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 THRITY 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 <u>FOURTEEN</u> <u>MILLION FIVE HUNDRED SEVENTY FOUR THOUSAND SIX HUNDRED TWENTY</u> <u>EIGHT</u> Dollars (<u>\$14,574,628.00</u>) in the period from JULY 1, 2013 to JUNE 30, 2014.

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

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 THRITY 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

Bv

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	Q1/Advance :	Q2 Provider	Q3 Provider	Q4 Provider
Provider no	Provider Payment	Payment	Payment :	Payment :
"laten than:	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.

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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
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Title Provider Support Programs	Planning of program. Coordinate retreat, meetings, consultants and trainings. Deliver QRIS trainings.
Manager	
FCCQN Manager	To oversee FCCQN Consultants, evaluate professional development plans, visit other sites to evaluate competencies
] .	
Child Development	To coordinate QRIS Orientation, develop curriculum, deliver training in Spanish, and enter provisional assessments
Specialist	
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 SERVICE	S PROFESSIONAL SERVICES NARRATIVE
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Title :	
Horizons in Learning CLASS Training for FCCQN	3 day retreat with 2 consultants, 40-1 hour individualized coaching sessions On-site CLASS training for Pre-k and Toddier. Offered to others in the region as room allows.
Consultants	
Consultant	Lead DRDP and CLASS trainings, once a month, 3 languages, 6 hours each, at \$100/hour
SUBCONTRACTS	SUBCONTRACTS NARRATIVE
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None	
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Materials for Retreat Copying and printing	Books and other materials purchased through Horizons in Learning. Printing and copying materials for trainings and other needs,
rogram Supplies	Misc office and program supplies including binders, flip charts, pens, etc. for retreats and trainings.
ostage	Mailings to providers regarding trainings and other information. Other postage as needed for program management.
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oaching for Success	Monthly weblnars provided by Horizons in Learning.
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avel and lodging for onsultants	Airfare= 500. 3 nights hotel= 100/each, Food, mileage, parking=200
gistics for Retreat	Site rental, food, parking
avel for site visits	airfare to LA and another location, lodging and food, rental car, parking, and misc travel expenses.
onthly QRIS Orientation	Food, coffee, and other materials for Monthly QRIS Orientation- 3 months, 3 languages for a total of 9 sessions.
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MINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
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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.

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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:

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- describe who will be served
- describe the staff responsible for implementation and/or partners involved
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- describe when in the grant term the activity will start and any start-up needed

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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.

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, SIFFCCQN mariagers	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	9 Quality consultants	SFFCCQN managers	Children's Council of SF	Activities to be completed by
W Collina	monthly	and 2 managers	·	Council of 51	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 dentifying Competencies and Skills of Quality	2 site visits 1 day for review of Pathway document 1 day for review of TA standards	9 Quality consultants	SFFCGON managers.	Children's Council of SE 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.
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2. A MORNIN WIND CO. CO. Law Sept. 2007; 2007; 2007.		Up to 30 Stakeholders	FCCQN Manager, Wu		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	for the read of th	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 4 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	FCCON Mahager, 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 Gons ultants and Network Members,	Meeting and work sessions as needed;	S-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.	Seprember - December 2013

Company of the Compan							Set-up
	101	. Q2	Q3.	C Q4	*Annual*	Reporting instructions	
imber of Coaching for Success Webinars	1	3			4	Report number of completed webinars	Training Logs
imber of coaches and managers who complete ebinar series		· 11			11	Report number of individual completing 75% of series sessions	Sign in sheets
Imber of completed coaching sessions with dividuals	16	24			40	Report number of unduplicated coaching sessions completed.	Training Logs
etreat implemented and attended by coaches and managers		1			1	Enter retreat completion.	Training Logs
of consultants and managers who report that tivities increased coaching efficacy in identified eas.		11		•	11	Enter survey results	survey compilation
ervice 2: Engage in activities to identify and ocuments identifying Competencies and Ski				y Consu	Itant Con	npetencies. The result of these activities is are draft	CMS Active Set-up
Performance Measures	Q1 W.	Q2-1	Q3.4.s.	Q4	Annual	Reporting Instructions	Data Sour
umber of sites identified for benchmarking	.2				2	Report number of benchmarkinig site visits arranged	Correspon nce
sits Completed by FCCQN staff		2			2	Report number of benchmarking visits completed	Visit repor
raft documents completed		1			1	Report draft document completion	document
	<u> </u>						
ervice 3: FCCQN will finalize Quality Consu	Itant Com	petencie	s and cre	ate a sys	stem for	assessment of staff.	CMS Activ
·		•					Set-up
·		•	2 ₩/Q3 × ∞			Reporting Instructions Enter number of stakeholders providing input	
umber of stakeholders who review draft	Q1,***	Q2	2 ₩/Q3 × ∞		Annual	Reporting Instructions	Set-up Dafa Sour
umber of stakeholders who review draft ocument seessment System is created based on revised	Q1,555	Q2	2 ₩/Q3 × ∞		Annual 30	Reporting Instructions Enter number of stakeholders providing input	Set-up Data:Sour Input logs Assessme
umber of stakeholders who review draft ocument seessment System is created based on revised ocument inal Document of Consultant Competencies and	Q1,555	Q2	2 ₩/Q3 × ∞		Annual 30	Reporting Unstructions Enter number of stakeholders providing input Enter completion of system	Set-up Data Sour Input logs Assessme forms final

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.

Services What You Do, When & How Often

Service 1:
Quality Consultant skill
building activities in
foundations of
coaching and
reflective
practice

Output#1 - Participation Who & How Many You Serve

Participation Output 1. Quality Consultants and managers complete coaching and reflective skill building cactivities

Measure: Number of Quality Consultants and Managers that complete 100% of skill building activities.

Target: 9 Quality Consultants: 4 Managers
Data Source: Agendas, sign-in sheets,
consultant notes, on-line course tracking

Participation Output 2. Managers will conduct site visits to effective networks, review QRIS pathway components, and national QRIS TA standards.

Measure: Number of managers engaging in activities and number of activities completed.

Target: 2 managers and 3 activities

Data Source: Manager notes

Output #2,=Quality How Well You Serve Them

Quality Output 1. Quality Consultants will report activities are appropriate to their needs and learning styles. Managers report activities are generating new ideas for improving program policies & methodologies.

Measure: % of Quality Consultants reporting that activities matched their needs and learning styles.

Target: 100% of Quality Consultants
Data Source: Quality Consultants
Reflections Log

Quality Output 2. Managers will report that activities are valuable to and that proposed SF competencies align with national standards.

Measure: % of managers report activities are generating new ideas and development of competencies.

Target: 100% of Managers

Data Source: Planning meeting notes

<u>Outcomes</u> What Will Change

Outcome 1. Quality Consultants can articulate their planned coaching approach and preferred strategies as a result of foundational skill building activities.

Measure: % of Quality Consultants able to articulate their planned approach and preferred strategies

Target: 100% of Quality Consultants

Data Source: Quality Consultants
reflections log

Outcome 2. Managers develop Quality Consultant Skills and Competencies document.

Measure: Number of draft documents developed

Target: Draft documents

Data Source: Documents

Service 2. Managers will engage in activities to identify and articulate additional Quality Consultant Competencies, resulting in draft document indentifying skills and competencies.

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

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

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

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

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

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

Measure: Number of revised documents developed

Target: 2 revised documents

Data Source: Revised documents

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

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 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

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

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: Wels

umber of quality consultants who complete	Maria International	(GRAPHIZANI)	部が他ので影響	家族Q4mma		Reporting/Instructions Enter number of consultants assessed	assessment
sessment	ļ	່			9	Enter number of consultants assessed	Itool
umber of staff development plans created		. 9			9	Enter number of plans completed	plans
ummary report completed on consultant PD	-	1			1	Report final document completed	report
eeds		·	1	. '			` ``
ervice 5: Engage in activities to aid in develo	pment of	f compet	encies of	Network	members	as identified in QRIS matrix	CMS Activity Set-up
	Q 1	₩ Q2	Q370	Q4	Annual	alReporting Instructions	Data Source
umber of DRDP training conducted in multiple inguages		3			9	·	
lumber of CLASS training conducted in multiple anguages	. 3	3 : 6			9		
lumber of QRIS training conducted in multiple anguages	3	3	6		9		
lumber of participants who attend DRDP raining.	. 60	100	0		160		
lumber of participants who attend QRIS training	60	0 12	0		180		
Number of participants who attend CLASS raining	. 4	5 .6	0 :		105		
Number of children impacted by improved eacher eficacy							
Service 6. Systematic Assessment of Networ	k Membe	er profes	sional de	velopmer	it and tra	ining needs according to QRIS matrix	CMS Activit Set-up
AND THE PERSON NAMED OF TH	01a	2 2028	(j (Q3)	Q4	Annual	ReportingInstructions	Data Sourc
Number of provisional assessments completed	3	19	90		220	Report number of QRIS provisional assessments completed	Wels
Number of meetings held to complete assessments		2	7	-	9	Report number of meetings with consultants held to complete assessments	
						,	
Service: Service 7.Develop Phase II Logic Mo training and professional development plans						budget plan describing future implementation of ers.	CMS Activ
•				•		•	
·	•			-		Reporting Instructions	Data Sour

Number of meetings held to complete model, framework and budget plan	·	8		·	8	Enter number of meetings held	meeting logs and notes
Enter number of events where draft plan is completed and shared with stakeholders		2	-		2	Enter number of meetings held	meeting logs and notes
Final products developed: Logic model, PD pathways framework for FCCQN and budget		3			3	Enter number of products developed	producs
Service:	<u>.</u>						CMS Activity Set-up
	Q1gF	Q2-44	S Q3 S	****Q4	MAnnual*	Reporting Instructions.	*Data Source
Service:							CMS Activity Set-up
	Q1	, Q2	Q34	Q4, E	Annual	Reporting Instructions 1	
					<u> </u>		outreach flyer outreach
		·		,	1-		flyer
Service:							CMS Activity Set-up
	% C1016€	Q2	Q3 ₃₈	10%Q4*	Annual	Reporting Instructions.	Data Source
]	ļ			

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	Q1/Advance :	Q2 Provider	Q3 Provider	Q4 Provider
Provider no	Provider Payment	Payment	Payment _i	Payment !
"laten than:	August 31	December 31	March 31 ¹	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	444.400	400.000	400.050
Health Benefits SUBTOTAL:	\$11,100 \$11,100	\$29,950 \$29,950	\$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 SUBTOTAL:	\$67	\$800	\$800
SUBILITAL	\$1,497	\$3,400	\$3,400
ADMINISTRATIVE COSTS	#270	PCOO	\$600
Audit Insurance	\$378 \$264	\$600 \$425	\$600 \$425
Admin Postage & Reproduction	\$407	\$2,000	\$2,000
Rent and Utilities	\$8,928 ·	\$18,000	\$2,000 \$18,000
Telephone	\$564	\$700 \$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

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First 5 San Francisco Scope of Work Narrative

Agency: Children's Council of San Francisco	Grant Year: 2013/14
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Review QRIS pathway components and national QRIS TA standards for FCC TA providers	4 days research, review and recommendati ons	SFFCCQN managers.	SFFCCQN managers.		Activities to be completed by October 2013
Services FCGON will finalize Quality Consultant		N13 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			September

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 Mañager, 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
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Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
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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 Gonsultants and Network Members.	Meeting and work sessions as needed.	Sr10 program management and staff leaders	FCCON Manager, Wu Yee Manager, Children's Council Deputy Director		September December 2013

Service 1: Skill building activities in foundation	ns of coa	iching ar	d reflect	ive practi	ce for qu	ality consultants.	ÇMS Activity Set-up
Rerformance Measures	∭ Q1∋ ∦	∱⊪Q2⊪}	03.	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 vebinar series		11			11	Report number of individual completing 75% of series sessions	Sign in sheets
Number of completed coaching sessions with ndividuals	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 documents identifying Competencies and Ski				ty Consu	Itant Con	npetencies. The result of these activities is are draft	CMS Activi Set-up
Performance Measures.	Q1	Q2-	Q3/2x	Q4 3.	Annual	Reporting Instructions	Data Source
Number of sites identified for benchmarking	. 2				2	Report number of benchmarkinig site visits arranged	Correspon nce
Visits Completed by FCCQN staff		2			2	Report number of benchmarking visits completed	Visit repor
Draft documents completed		1			1	Report draft document completion	document
Service 3: FCCQN will finalize Quality Consu							CMS Activ Set-up
	Q13**			Q4.		Reporting Instructions	
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	Ì				1	Enter completion of system	Assessme forms
Final Document of Consultant Competencies and Knowledge is created					1	Report final document completion	final document
Service 4: Assessment of Quality Consultants	s' training	and pro	fessiona	l develop	ment nee	eds according to Competencies	CMS Activ Set-up

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.

Services: What You Do, When 8 How Often

Service 1:
Quality Consultant skill
building activities in
foundations of
coaching and
reflective
practice

Service 2. Managers will engage in/

activities to identify and articulate

additional

Quality Consultant

Competencies, resulting in draft

document indentifying skills and

competencies/

Output#1—Participation: Who & How Many You Serve

Participation Output 1. Quality Consultants and managers complete coaching and reflective skill building cactivities

Measure: Number of Quality Consultants and Managers that complete 100% of skill building activities.

Target: 9 Quality Consultants: 4 Managers
Data Source: Agendas, sign-in sheets,
consultant notes, on-line course tracking

Participation Output 2. Managers will conduct site visits to effective networks, review QRIS pathway components, and national QRIS TA standards.

Measure: Number of managers engaging in activities and number of activities completed.

Target: 2 managers and 3 activities

Data Source: Manager notes

Ovtput#2=Quality: How Well You Serve Them

Quality Output 1. Quality Consultants will report activities are appropriate to their needs and learning styles. Managers report activities are generating new ideas for improving program policies & methodologies.

Measure: % of Quality Consultants reporting that activities matched their needs and learning styles.

Target: 100% of Quality Consultants

Data Source: Quality Consultants

Reflections Log

Quality Output 2. Managers will report that activities are valuable to and that proposed SF competencies align with national standards.

Measure: % of managers report activities are generating new ideas and development of competencies.

Target: 100% of Managers

Data Source: Planning meeting notes .

<u>Outcomes</u> What Will Change

Outcome 1. Quality Consultants can articulate their planned coaching approach and preferred strategies as a result of foundational skill building activities.

Measure: % of Quality Consultants able to articulate their planned approach and preferred strategies

Target: 100% of Quality Consultants

Data Source: Quality Consultants

reflections log

Outcome 2. Managers develop
Quality Consultant Skills and
Competencies document.

Measure: Number of draft documents developed

Target: Draft documents

Data Source: Documents

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

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

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

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

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

Measure: Number of Quality Consultants asssessed

Target: 9 Quality Consultants

Data Source: Assessments

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

Measure: Number of revised documents developed

Target: 2 revised documents

Data Source: Revised documents

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

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 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

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

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: Wels

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training and professional development plans for Quality Consultants and Network Members.								
			Detle	Framow	ork and	proposed	budget plan describing future implementation of	CMS Activ
								Set-up

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	Enter number of products developed	producs
Service:			,				CMS Activity Set-up
	0 1	Q2**	QS	Q4	Annual	Reporting Instructions	Data Source
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