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

Third Amendment

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

RECITALS

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

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

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

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

- **1. Definitions.** The following definitions shall apply to this Amendment:
- **a. Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2012** between Grantee and City, as amended by

First Amendment, dated March 11, 2013.

Second Amendment, dated July 1, 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 THOUSAND</u> Dollars (<u>\$14,500,000.00</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>\$14,500,000.00</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 <u>FORTY MILLION SEVEN</u> <u>HUNDRED AND THIRTY THOUSAND</u> Dollars (<u>\$40,730,000.00</u>) 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 <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 JULY 1, 2014 to JUNE 30, 2015.

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

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

The term "Grant Plan" shall mean

See attached Scope Of Work and Budget

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

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

The term "Grant Plan" shall mean

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

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

	2012-13 ORIGINAL BUDGET	28 / Au	2013-14* PROPOSED BUDGET	2014-15* PROPOSED BUDGET
PERSONNEL	\$19.9	57 1074 3-5 03 12 \$19,912	\$20,000	\$20,000
Subsidy Payment Manager I/T Specialist	\$20,8	agent gi	\$21,000	\$21,000
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Health Benefits	\$12,0			\$13,000
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PFA Providers	\$8,950,0			\$13,548,000 \$875,000
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Telephone	\$8.30		\$8,450	\$8,450
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•	Part Colden	Kal		#44 F00 000
TOTAL BUDGET REQUEST:	;;; \$9, <u>9</u> 00,00	Qie \$11,730,000	\$14,500,000	\$14,500,000

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

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

Desired Outcome:

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

Objectives:

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

Activities and Deliverables:

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

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

Improving the efficiency and efficacy of PreschoolPlus program enrollment

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

New Appendix B

Appendix B--Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Budget.

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bsidy Payment Manager	Stephanie Nelson	Processes Provider Reim		0,50	\$20,844.00	\$0.00	\$0.00	\$20,844.00
Specialist	Eileen Sugai	Oversees SF3C Program		0.10	\$6,882.00	\$0,00	\$0.00	\$6,882.00
3C Manager	Lily Ma-Huang	Manages lists for SF3C	<u></u>	1.00	\$44,177.00	\$0.00	\$0.00	\$44,177.00
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Provider Support	Jessica	To plan and coordinate program, deliver tr	ainings,	0,30	\$7,920.00			ψ1,320.0
Programs Manager FCCQN Manager	Boehme Dawn Perry	arrange for logistics. To oversee FCCQN Consultants, evaluate		0.20	\$4,835.00			\$4,835.0
FCCQN Wallage	Dawn on,	professional development plans, visit other	r sites to			·		
		evaluate competencies	<u></u>		45.505.66			\$2,205.0
Child Development	Ruth	To coordinate QRIS Orientation, develop of	urriculum,	0.18	\$2,205.00			φ2,200.0°
Specialist	Rodriguez	deliver training in Spanish, and enter provi	SIONAL					
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FRINGE BENEFITS				<u> </u>				
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			Salary Benefit Ami)	%	2013-14 Request		In-Kind	Total
Benefit Name	Calculation	<u>v</u>	\$4,578.00		\$4,578.00			\$4,578.0
Total Benefits	14960"30.61	70	4 1,01 0.00					
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		TOTAL FRINGE	RENEETS	7.	\$4,578.00		4.1, 4,5 H	
		TO MET MINGE						
PROFESSIONAL SERV	/ICES			1::11				
	Y Y					OF-	045	2013-14
				erc'	2013-14 Request	Other -	Other - In-Kind	
Title	Function	the distribution of a cohing account	iono	rie _	\$10,400.00		III-KIIIG	\$10,400.0
Horizons in Learning	To lead 3- d	ay retreat and individualized coaching sess oddler, \$7000 each	ions	L	\$14,000.00			\$14,000.0
CLASS Training for FCCQN Consultants	pre-Kanu i	oddiei, 47 500 each					ļ	
Consultant	Lead CLAS	S and DRDP trainings			\$10,800.00 \$35,200.00		<u> </u>	\$10,800,0
		TOTAL PROFESSIONAL	SERVICES		430,200,00			
PURCONTRACTS								
SUBCONTRACTS								
•			Program	Admin	2013-14	Other -	Other -	
· · · · · · · · · · · · · · · · · · ·	,		. •			Onel	to Mind	Total
Agency	Function	Calculation	Costs	Costs	Request	Cash	in-Kind	
Agency None	Function	Calculation	Costs		Request \$0.00 \$0.00		in-Kind	
	Function		Costs		\$0,00		in-Kind	
None	***	Calculation TOTAL SUBCO	Costs		\$0,00 \$0.00			\$0.0
None	S	Calculation	Costs		\$0,00 \$0.00	narw, z	TANK A	\$0.0
None	S	Calculation TOTAL SUEGO	Costs	son or make	\$0.00 \$0.00	Other -	Other -	\$0.0 2013-14
None PROGRAM WATERIAL Expense	S	Calculation TOTAL SUBCO	Costs	son or make	\$0.00 \$0.00 2013-14 Request	Other - Cash	Other -	\$0.0 2013-14 Total
None PROGRAM MATERIAL Expense Materials for Retreat	Calculation	Calculation TOTAL SUBCC	Costs NTRACTS	copying	\$0.00 \$0.00	Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0
None PROGRAM WATERIAL Expense Materials for Retreat Copying and printing	Calculation \$300/month	Calculation TOTAL SUBCO TOTAL SUBCO Totaling support materials, \$100 for mism supplies including binders, pager, pens, 6	Costs NTRACTS c program costc, as need	copying	\$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00	Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies	Calculation \$300/month	TOTAL SUEGO TOTAL SUEGO for training support materials, \$100 for miss m supplies including binders, paper, pens, see 3 mailings @ 0.46 each + \$50/misc posts	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$326.00	Other - Cash	Other -	\$0.00 2013-14 Total \$585.00 \$1,000.00
None PROGRAM WATERIAL Expense Materials for Retreat Copying and printing	Calculation \$300/month	Calculation TOTAL SUBCO TOTAL SUBCO Totaling support materials, \$100 for mism supplies including binders, pager, pens, 6	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00	Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage	Calculation \$300/month misc prograi 200 provide	TOTAL SUEGO TOTAL SUEGO for training support materials, \$100 for miss m supplies including binders, paper, pens, see 3 mailings @ 0.46 each + \$50/misc posts	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$326.00	Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0
None PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies	Calculation \$300/month misc prograi 200 provide	TOTAL SUEGO TOTAL SUEGO for training support materials, \$100 for miss m supplies including binders, paper, pens, see 3 mailings @ 0.46 each + \$50/misc posts	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$326.00	Other - Cash	Other - in-Kind	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage	Calculation \$300/month misc prograi 200 provide	TOTAL SUEGO TOTAL SUEGO for training support materials, \$100 for miss m supplies including binders, paper, pens, see 3 mailings @ 0.46 each + \$50/misc posts	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$26.00 \$2,485.00	Other -	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX	Calculation \$300/month misc prograt 200 provides	Calculation TOTAL SUBCO Total Subcook for training support materials, \$100 for misma supplies including binders, paper, pens, so, 3 mailings @ 0.46 each+ \$50/misc posters, 3 mailings @ 0.46 each+ \$50/misc posters, and personal support materials, \$100 for misma supplies including binders, paper, pens, so, 3 mailings @ 0.46 each+ \$50/misc posters, and personal supplies including binders, paper, pens, so, and pensonal supplies including binders, paper, pens, so, and pensonal supplies including binders, pager, pensonal supplies including binders, pensonal supplies including b	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$2,485.00 2013-14 Request	Other -	Other - in-Kind	2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage	Calculation \$300/month misc prograt 200 provides	S for training support materials, \$100 for mism supplies including binders, paper, pens, s, 3 mailings @ 0.46 each + \$50/misc poster TOTAL PROGRAM M.	Costs NTRACTS c program cetc, as needige	opying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$26.00 \$2,485.00	Other -	Other -	2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session r	S for training support materials, \$100 for mism supplies including binders, paper, pens, s, 3 mailings @ 0.46 each + \$50/misc poster TOTAL PROGRAM M. s monthly Webinars	Costs INTRACIS Direction of the costs of the	popying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$2,485.00 2013-14 Request	Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session t 2 consultant	Calculation TOTAL SUEGO for training support materials, \$100 for misms supplies including binders, paper, pens, s. 3 mailings @ 0.46 each+ \$50/misc posters, 3 mailings @ 0.46 each+ \$50/misc poster	Costs NTRACTS program cetc, as need ge ATERIALS	copying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$26.00 \$2,485.00 2013-14 Request \$1,995.00	Other- Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EXI Expense Coaching for Success Webmars Verbinars Verbinars	Calculation \$300/month misc prograi 200 provides Calculation 12-session r 2 consultant @200	S for training support materials, \$100 for miss m supplies including binders, paper, pens, s rs, 3 mailings @ 0.46 each+ \$50/misc posts TOTAL PROGRAM M s monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food	Costs INTRACTS Dispersion of the control of the cost o	copying led	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$2,485.00 2013-14 Request \$1,995.00 \$2,000.00	Other - Cash	Other -	2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for	Calculation \$300/month misc prograt 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/	Calculation TOTAL SUBCO for training support materials, \$100 for mism supplies including binders, paper, pens, ers, 3 mailings @ 0.46 each+ \$50/misc posters, and the supplies with the	Costs NTRACIS program cetc. as needinge ATERIALS , mileage, a	copying led and parking parking or food and	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$26.00 \$2,485.00 2013-14 Request \$1,995.00	Other - Cash	Other -	2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, one	Calculation TOTAL SUECC for training support materials, \$100 for mism supplies including binders, paper, pens, ers, 3 mailings @ 0.46 each + \$50/misc posts, rotal PROGRAM Market PROGRAM Market PROGRAM Market Programmer Services of the	Costs NTRACIS program cetc. as needinge ATERIALS , mileage, a	copying led and parking parking or food and	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$2,485.00 2013-14 Request \$1,995.00 \$2,000.00	Other - Cash	Other -	2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits	Calculation \$300/month misc prograt 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, n, 50/ parking, 2 n	Calculation TOTAL SUECC for training support materials, \$100 for mism supplies including binders, paper, pens, ers, 3 mailings @ 0.46 each + \$50/misc posts. TOTAL PROGRAM M s monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food, rip to LA, one to another Jocation. 350/flight lay for car rental, 100/person for misc trave lights in LA, 3 nights in other location.	costs NTRACIS program costo, as need ge ATERIALS , mileage, as 50 day for program costo german costo germa	copying led and parking parking or food and including	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$374.00 \$2,485.00 2013-14 Request \$1,995.00 \$2,000.00 \$2,100.00 \$3,800.00	Other - Cash Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000,0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS	Calculation \$300/month misc prograt 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, n, 50/ parking, 2 n	Calculation TOTAL SUECC for training support materials, \$100 for mism supplies including binders, paper, pens, ers, 3 mailings @ 0.46 each + \$50/misc posts, rotal PROGRAM Market PROGRAM Market PROGRAM Market Programmer Services of the	costs NTRACIS program costo, as need ge ATERIALS , mileage, as 50 day for program costo german costo germa	copying led and parking parking or food and including	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$574.00 \$2,485.00 2013-14 Request \$1,995.00 \$2,000.00	Other - Cash Other - Cash	Other -	\$0.00 2013-14 Total \$585.00 \$1,000,00 \$574.00 \$326.00 2013-14 Total \$1,995.00 \$2,000.00 \$2,100.00 \$3,800.00
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS	Calculation \$300/month misc prograt 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, n, 50/ parking, 2 n	for training support materials, \$100 for mism supplies including binders, paper, pens, s, 3 mailings @ 0.46 each + \$50/misc posters, 3 monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another location. 350/flight lay for car rental, 100/person for misc trave lights in LA, 3 nights in other location. anguages, coffee, food and materials 100/ear	c program code, as need ge ATERIALS , mileage, as 50 day for p. 150/day for p. 1	and parking parking or food and including	\$0.00 \$0.00 \$0.00 2013-14 Request \$585.00 \$1,000.00 \$374.00 \$2,485.00 2013-14 Request \$1,995.00 \$2,000.00 \$2,100.00 \$3,800.00	Other - Cash Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS	Calculation \$300/month misc prograt 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, n, 50/ parking, 2 n	Calculation TOTAL SUECC for training support materials, \$100 for mism supplies including binders, paper, pens, ers, 3 mailings @ 0.46 each + \$50/misc posts. TOTAL PROGRAM M s monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food, rip to LA, one to another Jocation. 350/flight lay for car rental, 100/person for misc trave lights in LA, 3 nights in other location.	c program code, as need ge ATERIALS , mileage, as 50 day for p. 150/day for p. 1	and parking parking or food and including	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$574.00 \$326.00 \$2,485.00 \$2,485.00 \$2,400.00 \$2,100.00 \$3,800.00	Other - Cash Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS Orientation	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, one t lodging, 50/ parking, 2 n Oct-Dec, 3 la	for training support materials, \$100 for mism supplies including binders, paper, pens, s, 3 mailings @ 0.46 each + \$50/misc posters, 3 monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another location. 350/flight lay for car rental, 100/person for misc trave lights in LA, 3 nights in other location. anguages, coffee, food and materials 100/ear	c program code, as need ge ATERIALS , mileage, as 50 day for p. 150/day for p. 1	and parking parking or food and including	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$574.00 \$326.00 \$2,485.00 \$2,485.00 \$2,400.00 \$2,100.00 \$3,800.00	Other - Cash Other - Cash	Other -	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Coglistics for Retreat Travel for site visits Monthly QRIS Orientation	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, one t lodging, 50/ parking, 2 n Oct-Dec, 3 la	for training support materials, \$100 for mism supplies including binders, paper, pens, s, 3 mailings @ 0.46 each + \$50/misc posters, 3 monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another location. 350/flight lay for car rental, 100/person for misc trave lights in LA, 3 nights in other location. anguages, coffee, food and materials 100/ear	c program code, as need ge ATERIALS , mileage, as 50 day for p. 150/day for p. 1	and parking parking or food and including	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$585.00 \$1,000.00 \$32.6.00 \$2,485.00 \$2,485.00 \$2,000.00 \$2,100.00 \$3,800.00 \$10,795.00	Other - Cash Other - Cash	Other - In-Kind	\$0.0 2013-14 Total \$585.0 \$1,000,0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS Orientation	Calculation \$300/month misc progra 200 provides Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, one lodging, 50/c parking. 2 n Oct-Dec, 3 l	s for training support materials, \$100 for miss m supplies including binders, paper, pens, s rs, 3 mailings @ 0.46 each+ \$50/misc posts TOTAL PROGRAM M s monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another location. 350/flight day for car rental, 100/person for misc trave lights in LA, 3 nights in other location. anguages, coffee, food and materials 100/e TOTAL OTHER PROGRAM E	c program code, as need ge ATERIALS , mileage, as 50 day for p. 150/day for p. 1	and parking parking or food and including	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$75.00 \$73.00 \$2,485.00 \$2,485.00 \$2,100.00 \$2,100.00 \$3,800.00 \$10,795.00	Other - Cash Other - Cash	Other - In-Kind Other - Control - C	\$0.0 2013-14 Total \$585.0 \$1,000.0 \$574.0 \$326.0 2013-14 Total \$1,995.0 \$2,000.0 \$2,100.0 \$3,800.0
PROGRAM WATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS Orientation ADMINISTRATIVE COS	Calculation \$300/month misc prograt 200 provides Calculation 12-session t 2 consultant @200) 3 days, 350/ 2 staff, one of loging, 50/ parking, 2 r Oct-Dec, 3 is	For training support materials, \$100 for mism supplies including binders, paper, pens, or so, 3 mailings @ 0.46 each + \$50/misc posts TOTAL PROGRAM M. Sementhly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another Jocation. 350/flight day for car rental, 100/person for misc travelights in LA, 3 nights in other location. TOTAL OTHER PROGRAME	Costs NTRACIS program c etc. as need ge ATERIALS , mileage, a 50 day for r , 150/day for r , 150/day for r , 250 day for r	popying led and parking parking produced and including in the second sec	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$585.00 \$1,000.00 \$32.6.00 \$2,485.00 \$2,485.00 \$2,000.00 \$2,100.00 \$3,800.00 \$10,795.00	Other - Cash Other - Cash	Other - In-Kind	\$0.00 2013-14 Total \$585.00 \$1,000.00 \$574.00 \$326.00 \$2,100.00 \$2,100.00 \$3,800.00 \$3,800.00 \$900.00 2013-14 Total \$6,075.00
PROGRAM MATERIAL Expense Materials for Retreat Copying and printing Program Supplies Postage OTHER PROGRAM EX Expense Coaching for Success Webinars Travel and lodging for consultants Logistics for Retreat Travel for site visits Monthly QRIS Orientation ADMINISTRATIVE COS	Calculation \$300/month misc prograt 200 provides PENSES Calculation 12-session r 2 consultant @200) 3 days, 350/ 2 staff, on 50/ parking, 2 r Oct-Dec, 3 le	s for training support materials, \$100 for miss m supplies including binders, paper, pens, s rs, 3 mailings @ 0.46 each+ \$50/misc posts TOTAL PROGRAM M s monthly Webinars s * (500 airfare+3 nights hotel @ 100+ food day for room 15 participants 20/ day food, rip to LA, one to another location. 350/flight day for car rental, 100/person for misc trave lights in LA, 3 nights in other location. anguages, coffee, food and materials 100/e TOTAL OTHER PROGRAM E	Costs NTRACIS program c etc. as need ge ATERIALS , mileage, a 50 day for r , 150/day for r , 150/day for r , 250 day for r	popying led and parking parking produced and including in the second sec	\$0.00 \$0.00 \$0.00 \$0.00 \$1.000.00 \$574.00 \$274.00 \$2,485.00 \$2,485.00 \$2,100.00 \$2,100.00 \$3,800.00 \$10,795.00	Other - Cash Other - Cash	Other - In-Kind Other - Control - C	\$0.00 2013-14 Total \$585.00 \$1,000.00 \$574.00 \$326.00 \$1,995.00 \$2,000.00 \$2,100.00 \$3,800.00 \$3,800.00 \$900.00

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

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

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le	" Harts and trainings Deliver ORIS trainings.
ovider Support Programs	Planning of program. Coordinate retreat, meetings, consultants and trainings. Deliver QRIS trainings.
nager	To oversee FCCQN Consultants, evaluate professional development plans, visit other sites to evaluate competencies
CQN Manager	To oversee FCCQN Consulatios, evaluate processional and a supplication of the supplica
	To coordinate QRIS Orientation, develop curriculum, deliver training in Spanish, and enter provisional assessments
ild Development	To coordinate QKIS Offerhaubit, develop sufficiently constituting to the coordinate QKIS Offerhaubit, and the coordin
ecialist	
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	FRINGE BENEFITS NARRATIVE
INGE BENEFITS	FRINGE BEILE HO HAND
Pr 11	
nefit Name tal Benefits	FICA at 8%
(a) Delicins	Unemployment (SUI) at 1%
•	Workers' Comp at 3.5%
	401K Retirement at 1%
=	Medical at 17.1%.
	AND WALL OF THE WARD ATIVE
OFESSIONAL SERVICES	S PROFESSIONAL SERVICES NARRATIVE
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* :	
le	3 day retreat with 2 consultants, 40-1 hour individualized coaching sessions
rizons in Learning	3 day retreat with 2 consultants, 40-1 hour individualized coasting section as room allows. On-site CLASS training for Pre-k and Toddler. Offered to others in the region as room allows.
ASS Training for FCCQN	
onsultants	Lead DRDP and CLASS trainings, once a month, 3 languages, 6 hours each, at \$100/hour
onsultant	2004 91.01
JECONTRACTS	SUBCONTRACTS NARRATIVE
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ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
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ALVANORO DE COMPANION DE COMPAN	
kpense .	
rpense aterials for Retreat	Books and other materials purchased through Horizons in Learning.
kpense aterials for Retreat opyling and printing	Books and other materials purchased through Horizons in Learning. Printing and copying materials for trainings and other needs,
opense aterials for Retreat opying and printing ogram Supplies	Books and other materials purchased through Horizons in Learning. Printing and copying materials for trainings and other needs,
opense aterials for Retreat opying and printing ogram Supplies	Books and other materials purchased through Horizons in Learning.
opense aterials for Retreat opying and printing ogram Supplies ostage	Books and other materials purchased through Horizons in Learning. Printing and copyling materials for trainings and other needs. Misc office and program supplies including binders, tlip charts, pens, etc. for retreats and trainings. Mallings to providers regarding trainings and other information. Other postage as needed for program management.
opense aterials for Retreat opying and printing ogram Supplies ostage	Books and other materials purchased through Horizons in Learning. Printing and copyling materials for trainings and other needs. Misc office and program supplies including binders, tlip charts, pens, etc. for retreats and trainings. Mallings to providers regarding trainings and other information. Other postage as needed for program management.
opense aterials for Retreat opying and printing ogram Supplies ostage	Books and other materials purchased through Horizons in Learning. Printing and copying materials for trainings and other needs,
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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.

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

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

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

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

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

First 5 San Francisco Scope of Work Narrative

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

Project Description and Goals

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

Goals:

1. Provide immediate assistance to FCCQN Quality Consultants in coaching skills, while assessing long-term training and support needs to increase Consultant and program capacity.

2. Provide foundational training to FCCQN Quality Consultants in competencies for effective technical assistance, and to FCCQN supervisors in supporting staff learning.

3. Provide introductory training for the majority of FCCQN participants, and more intensive follow-up to 30-50% of participants in foundational knowledge around DRDP and CLASS tools.

4. Define FCCQN standards for Quality Consultant competencies.

5. Develop a baseline and assess training needs for FCCQN Quality Consultants in relation to the defined Competencies, and create training, supports, and staffing plans to achieve these.

6. Develop a baseline and assess training needs for FCCQN participants' capacities as defined by the RTT Quality Continuum Framework.

Develop plans for expanded training and professional development for FCCQN
participants based on the assessments and learning experiences of the initial Work Plan
period.

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

Description of Service & Activities	Duration (when and how often)	Target Population	Responsible staff/ Partners	Location of Service/ Activities	Timeline dates
Competencies and create a system for assessment of staff.	session, with follow-up		Yee Manager, Children's Council Deputy Director	$\begin{array}{c} T_{\rm eff} = T_{\rm eff} + T_{\rm eff} \\ T_{\rm eff} = T_{\rm eff} + T_{\rm eff} + T_{\rm eff} + T_{\rm eff} \\ T_{\rm eff} = T_{\rm eff} + T_{\rm eff} \\ T_{\rm eff} = T_{\rm eff} + T_{\rm eff} +$	2013.
Service 4: Assessment of Quality Consultants' training and professional development needs according to Competencies	Initially once and reassessment semi-annually.	9 Quality consultants	FCCQN Manager, Wu Yee Manager, Quality Consultants	Children's Council, Wu Yee	September – December 2013
Service 5: Service 5. Engage in activities to aid in development of competencies of Network members as identified in QRIS matrix	Multiple formats (see below)	100-200 Network providers	FCCQN Manager, Wu Yee Manager, Children's Council Training Manager	Children's Council, Wu Yee, other training venues as appropriate.	October 2013- December 2013
CLASS training for members who are not in CARES Plus.	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of instruction.	90% Network Providers	Training Manager, FCCQN Manager, and Wu Yee Manager	Children's Council, Wu Yee and off-site as needed	October 2013- December 2013
DRDP Training for Network Members	6 hrs of classes each month for 3 months in 3 languages (English, Spanish, and Cantonese) for a total of 54 hours of	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	instruction. 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	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 Service 7. Develop Phase II Lögic Model, PD Pathways Framework and proposed budget plan describing future implementation of training and professional development plans for Quality Consultants and Network	initially conducted, updated and reviewed annually. Estimated 1 hour x 210 providers = 210 hours. Meeting and work sessions as needed.	90% of Network members 5°10 program management and staff leaders	FCCON Manager, Wu Yee Manager, Quality Gonsultants FGCON Manager, Wu Yee Manager, Children's Council Deputy Director	Children's Council, Wu Yee, Network Member FCC sites Children's Council, Wu Yee, other meeting yenues as appropriate.	September - December 2013: September 2013:

First 5 San Francisco Performance Measures Form 2013-2014

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

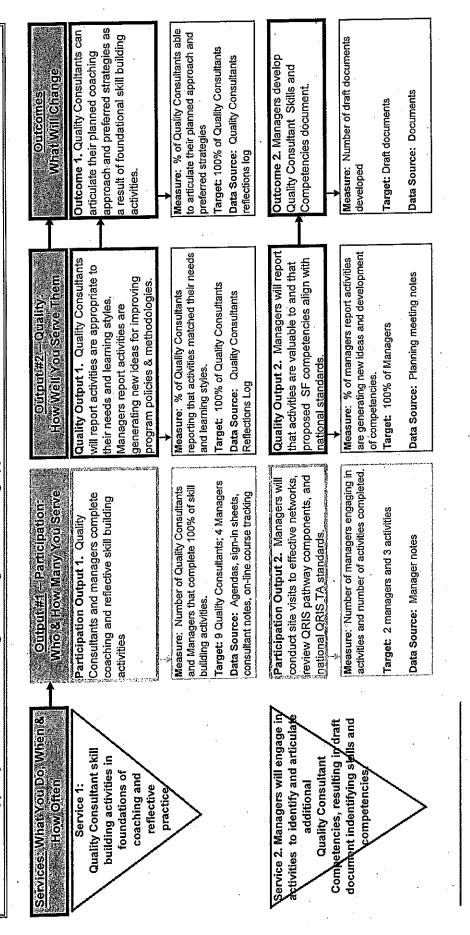
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Service 3: FCCQN will finalize Quality Consultant Competencies and create a system for assessment of staff.	sessment of staff.	Set-up
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LOGIC MODEL AND EVALUATION PLAN - PLANNING PERIOD

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.



and will develop supporting materials support the development of individual Measure: Number of network members and group training plans for Quality Quality Consultant Competencies Measure: Number of final documents Consultants' ongoing professional supporting materials for assessment Data Source: Final documents and Data Source: Training/professional improving program practices and Outcome 3. FCCQN will finalize and supporting materials developed Measure: Number of individual and Farget: 50% of Network Members group training plans developed for Farget: 9 Individual Professional Farget: 1 final documents and 1 Outcome 4. Assessments will Development Plans and 1 Group members report activities are showing improvement on QIP or levelopment of competenci % of Network increased use of QRIS tools Data Source: Wels Quality Consultants development plans for assessment. Outcome 5, development Training Plan materials Quality Output 4. Assessments will be Quality Output 3. Managers will refine reporting that assessments were conducted Quality Output 5. Network members Measure: Number of revised documents conducted in a high-quality respectful Measure: % of Network members report that activities matched their needs and competencies document based on eport that activities matched their Farget: 100% of Quality Consultants manner and will produce relevant farget: 100% of Network members Measure: % of Quality Consultants Data Source: Revised documents Data Source: Quality Consultant Data Source: Satisfaction survey Target: 2 revised documents needs and learning styles. stakeholder feedback, with quality and respect eaming styles nformation. gev<u>eloped</u> training/professional development needs Measure: Number of stakeholders provided Target: 200 network members and over 27 members engage in activities based on Participation Output 3. Managers will Measure: Number of Quality Consultants share early draft of Quality Consultant need for CLASS, DRDP training and Measure: Number of network members partners, and funders for feedback. Participation Output 5. Network engaging in activities and number of Consultants assessed for further Participation Output 4. Quality Competencies with consultants, Data Source: Participation logs Data Source: Feedback Notes according to Competencies. Target: 9 Quality Consultants Data Source: Assessments Farget: 30 Stakeholders opportunity for feedback QRIS orientation. activities completed raining activities asssessed reate a system for assessment Network members as identified in Quality Consultant Competencies development of competencies 6 Service 3. FCCQN will finalize Engage in activities to aid in raining and professional Assessment of Quality development needs Competencies Consultants' according to QRIS matrix Service 5, Service 4. of staff.

First 5 San Francisco Performance Measures Form 2013-2014

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

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First 5 San Francisco Performance Measures Form 2013-2014

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

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