1) Continuity of care is a key component of the DEC's design of programs and policies that support families' and children's consistent engagement in quality early learning experiences. If a family loses a state or federal subsidy:
 - (a) Grantee will work with DEC to enroll children in an ELFA-Voucher. Grantee will closely track the reasons families lose state or federal subsidy eligibility, with increased attention on those who fall out of eligibility at recertification.

(2) Local Child Care Subsidy Administration

(a) Early Learning for All System:

- (i) Grantee will administer the local Early Learning for All System (ELFA) child care program in partnership with Children’s Council of San Francisco’s ELFA administration work.
- (ii) Grantee will closely coordinate services and seamlessly integrate data and reporting with Children’s Council of San Francisco.

(b) ELFA-City (Voucher):

- (i) Grantee will administer ELFA-Vouchers (Fully Funded & Tuition Credit). For ELFA- Vouchers, Grantee will use monthly projections to determine the amount of funding available and enroll families accordingly through ELSF or via other DEC approved processes (e.g., two-way enrollment) following DEC’s priority enrollment policies.
- (ii) Grantee will certify families as eligible for ELFA-Voucher and manage the full subsidy administration process for both family and program. To ensure families who lose eligibility for state or federal subsidy programs can maintain continuity of care in their ELFA program, Grantee will work with the family and program to obtain an ELFA-Voucher.
- (iii) Depending on the needs and preferences of each family, the Grantee will develop a full understanding of the family’s circumstances, including early learning goals for their children, helping to guide them on their journey through the early education system and ultimately elementary school enrollment.

(c) Coordination with Homeless Child Care Case Management Grantee (Compass Family Services):

- (i) For homeless families waiting on Early Learning SF, seeking child care services, and/or receiving ELFA-Vouchers, the Grantee will work with Compass Family Services to determine funding availability and process provider payments. The grantee will maintain regular communication around trends in homeless families’ ability to secure child care.
- (ii) Grantee will collaborate closely with Compass Family Services to ensure efficient and effective child care subsidy enrollments.

7) DESCRIPTON OF SERVICES – EARLY LEARNING SF, FAMILY SUPPORT

- A.** Grantee will support families’ application to and use of Early Learning SF to secure quality child care.
- B.** Grantee will assist families in developing a profile and articulating preferences for care. Grantee will monitor activity within the system, and as families are matched with possible programs, follow-up with families via email, text, or phone calls, as appropriate, to support family exploration of options and progress toward enrollment in subsidized child care.

- C. New families assigned to the Grantee will have their ELSF application reviewed and be contacted for any additional information needed in accordance with agreements made at the ELSF Implementation meetings.
- D. Grantee will support to look for child care through manual referral.
- E. When a family applies to Early Learning SF and is assigned to Grantee, Grantee will reach out to screen them for eligibility for other state-/federally funded subsidy programs (such as CalWORKs) and conduct an in-depth phone interview to update eligibility and need information. If a family has been selected for a slot Grantee will contact the family to assist them in selecting a program and when necessary, provide a “warm handoff” to subsidy staff to facilitate an enrollment.
- F. For Center-MRA enrollments, Grantee will monitor Center-MRA vacancy reporting to support ELFA centers in appropriately maximizing MRA funding through enrollments.
- G. Grantee will support data integrity by, updating family applications, inactivating applications, and merging duplicates. All family applications assigned to Grantee will be updated as often as needed or at least quarterly. Grantee will also update individual family profiles outside of scheduled process as staff become aware of new information.
- H. The Grantee will maintain and continuously improve information available that supports families’ ability to find and pay for child care that meets their needs.
- I. Specific information provided will include types and costs of care, types of financial assistance, and indicators of quality care.

8) DESCRIPTION OF SERVICES – ADDITIONAL INTEGRATED SERVICES

- A. Grantee will provide the following:
 - i) Ensure there are signed confidentiality agreements for all its staff and members of collaborating agencies' staff that have access to publicly funded families’ information.
 - ii) In the event of a declared emergency, Grantee’s staff may be engaged as part of the city’s response to the disaster/declared emergency. Grantee agrees to ensure their staff receives city Emergency Response training, when notified as available by DEC.

9) SERVICE AND OUTCOME REPORTING OBJECTIVES – *Unless stated otherwise, each of the following objectives will be reported bi-annually in January and July. The report will be comprehensive and, where appropriate, include supporting back up documentation, narratives, and data.*

A. Multi-Tier service delivery approach

- i) **Service Objective:**
 - (1) Grantee will assess families at entry point to assign tier based on family need and will provide appropriate tiered service.
- ii) **Outcome Objective:**
 - (1) Grantee will report the number of families served in each tier of service. Data points to be included in the report include, but not limited to
 - (a) Priority population
 - (b) Income
 - (c) Service Tier received

B. Prioritization of Family's Needs

i) Service Objectives:

- (1) Grantee will support low-income families' articulate preferences for child care setting, which will facilitate matches with subsidized care openings.
- (2) Grantee will case manage families, especially of priority populations emphasizing assisting those families that need follow-up on next steps, and for whom barriers were identified so they can be connected to community resources.

ii) Outcome Objectives:

- (1) Grantee will report on families receiving a subsidy 60 days after enrollment to ensure care selection was a good fit and positive service experience.
- (2) Annually, Grantee will share insights from families reporting dissatisfaction with child care placement with DEC to inform ongoing system improvements.
- (3) Annually (in July), Grantee will share insights from families reporting dissatisfaction with child care placement with DEC to inform ongoing system improvements.
- (4) Grantee will report on families served and type of other service referral to other community-based organizations provided.

C. Community Outreach:

i) Service Objectives:

- (1) Grantee will develop interactive and meaningful outreach strategies that focus on building relationships with Families, Programs and the ECE community members.
- (2) Grantee's Outreach strategies must center on connecting and interacting with families and programs to building relationships, cultivating awareness, and ensuring actions and services are purposeful.

ii) Outcome Objectives:

- (1) Grantee will develop and/or refine its Community Engagement Strategy (Outreach) to focus, primarily, on making sure that families and programs know about and can navigate services provided by Grantee.
- (2) Annually (in July), Grantee will survey families to assess the efficiency of the Outreach Strategy and make sure the outputs of the outreach plan are meeting the needs of the family.
- (3) Grantee will evaluate effectiveness of outreach work and will refine or discontinue based on the data.
- (4) Grantee will report on the number of programs receiving CPR/First Aid training (by language) and the outreach efforts made to contact programs needing new or recurring certification, including, but not limited to:
 - (a) Outreach-communication strategy used to invite program participation.
 - (b) Modality of the training.
 - (c) Participants impact and satisfaction survey.

D. Family Supports – Internal Systems Integration:

i) Service Objectives:

- (1) Grantee will aim to streamline relevant aspects of the Resource and Referral and Child Care subsidy system administration and service delivery, to improve families and programs experience.
- (2) Grantee will provide high quality service to all clients by ensuring R&R and Subsidy systems and processes plan for, anticipate, and allow for efficiencies, regulatory compliance, and continuous improvement— establishing practices that meet the needs of families and their children.

ii) Outcome Objectives:

- (1) Grantee will provide access to all families and programs a visual diagram of the grantee’s service offerings and support pathways.
- (2) Annually (in July), Grantee will update the diagram of “path to services”, if needed, to ensure families and programs know where, who, what services they can receive from grantee.
- (3) Grantee will provide a report on plans to continuously improve the integration of services.

E. Subsidy Administration

i) Service Objectives:

- (1) Grantee will implement a child family -centered system to ensure all families unique preferences and each child’s development needs are prioritized.
- (2) Grantee will administer local, state, and federal funded child care subsidy program and will adhere to all program requirements, policies and laws related to the administration of programs.
- (3) Grantee will support all eligible families using a comprehensive and seamless child care case management and counseling about their child care options and focusing on strengthening a relationship for on-going assistance during their participation in the programs.
- (4) Grantee will serve the following average of monthly families and children (These numbers may be adjusted by DEC, as needed, during the contract term to reflect changes in funding or projected enrollments):
 - (a) Early Learning for All System - **ELFA-Fully Funded: 1300 children**
 - (b) Early Learning for All System - **ELFA-Tuition Credit: 400 children**
- (5) Grantee will conduct bi-annual provider meetings to provide information and request input on topics related to subsidy administration. Grantee will conduct post-event surveys to assess helpfulness of topics and gain insights into improving future meetings.
- (6) Grantee will establish a robust and seamless child care case management system to support Homeless at-risk families to ensure successful linkages to local, state and federally funded programs.
- (7) Grantee will provide monthly projections and revenue reports based on program budget allocations.

ii) Outcome Objectives:

- (1) Annually (in July), Grantee will submit a report containing the following:
 - (a) Annually (in July), Grantee will provide Family feedback data on the impact of services received. The report will include child age, zip code, and type of provider to the extent this information is provided by the family responding to the survey. At least 80% of families will report that services had a positive impact.
 - (b) Annually (in July), Grantee will provide program feedback data on the satisfaction with subsidy administration services. 100% of active ELFA Program programs will be reached out and Grantee will secure at least a 65% response. Report will include a summary of action plans for improvements based on the feedback received.
- (2) Grantee will report on #s and % families served and received an ECE-Care Plan as part of their certification intake. Plan includes, but not limited to:
 - (a) Number of child care referrals provided and zip codes.
 - (b) Child-family Needs Assessment.
 - (c) Child's Ages and Stages Information.
 - (d) Invitation and/or participation to parenting workshops or other parent training available.
 - (e) Inquiries around Transitional Kindergarten and/or Kindergarten.
 - (f) Program quality indicators and what to look for in a program.
 - (g) Child Care Subsidy Policies – Parent's Rights and Responsibilities.
- (3) Grantee will update as needed all parent and program policies and procedures handbooks and will make them available to all families and programs participating in any program.
- (4) Annually (in July), Grantee will provide a service delivery plan that supports a robust and seamless child care case management system to support Homeless at-risk families.

10) Monitoring Activities

- A. Program Monitoring:** Program monitoring will include review of case files, Grantee development and training activities, program policies and procedures, accessibility and cultural competence of program materials, job descriptions, reporting requirements, client data tracking and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

11) Reporting Requirements - Any change in state reporting requirements shall supersede the following grant requirements.

A. Monthly R&R Administration Reports

- i. Provide a monthly report** (no later than the 15th day following the end of the reporting month) of the number of families provided comprehensive Tier service counseling and referral services that includes, but it's not limited to:
 - 1. Tier 1: All Families** - Standard R&R Counseling Services will provide:
 - a.** information on the types, costs, and options for child care.
 - b.** information on quality indicators.
 - c.** assistance structuring a child care search and creating a Family Profile.
 - d.** an overview of supports we provide related to child development and parenting, and referrals to child care providers.
 - 2. Tier 2: Low-Income Families** - Tier 2 families receive additional services, including:
 - a.** For pre-screened families eligible for a subsidy, staff explain subsidy options, enrollment process, required documentation and timelines.
 - b.** Staff will work with all families to develop Family Profiles, which will help them articulate their preferences for care, rank the importance of those preferences, and facilitate better matches with subsidized care openings.

B. Monthly Subsidy Administration Reports

Provide a detailed monthly summary report on subsidy child care projections and enrollments that illustrates the achievement of the subsidy Service Objectives identified above.

C. Bi-annual Reporting

Unless stated otherwise, each of the Service & Outcome objectives will be reported bi-annually in January and July. The report will be comprehensive and, where appropriate, include supporting back up documentation, narratives, and data.

D. Special Reporting

- i) Grantee will produce subsidy system ad hoc reports relevant for child care planning and policy purposes with reasonable notice.
- ii) Grantee will participate in evaluation requests pertaining to 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, Grantee and other stakeholders of the funded activities. Grantee may be requested to participate in evaluation activities designed by DEC.

E. Audit Response

Grantee will produce and submit corrective action plans related to any state and local audits

Monthly subsidy projection reports are to be submitted via email to the following:

- Ingrid Mezquita, Executive Director (Ingrid.Mezquita@sfgov.org)
- Armando Zapote, Access & Enrollment Manager, Early Learning Division, (Armando.Zapote@sfgov.org)
- Jason Holthe, Principal Analyst, Early Learning Division (Jason.Holthe@sfgov.org)
- Brenda Taylor, Senior Financial & Budget Analyst, Finance Division (Brenda.Taylor@sfgov.org)
- Anthony Tyson, Contracts Manager, (Anthony.Tyson@sfgov.org)

All reports including Monthly, Bi-Annual, and Annual Reports will be entered into the Contracts Management System (CARBON). Contact information is above for assistance with reporting requirements or submission of reports.

DEC ELS BUDGET SUMMARY										
BY YEAR										
Name								Term		
Wu Yee Children's Services								July 1, 2022 - June 30, 2025		
(Check One) New <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
If modification, Effective Date of Mod. No. of Mod.										
Program: ECE Integrated Services - ELS 22-25 + Tuition Credit Program										
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
Budget Reference Page No.(s)	Y1			Y2			Y3			Y1-Y3
Program Term	07/2022 - 06/2023			07/2023 - 06/2024			07/2024 - 06/2025			Total
Expenditures										
Salaries & Benefits	\$1,942,193	\$107,584	\$2,049,777	\$2,008,550	\$14,098	\$2,022,648	\$2,558,931	\$0	\$2,558,931	\$6,631,357
Operating Expense	\$354,063	(\$107,584)	\$246,479	\$287,706	(\$14,098)	\$273,608	\$395,912	\$0	\$395,912	\$915,999
Subtotal	\$2,296,257	\$0	\$2,296,257	\$2,296,256	\$0	\$2,296,256	\$2,954,843	\$0	\$2,954,843	\$7,547,356
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$344,438	\$0	\$344,438	\$344,438	\$0	\$344,438	\$443,226	0	\$443,226	\$1,132,103
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	\$0
Subtotal w/o Pass-Through	2,640,695	0	2,640,695	2,640,695	0	2,640,695	3,398,070	0	3,398,070	8,679,460
Direct Client Pass-Through	\$63,000,000	\$0	\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$68,573,208	\$0	\$68,573,208	\$194,573,208
Total Expenditures	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
DEC Revenues										
Mixed funding (local, state, etc.)	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
TOTAL DEC REVENUES	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
Other Revenues										
Prepared by: Mark Tao										Date: 6/25/24
DEC-CO Review Signature:										

**DEC ELS BUDGET SUMMARY
BY PROGRAM**

Name: **Wu Yee Children's Services** Term: **July 1, 2022 - June 30, 2025**

(Check One) New Modification
If modification, Effective Date of Mod. No. of Mod.

Budget Reference	Y1						Y2						Y3						Y1-Y3						
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised							
Program: ECE Integrated Services 22-25 + Tuition Credit Program	EL5 Subsidy			R&R			EL5 Subsidy			R&R			EL5 Subsidy			R&R			EL5 Tuition Credit Program			CONTRACT TOTAL			
Program Term	07/2022 - 06/2023						07/2023 - 06/2024						07/2024 - 06/2025						Y3 Total	07/2022-06/2025					
Expenditures																									
Salaries & Benefits	\$1,309,867	\$93,399	\$1,403,266	\$632,327	\$14,185	\$646,512	\$2,049,777	\$1,369,323	\$18,298	\$1,387,621	\$639,227	(\$4,200)	\$635,027	\$2,022,648	\$1,468,608	\$0	\$1,468,608	\$801,393	\$0	\$801,393	\$288,930	\$0	\$288,930	\$2,568,931	\$6,631,357
Operating Expense	\$244,494	(\$93,399)	\$151,095	\$109,570	(\$14,185)	\$96,885	\$246,479	\$185,037	(\$18,298)	\$166,739	\$102,669	\$4,200	\$106,869	\$273,608	\$200,343	\$0	\$200,343	\$130,352	\$0	\$130,352	\$65,217	\$0	\$65,217	\$395,912	\$915,999
Subtotal	\$1,554,360	\$0	\$1,554,360	\$741,896	\$0	\$741,896	\$2,296,257	\$1,554,360	\$0	\$1,554,360	\$741,897	\$0	\$741,897	\$2,296,256	\$1,668,951	\$0	\$1,668,951	\$931,744	\$0	\$931,744	\$354,148	\$0	\$354,148	\$2,954,843	\$7,547,356
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$233,154	\$0	\$233,154	\$111,284	\$0	\$111,284	\$344,438	\$233,154	\$0	\$233,154	\$111,285	\$0	\$111,285	\$344,438	\$250,343	\$0	\$250,343	\$139,762	\$0	\$139,762	\$53,122	\$0	\$53,122	\$443,226	\$1,132,103
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal w/o Pass-Through	\$1,787,514	\$0	\$1,787,514	\$853,181	\$0	\$853,181	\$2,640,695	\$1,787,514	\$0	\$1,787,514	\$853,181	\$0	\$853,181	\$2,640,695	\$1,919,294	\$0	\$1,919,294	\$1,071,506	\$0	\$1,071,506	\$407,270	\$0	\$407,270	\$3,398,070	\$8,679,460
Direct Client Pass-Through	\$63,000,000	\$0	\$63,000,000	\$0	\$0	\$0	\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$0	\$0	\$0	\$63,000,000	\$45,000,000	\$0	\$45,000,000	\$0	\$0	\$0	\$23,573,208	\$0	\$23,573,208	\$68,573,208	\$194,573,208
Total Expenditures	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$46,919,294	\$0	\$46,919,294	\$1,071,506	\$0	\$1,071,506	\$23,980,478	\$0	\$23,980,478	\$71,971,278	\$203,252,668
DEC Revenues																									
Mixed funding (local, state, etc.)	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$46,919,294	\$0	\$46,919,294	\$1,071,506	\$0	\$1,071,506	\$23,980,478	\$0	\$23,980,478	\$71,971,278	\$203,252,668
TOTAL DEC REVENUES	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$46,919,294	\$0	\$46,919,294	\$1,071,506	\$0	\$1,071,506	\$23,980,478	\$0	\$23,980,478	\$71,971,278	\$203,252,668
Other Revenues																									
Prepared by: Mark Tao																									
DEC-OO Review Signature																									

BUDGET SUMMARY														
Name														
Wu Yee Children's Services														
(Check One) New <input checked="" type="checkbox"/> Modification <input type="checkbox"/>														
If modification, Effective Date of Mod. No. of Mod.														
Program: ECE Integrated Services FY22-25 - ELFA Voucher + Tuition Credit Program														
	Y1			Y2			Y3						Y1 - Y3	
Program Term	FY22/23			FY23/24			FY24/25						FY22/25	
	ELS Subsidy			ELS Subsidy			ELS Subsidy			ELS Tuition Credit				
Expenditures	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Total	
Salaries & Benefits	\$1,309,867	\$93,399	\$1,403,266	\$1,369,323	\$18,298	\$1,387,621	\$1,468,608	\$0	\$1,468,608	\$288,930	\$0	\$288,930	\$4,548,425	
Operating Expense	\$244,494	(\$93,399)	\$151,095	\$185,037	(\$18,298)	\$166,739	\$200,343	\$0	\$200,343	\$65,217	\$0	\$65,217	\$583,394	
Subtotal	\$1,554,360	\$0	\$1,554,360	\$1,554,360	\$0	\$1,554,360	\$1,668,951	\$0	\$1,668,951	\$354,148	\$0	\$354,148	\$5,131,819	
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	
Indirect Cost (Line 16 X Line 15)	\$233,154	\$0	\$233,154	\$233,154	\$0	\$233,154	\$250,343	\$0	\$250,343	\$53,122	\$0	\$53,122	\$769,773	
Capital Expenditure	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal w/o Pass-Through	\$1,787,514	\$0	\$1,787,514	\$1,787,514	\$0	\$1,787,514	\$1,919,294	\$0	\$1,919,294	\$407,270	\$0	\$407,270	\$5,901,592	
Direct Client Pass-Through	\$63,000,000	\$0	\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$45,000,000	\$0	\$45,000,000	\$23,573,208	\$0	\$23,573,208	\$194,573,208	
Total Expenditures	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800	
DEC Revenues														
Local Funding	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800	
TOTAL DEC REVENUES	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800	
Other Revenues														
Total Revenues	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800	
Full Time Equivalent (FTE)														
Prepared by: Mark Tao														
DEC-CO Review Signature:														

Salaries & Benefits Detail														
POSITION TITLE					Y1			Y2			Y3			TOTAL
	Agency Totals		For DEC Program		FY22/23			FY23/24			FY24/25			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by DEC (Max 100%)	Adjusted FTE	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
<i>Program Director</i>	\$173,250	1.00	14%	0.14	\$83,994	(67,822)	\$16,172	\$53,288	(53,288)	\$0	\$24,488		\$24,488	40,660
<i>ELS Manager:</i>	\$122,556	1.00	100%	1.00	\$105,604	29,535	\$135,139	\$116,720	6,532	\$123,252	\$122,556		\$122,556	380,947
<i>Family Services Supervisor (2):</i>	\$86,732	2.00	200%	2.00	\$149,470	23,013	\$172,483	\$165,204	(3,822)	\$161,383	\$173,464		\$173,464	507,329
<i>Family Services Specialist: (6)</i>	\$70,565	6.00	600%	6.00	\$366,509	39,473	\$405,982	\$403,188	42,300	\$445,488	\$423,390		\$423,390	1,274,860
<i>Scholarship Specialist: (2)</i>	\$75,446	2.00	200%	2.00	\$130,034	20,600	\$150,634	\$143,707	14,671	\$158,378	\$150,892		\$150,892	459,904
<i>ELS Data Administrator</i>	\$80,237	1.00	100%	1.00	\$77,913		\$77,913	\$76,416		\$76,416	\$80,237		\$80,237	234,566
<i>Office Manager</i>	\$64,777	1.00	24%	0.24	\$12,067		\$12,067	\$4,936		\$4,936	\$15,712		\$15,712	32,715
<i>Resource Specialist</i>	\$94,498	1.00	8%	0.08	\$6,711		\$6,711	\$7,200		\$7,200	\$7,599		\$7,599	21,509
<i>Lead Family Services Specialist</i>	\$76,680	1.00	100%	1.00	\$66,073	10,600	\$76,673	\$73,033	7,553	\$80,586	\$76,680		\$76,680	233,939
TOTALS	\$844,742	16.00		13.46	\$998,374	55,399	\$1,053,773	\$1,043,691	13,947	\$1,057,638	\$1,075,018	\$0	\$1,075,018	\$3,186,429
FRINGE BENEFIT RATE	36.6%													
EMPLOYEE FRINGE BENEFITS					\$ 311,493	\$ 38,000	\$349,493	\$ 325,632	\$ 4,351	\$329,983	\$393,591		\$393,591	1,073,066
TOTAL SALARIES & BENEFITS					\$1,309,867	\$93,399	\$1,403,266	\$1,369,323	\$18,298	\$1,387,621	\$1,468,608	\$0	\$1,468,608	\$4,259,495

	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
	Y1			Y2			Y3			Y1-Y3
	FY22-23			FY23-24			FY24-25			FY22--25
Expenditure Category										TOTAL
Other Program Supplies	\$2,380	(\$2,180)	\$200	\$951	(\$216)	\$735	\$2,624		\$2,624	\$3,559
Office Supplies	\$8,120	(\$6,000)	\$2,120	\$2,364	\$2,999	\$5,363	\$9,800		\$9,800	\$17,283
Translations	\$2,255	(\$2,255)	\$0	\$2,323	(\$1,743)	\$580	\$2,487		\$2,487	\$3,066
Outreach Materials/ Engagement	\$1,000	(\$200)	\$800	\$1,030	(\$1,030)	\$0	\$1,103		\$1,103	\$1,903
Consultants	\$14,585	(\$11,910)	\$2,675	\$5,731	(\$1,313)	\$4,418	\$16,210		\$16,210	\$23,303
Technology Support	\$35,000	(\$31,000)	\$4,000	\$21,050	\$4,165	\$25,215	\$23,000		\$23,000	\$52,215
Subscription & Membership Fees	\$38,000	\$14,777	\$52,777	\$39,140	(\$1,736)	\$37,404	\$12,789		\$12,789	\$102,970
Staff Training	\$16,000	(\$15,840)	\$160	\$4,480	(\$2,671)	\$1,809	\$10,640		\$10,640	\$12,609
Forums/ Workshops/ Conferences	\$3,000	(\$1,760)	\$1,240	\$3,090	\$351	\$3,441	\$5,308		\$5,308	\$9,989
Meeting Expenses	\$1,000	(\$1,000)	\$0	\$1,030	(\$340)	\$690	\$1,103		\$1,103	\$1,793
Provider Services Related Expenses	\$5,000	(\$1,000)	\$4,000	\$5,150	(\$3,600)	\$1,550	\$5,513		\$5,513	\$11,063
Parent Activities	\$3,500	(\$2,000)	\$1,500	\$3,605	(\$3,555)	\$50	\$3,859		\$3,859	\$5,409
Travel	\$2,000	(\$1,862)	\$138	\$2,060	(\$1,629)	\$431	\$3,087		\$3,087	\$3,656
Computer Expenses	\$20,000	(\$18,874)	\$1,126	\$5,600	(\$5,481)	\$119	\$7,050		\$7,050	\$8,295
Finger Printing/ Transcript / Immunizations	\$0		\$0	\$0		\$0	\$812		\$812	\$812
Postage & Delivery	\$8,000	(\$5,000)	\$3,000	\$3,240	(\$2,999)	\$241	\$1,787		\$1,787	\$5,028
Office Copier	\$1,634	(\$1,230)	\$404	\$1,683	(\$1,683)	\$0			\$0	\$404
Rent	\$47,748		\$47,748	\$49,180	\$3,593	\$52,773	\$50,247		\$50,247	\$150,768
Utilities	\$8,002	(\$1,500)	\$6,502	\$8,242		\$8,242	\$9,443		\$9,443	\$24,187
Janitorial Services & Supplies	\$10,767	(\$2,600)	\$8,167	\$8,090	\$2,038	\$10,128	\$12,930		\$12,930	\$31,225
Building Repair & Maintenance	\$4,510	(\$1,600)	\$2,910	\$4,645	(\$3,000)	\$1,645	\$5,080		\$5,080	\$9,635
Telephone/ Fax/ Internet/ Email	\$9,074	\$635	\$9,709	\$9,346	(\$972)	\$8,374	\$10,221		\$10,221	\$28,304
Equipment Leases	\$1,000	(\$500)	\$500	\$1,030	\$663	\$1,693	\$952		\$952	\$3,145
Equipment Repairs/Maintenance	\$1,919	(\$500)	\$1,419	\$1,977	(\$139)	\$1,838	\$4,300		\$4,300	\$7,557
TOTAL OPERATING EXPENSE	\$244,494	(\$93,399)	\$151,095	\$185,037	(\$18,298)	\$166,739	\$200,343	\$0	\$200,343	\$518,176

DEC BUDGET SUMMARY													
Name													
Wu Yee Children's Services													
(Check One) New <input checked="" type="checkbox"/> Modification													
If modification, Effective Date of Mod. No. of Mod.													
Program: ECE Integrated Services FY22-25 - Resource & Referral + Tuition Credit Program													
	Y1			Y2			Y3			Y1-Y3			
Budget Reference Page No.(s)	FY22-23			FY23-24			FY24-25			FY22-25			
	Resource & Referral			Resource & Referral			Resource & Referral			Tuition Credit Program			
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	TOTAL
Expenditures													
Salaries & Benefits	\$632,327	\$14,185	\$646,512	\$639,227	(\$4,200)	\$635,027	\$657,952	\$0	\$657,952	\$143,441	\$0	\$143,441	\$2,082,932
Operating Expense	\$109,570	(\$14,185)	\$95,385	\$102,669	\$4,200	\$106,869	106,201	-	106,201	\$24,151	\$0	\$24,151	\$332,606
Subtotal	\$741,896	\$0	\$741,896	\$741,897	\$0	\$741,897	\$764,153	\$0	\$764,153	\$167,592	\$0	\$167,592	\$2,415,538
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$111,284	\$0	\$111,284	\$111,285	\$0	\$111,285	\$114,623	\$0	\$114,623	\$25,139	\$0	\$25,139	\$362,331
Capital Expenditure													
Subtotal w/o Pass-Through	\$853,181	\$0	\$853,181	\$853,181	\$0	\$853,181	\$878,776	\$0	\$878,776	\$192,730	\$0	\$192,730	\$2,777,868
Direct Client Pass-Through	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$853,181	\$0	\$853,181	\$853,181	\$0	\$853,181	\$878,776	\$0	\$878,776	\$192,730	\$0	\$192,730	\$2,777,868
DEC Revenues													
Local Funding	\$853,181		\$853,181	\$853,181		\$853,181	\$878,776		\$878,776	\$192,730		\$192,730	\$2,777,868
TOTAL DEC REVENUES	\$853,181		\$853,181	\$853,181		\$853,181	\$878,776		\$878,776	\$192,730		\$192,730	\$2,777,868
Other Revenues													
State Funding	262,000		262,000	268,550	\$0	268,550	\$ 394,427	\$0	394,427				924,977
Total Revenues	\$1,115,181	\$0	\$1,115,181	\$1,121,731	\$0	\$1,121,731	\$1,273,203	\$0	\$1,273,203	\$192,730		\$192,730	\$3,702,845
Full Time Equivalent (FTE)													
Mark Tao													

Program Name: Early Care and Education (ECE) Integration Services - Resource and Referral

POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by DEC (Max 100%)	Adjusted FTE	Original	Modification	Revised	Original	Original	Modification	Original	Modification	Revised	Y1-Y3
					Y1			Y2			Y3			
					FY22-23			FY23-24			FY24-25			
<i>Program Director</i>	173,250	1	7%	0.07	\$29,072	2,500	\$31,572	45,675	(14,000)	31,675	\$12,331		\$12,331	\$75,578
<i>R&R Manager</i>	98,700	1	32%	0.32	\$51,283	8,358	\$59,641	72,450	8,800	81,250	\$31,258		\$31,258	\$172,149
<i>R&R Specialist (6)</i>	69,339	6	81%	4.57	\$284,491	31,320	\$315,811	259,772	6,000	265,772	\$316,721		\$316,721	\$898,304
<i>R&R Coordinator (2)</i>	79,730	2	79%	1.52	\$39,198	15,280	\$54,478	57,650	13,000	70,650	\$121,318		\$121,318	\$246,446
<i>R&R Specialist/data analyst</i>	86,114	0	0%	-	\$77,913	(47,490)	\$30,423	51,668	(17,000)	34,668	\$0		\$0	\$65,092
<i>Community Hub Coordinator</i>	82,577	1	0%	-	0		\$0	0		0	\$0		\$0	\$0
TOTALS		11		6.48	\$481,956	\$9,968	\$491,924	\$487,216	(\$3,200)	\$484,016	\$481,628	0	\$481,628	\$1,457,569
FRINGE BENEFIT RATE	36.6%													
EMPLOYEE FRINGE BENEFITS					150,370	4,217	154,587	152,011	(1,000)	151,011	176,324		176,324	\$481,923
TOTAL SALARIES & BENEFITS					\$632,327	14,185	\$646,512	639,227	(4,200)	635,027	\$657,952	0	\$657,952	\$1,939,491

Program Name: Early Care and Education (ECE) Integration Services - Resource and Referral

Operating Expense Detail

Expenditure Category	Y1			Y2			Y3			Revised
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
	FY22-23			FY23-24			FY24-25			Total
Outreach Materials/ Engagement	2,000	(1,000)	1,000	2,060	(1,200)	860	2,318		2,318	4,177
Subscription & Membership Fees	5,077	2,800	7,877	5,229	4,200	9,429	4,988		4,988	22,294
Staff Training	3,177	(2,800)	377	1,272	2,200	3,472	2,977		2,977	6,826
Forums/ Workshops/ Conferences	1,029	(500)	529	1,060	900	1,960	1,134		1,134	3,623
Translations	2,211	(2,211)	0	1,277	(600)	677	1,387		1,387	2,065
Meeting Expenses	1,000	(1,000)	0	1,030	(400)	630	800		800	1,430
Provider Support Expenses	3,235	(3,235)	(0)	1,144	(800)	344	500		500	844
Travel	1,500	(1,350)	150	1,545		1,545	1,600		1,600	3,295
Computer Expenses	6,579	(6,100)	479	2,776		2,776	2,681		2,681	5,936
Licenses/ Permits/ Taxes	(0)		(0)	(0)		(0)				(0)
Finger Printing/ Transcript/ Immunizations	241	24	265	248	400	648	265		265	1,179
Office Supplies	2,401	(1,000)	1,401	2,473	500	2,973	3,029		3,029	7,402
Postage & Delivery	231	0	231	238		238	255		255	724
Rent	53,369	4,027	57,396	54,970		54,970	57,802		57,802	170,168
Utilities	8,418	(1,400)	7,018	8,671		8,671	7,567		7,567	23,256
Janitorial Services & Supplies	10,000	(500)	9,500	9,300		9,300	9,996		9,996	28,797
Building Repair & Maintenance	3,000	(600)	2,400	3,090	(1,000)	2,090	3,902		3,902	8,392
Telephone/ Fax/ Internet/ Email	4,503	1,000	5,503	4,638		4,638	4,500		4,500	14,641
Equipment Repairs/Maintenance	200	260	460	206		206	500		500	1,165
Office Copier	1,400	(600)	800	1,442		1,442				2,242
TOTAL OPERATING EXPENSE	109,570	(14,185)	95,385	102,669	4,200	106,869	106,201	0	106,201	308,455