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

First Amendment

THIS AMENDMENT (this "Amendment") is made as of **March 15, 2013**, in San Francisco, California, by and between **WestEd, Center for Child & Family Studies** ("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):

To provide citywide quality rating and program improvement services to early care and education providers; and

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

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 12, 2012** between Grantee and City, as amended by the:
- **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 for Quality Rating Services exceed **SEVEN-HUNDRED THIRTY-FIVE THOUSAND FOUR-HUNDRED AND EIGHTY-ONE** Dollars (\$735,481.00) in the period from **JULY 1**, 2012 to **JUNE 30**, 2013.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed EIGHT-HUNDRED NINETY-ONE THOUSAND AND FORTY Dollars (\$891,040.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

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Nor shall the amount of Grant Funds disbursed hereunder exceed **FOUR-MILLION SIX-HUNDRED FORTY-ONE THOUSAND AND FIVE-HUNDRED AND FIVE** Dollars **(\$4,641,505.00)** 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 for Quality Rating Services exceed <u>EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE</u> Dollars (\$867,761.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed <u>ONE-MILLION TWENTY-ONE THOUSAND THREE-HUNDRED AND THIRTY-THREE</u> Dollars (\$1,021,333.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

Nor shall the amount of Grant Funds disbursed hereunder exceed <u>FOUR-MILLION NINE-HUNDRED AND FOUR THOUSAND AND SEVENTY-EIGHT</u> Dollars <u>(\$4,904,078.00)</u> in the period from JULY 1, 2012 to JUNE 30, 2015.

b. Section Appendix B. Section Appendix B—Definition of Grant Plan of the Agreement currently reads as follows:

See attached OLD Appendix B

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

See attached NEW Appendix B

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- **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.

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

CITY

GRANTEE

Recommended by:

WestEd, Center for Child & Family Studies

Executive Director First 5 San Francisco Michael Neuenfeldt

Director of Finance and Contracts

Approved as to Form:

Dennis J. Herrera City Attorney

Virginia Dario-Elizondo

Deputy City Attorney

Old Appendix B

Appendix B--Definition of Grant Plan

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.

7/12/12

First 5 San Francisco Scope of Work Narrative

Agency:	WestEd, (Center for C	hild and Fam	ly Studies	Grant Year:	2012-2013	
Project/In	nitiative:	QRIS - Q	nality Improv	ement Servic	es		

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:

- Ensure that all children, with priority to those who can have greatest benefit, have access
 to quality programs
- Ensure that public dollars are being used efficiently to support and encourage highquality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Francisco develops a system for

ECE programs that supports higher quality". In addition it implements the recommendation of the SF Budget and Legislative Analyst through its 2010 Performance Audit Report of San Francisco's Early Childhood and Education Programs that "the ECE technical assistance system be linked to performance outcomes."

Assessments alone will not yield desired results for young children unless they are coupled with investments to support high-quality services and ongoing technical assistance and professional development efforts to improve the quality and effectiveness of all programs. Consequently, an essential component for the optimal implementation of SF-QRIS will be the creation of infrastructure to support early care and education providers to 1) to improve the quality of care and experiences offered, as defined by the SF-QRIS, which should result in children being better prepared for school and 2) to assist providers in understanding and participating in the SF-QRIS.

The Quality Improvement Services contractor (WestEd CCFS), under the program name SF Quality Connections will be responsible for the provision of citywide *technical assistance*, *coaching* and training services for early care and education providers in the city, with initial priority for services given to low performing, publicly-funded early care and education programs serving low income or children with special needs.

On-site technical assistance is defined as an intentional process that uses various strategies over time to improve the quality of a child care program or an individual provider's practices through visits to the program. Coaching is defined as a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient. Coaching is designed to build the capacity for specific professional dispositions, skills, and behaviors, and is focused on goal-setting and achievement for an individual or group. (Early Childhood Education Professional Development: Training and Technical Assistance Glossary developed by the National Association for the Education of Young Children and the National Association of Child Care Resource and Referral)

In addition to supporting cligible programs participating in city-funded programs to raise quality, SF Quality Connections will be responsible for providing information and support for future SF-QRIS participation and for increasing providers understanding, comfort, and efficacy to utilize the assessment tools of SF-QRIS as it is developed.

Scope of Work

WestEd CCFS, through the SF Quality Connections Program will provide quality improvement services needed to enhance the capacity to publicly funded early care and education providers to raise levels of program quality and to participate in a locally designed QRIS. In 2012-2013, the SF Quality Connections Program will provide the following services:

• Establish a pool (staff and/or consultants) of qualified, multilingual technical assistance specialists that offer customized onsite technical assistance, coaching and/or training for centers and Family Child Care (FCC) programs that will increase program quality

- required for participation in city-funded programs (Year 1), and to support participating programs to achieve quality improvements and a higher QRIS rating.
- In collaboration with preschool and family child care quality improvement programs, provide onsite program improvement services to sites identified most in need of assistance to improve the city's ECE settings for infant/toddler, preschool-aged children and family child care homes; and support providers' capacity to meet program quality assurances as measured by Environmental Rating Scales and other baseline requirements of city-funded programs. First priority for services include approximately71 sites with assessment scores below 3.0 on the Harms Scale rating. Second priority for services include sites who are working to increase quality to as measured by ERS from 3.0 4.0.
- Provide 28 training sessions on assessment tools (ERS, CLASS) to TA Specialists, FCC and center-based providers.
- Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations) used in SFQRIS for ECE TA specialists, FCC and center-based providers.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers
- Participate in SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings.
 Develop and implement of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections - Quality Improvement Services

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Service: Provide on-site program improvement se for an exercise of 2 x a month at 2 hours earth	ryices to	ncrease	quality as	i Measure	20 AG R	Service: Provide on-site program improvement services to increase quality as measured by ERS scores to providers/dassrooms in Q1, Q2, Q3, and Q4 for an exercise of 2 x a month at 2 hours earth	Set-up
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and below (1st priority) and 4 and below (2nd						çaaching	Data System
priority).	Ţ		,	ļ,	7		
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	- ທ	· -		<u> </u>	<u></u>	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	50	21	0	73	Report on the number of QIP's (FCC and classrooms)	Established Pata System
Number of hours provided to FCC for on-site	350	923	923	924	3120	Report on the total number of hours provided on-site and in	Established
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Number of hours provided to centers for on-site coaching	45	81	. 13	81	288	Report on the total number of hours provided on-site for all sites/classrooms.	Established Dafa System
Number of providers demonstrating improved	0	0	0	57	57	Target of 57 is generated from the expected 71	Established :
quality as measured through assessment					-	providers/classrooms receiving TA and an 80% improvement rate (71x8=57). In quarter 4 enter the number of providers who are able to demonstrate improved quality through reassessment; include in comments the total providers/ classrooms served	Data System
			-			during year (i.e. total sample size).	
Service: Provide training on assessment tools (ERS, CLASS) and assessmen measures will be tracked on separate CMS account for CLASS Plus Program)	RS, CLAS int for CL	SS) and a ASS Plus	ssessme Program	nt proces:	s to FCC	Service: Provide training on assessment tools (ERS, CLASS) and assessment process to FCC, center-based, and TA providers and mentors. Note. CMS GMS Activity measures will be tracked on separate CMS account for CLASS Plus Program)	GMS Activity Set-up
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Number of training sessions in multiple languages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	· · ·	ဖ	\$	60	. 53	Report the number of trainings. Report quantitative information in comment section about efficacy of training sessions. Note: Trainings will involve the joint efforts of QIS and QRS particularly in Quarter 1.	Sign-in sheets, agendas
Number of center-based providers served through ERS training	. 50	50	20	50	200	Report the number of Center-based Preschool and Infant Toddler teachers who participate in training.	Sign in sheets
Number of FCC providers served through ERS training.	50	50	75	99	250	Report the number of FCC providers who participate in training.	Sign in sheets
Number of TA providers and mentors served				_		Report the number of TA providers who participate in training.	Sign-in
through ERS training supports and information	20	٥	0	0	20		sheets,
Infumber of CLASS Coordination meetings with the SF Children's Council to monitor activities.	_	v-	<u></u>		4	Keport are number of meeungs.	Sign-in sheets,
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Service: Provide access to additional TA resource based providers.	s (DROF	, CSEFE	il, Leam	ing Found	dations) ε	Service: Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations) used in SFQRIS for ECETA specialists, FCC and center-based providers.	CMS Activity Set-up
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Provide four training sessions to inform practice with DRDP	0	0		8	ယ	Report number of community trainings	Sign-in sheets,
Number of attendees participating in DRDP training.	0	<u>-</u>	20	40	60	Report number of participants	Sign-in sheets, agendas
Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese)	D	· O	. 🏊	10	ယ	Report an number of CSEFEL Webiners	sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	0	0	30	60	១០	EFEL Webinars	Sign-in sheets, agendas
Number of PITC training hours provided to Family Child Care Providers	33	33	33 .	33	132	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract.	
Number of FCC Providers participating in PITC training	0	14	0	٥	14	ated number of FCC providers. These providers	PITC Data system
Number of PITC training hours provided to Center-based programs.	17	17	17	17	89	s of training. This is leveraged funds. This is leveraged funds from the PITC.	PITC Data system
Number of Center-based providers participating in PITC Training	0	7	0	Ą	7	Enter unduplicated number of center-based providers. These are centers using leveraged funds.	PITC Data system
Service: Participation in SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings	Meetings	and SF-	ORIS SI	akeholde	r Meeting	5	CMS Activity Set-up
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Number of SF-QRIS Development Meetings attended (including both local and regional)	22	ю,	. 1	0	5	Report on number of meetings attended for the SF-QRIS. Note: this will involve the joint efforts of QIS and QRS.	meeting sign- in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended	N	<u>-</u>	2		6	Report on number of SF-QRIS Stakeholder Meetings attended	Meeting sign- in
Deliver QIS Report to funders and make a presentation to stakeholder groups	o .	0	0		-1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Development and implementation of a plan to guide Quality Connections' activities outreach and inform	an to guid	de Qualit	у Салпес	ctions' ac	űvities ou	treach and information activities for QRIS.	Set-up Set-up
Number of outreach plans developed 0	0 0	<u>त्रक्0Z‱</u> 1	<u> </u>	gas- Q4 -ox	Annual:	Annuals Accessed Reporting Instructions (Report on number of plans developed by Quality Connections. Outreach Note: this will involve the joint efforts of both QIS and QRS. Plan	<u>«Dette Source»</u> Outreach Plan
Number of community informational meetings convened to assist providers in understanding the development of the SF-QRIS	· o	0	2	- 2	4	Report on number of community informational meetings provided.	sign-in sheets/meetin g minutes

Number of providers who participate in the community informational meetings on SF-QRIS	0	0	60	60	120	Report on number of providers who attend community informational meetings	sign-in sheets/meetin g minutes
Number of presentations made to CPAC on the development of the SF-QRIS.	1	1	1	. 1	4	Report on number of CPAC presentations made. Note: this will involve the joint efforts of QIS and QRS.	in
Number of quarterly updates to print and electronic media which include fee for service information	1	1	1	1	4	Report on number of quarterly updates to print and electronic media. Note: this will involve the joint efforts of QIS and QRS.	Print and electronic media materials
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Research Associate II	Mercia J. Walsh	QIS Coordinator		D.500	\$42,924.00	\$21,695.44	ļ	\$54,619.4
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Program Associatá I	Margaret L. Barleft	QIS Goach		0,500	\$36,419,00	\$18,407.60	<u> </u>	; \$54,828,6
Program Associate II	Laura Y. Cheng	QIS Goach		0,800		\$13,401,25		\$68,468.2
Program Assistant I	Yudy Larraburo Naranjo			0.800		\$13,401,25		\$06,466.2
Program Associate I	Temerra Barrett	QIS Coson		0.800		\$13,401.25		\$66,466.2
Specialist (Temp)	TBD	QIS Coach		0,119		\$10,800.00		\$22,800.0
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Sr. Program Associate I	Janice K. Davis	(Trainer	i	0.032	\$3,274.00		 	\$3,274.6
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Iffe amily Child Care Peer lentors UBCONTRACTS gency hikiren's Council of SF	Function Class+ and goaching	Calculation This line item amount is pees hrough costs and does not trigger any administrative costs pelow.	Program Costs \$166,000.00	Adenin Costs	Request \$16,200.00 \$18,200.00 Request 165,000.00	Other - Cash	Other -	\$16,200.00 otal \$165,000.00
itte amily Child Care Peer lentors UBCONTRACTS gency hikiron's Council of SF	Function Class+ and epaching	Calculation This line item amount is pees brough costs and does not trigger any administrative costs selow.	Program Costs \$166,000.00	Adtain Costs	Request \$16,200.00 \$18,200.00 Request	Other - Cash Other - Cash	Other -	\$16,200.00 otal \$165,000.00
Iffe anily Child Care Peer lentors UBCONTRACTS gency hikiron's Council of SF ROGRAMINATERIALS spense upplies/Materials	Function Class+ and coaching Calculations SF F5; 9,823 hrs x \$0.01 rs	Calculation This line item amount is pees though costs and does not trigger any administrative costs selow. TOTAL SUEC	Program Costs \$166,000.00	Adtain Costs	Request \$16,200.00 \$18,200.00 Request	Other - Cash	Other -	\$16,200.00 otal \$165,000.00
Iffe amily Child Care Peer lentors UBCONTRACTS gency hikiron's Council of SF ROGRAMINATERIALS spense upplies/Materials	Function Class+ and coaching Calculations FFS: 9,823 hrs x \$0.01 raiculations	Calculation This line item amount is pees though costs and does not trigger any administrative costs selow. TOTAL SUEC	Program Costs \$166,000.00	Adenin Costs Si materials	Request \$16,200.00 \$18,200.00 Request 165,000.00	Other - Cash Other - Cash	Other -	\$16,200.00 otal \$165,000.00 Total \$17,115,59
Iffe amily Child Care Peer lentors UBCONTRACTS gency hikiron's Council of SF ROGRAMINATERIALS spense upplies/Materials	Function Class+ and coaching Calculations SF F5; 9,823 hrs x \$0.01 rs	Calculation This line item amount is pees though costs and does not trigger any administrative costs selow. TOTAL SUEC	Program Costs \$166,000.00	Adenin Costs Si materials	Request \$16,200.00 \$18,200.00 Request	Other - Cash Other - Cash	Other -	\$16,200.00 otal \$165,000.00
iffe amily Child Care Peer lentors UBCONTRACTS gency hikiren's Council of SF ROGRAM MATERIALS spense upplies/Materials riicipant Resource	Function Class+ and quaching SF F5; \$,823 hrs x \$0.01 rai DE: 2,453 hrs x \$0.03 raic 200 participants @ \$169 es	Calculation This line item amount is pass brough costs and does not trigger any administrative costs selow. TOTAL SUBC	Program Costs \$166,000.00 ONTRACTS training supplies/	Adenin Costs Si materials	Request \$16,200.00 \$18,200.00 Request 165,000.00	Other - Cash Other - Cash S6,073.59	Other -	\$16,200.00 otal \$165,000.00 Total \$17,115.59
Iffe amily Child Care Peer fentors UBCONTRACTS gency hitiren's Council of SF ROGRAM MATERIALS spense upplies/Materials frilopant Resource	Function Class+ and coaching Calculations FFS: 9,823 hrs x \$0.01 raiculations	Calculation This line item amount is pass brough costs and does not trigger any administrative costs selow. TOTAL SUBC	Program Costs \$166,000.00 ONTRACTS training supplies/	Adenin Costs Si materials	Request \$16,200.00 \$18,200.00 Request 165,000.00	Other - Cash Other - Cash	Other -	\$16,200.00 otal \$165,000.00 Total \$17,115,59

WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SE QUALITY CONNECTIONS - QUALITY IMPROVEMENT SET VICES 2012-13 BUDGET - CMS FORM 4

Printing/Graphics	SF F5: 6,623 brs x \$0.03 rate plus any and additional printing costs CDE: 2,453 brs x \$0.09	\$13,149.00	\$147,38		\$13,298,18
	TOTAL PROGRAM MATERIALS	\$81,266.00			
OTHER PROGRAM EXPEN					
	Franklick of The Control of The Stage of Stage o	· "	Offigs.	"Other "	
Expense	Calculations	Request	Cash	In-Kind	Total
Project Specific Direct	SF F5: 0,623 hrs x \$4.75 rate	531,459,00°	811,678.16		\$43,037.16
Te <u>chnology</u>	GDE: 2,453 hrs x \$4.72 rate				
Project Specific Direct	SF F5: 6,623 hrs x \$0.28 rate	\$1,722.00	\$1,618.98	į	\$3,34D. 9 8
Оссирансу	CDE: 2,453 hrs x \$0,66 rate	_ !		<u>:</u>	·
Project Specific Program	SF F5; 6,623 hrs.x \$7,52 rate	\$48,805,0D	\$18,471.09	į	\$68,276.09
Support	CDE: 2,453 hrs x \$7,53 reta		· ·	i	
Teaching Pyramid Model	Completed Cahort Activities - \$6,000; Second Half Activities - \$ 23,500;	\$93,600,80			, \$9 3,500.00
Training	Additional Activities - \$69,000; Trathing Materials - \$8,000. This line item	i · I			• •
	emaunit is fixed price upon completion and does not trigger any additional	, ,	J		
	administrative costa below,			ſ	
-	_ <u> ' _ </u>				
Projact Spacific Travel	6 coaches x 200 trips/yr x \$20/trip	\$23,705.00	\$10,000.00		\$33,705.00
	For Preachgol Foundations/Curriculum Frameworks/DRDP, 3 people for a 3				
	jday/2 night (χοπίοσεί trip @ \$\$,705 nin Year 1.				
	CDE: 5 Specialists x 100 trips/yr x \$20/trlp	_			
	TOTAL OTHER PROGRAM EXPENSES	\$200,191.00			· ·
ADMINISTRATIVE COSTS					
			Other -	Other -	-, ·
Cost Name	Calculations	Request	Cash	In-Kind	Total
otal Admin Coeta	SF F5: (\$811,420 - \$93,500 - \$165,000) x 14,4%	\$79,620.00			8510,908.83
Com Pagning Control	CDE: \$199,386,27 x 15.772%	. 4,0,000.003	\$\$,,200,00	.	9.19,000,00
	The Tropositor Comments				
	TOTAL ADMINISTRATIVE COSTS	\$79,620,00			
TOTAL	UDOGT DEALIFETED.	tona nan na			
IUIALE	SUDGET REQUESTED:	\$891,040.00			

PERSONNEL	PERSONNEL NARRATIVE
Title	
Program Director II Sr. Program Associate II	Will oversee QIS project, collaborate with QRS Coordinator, Quelity Family Child Care Network Coordinator and Manage oversee outreach, oversee subconfigot with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS Coordinator, arrange training of QIS staff with content exports, and develop training materials.
Research Associate II	Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of
Programs 6	providers
Program Associate I Program Associate II Program Assistant I	 Will provide ceaching to describe teachers and family child care providers to increase the quality of the programs and increase ERS scores, work closely with pear mentors on developing family child care cohorts and conduct for purposes of the providers.
Program Associate I Specialist (Temp)	
Sr. Program Associate II	
Research Associate II	
Sr. Program Associate I	Foundations, program guidelines, and curriculum frameworks
Sr. Program Associate I	
Program Associate I (Temp)	Will track expenditures of salaties, benefits, travel, resource materials, and subcontract payments to Children's Council of SF and peer mentors:
Program Assistent I	Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials, compiling and printing training materials, and processing stipends for pear marries and resource materials for providers and classrooms
Program Coovdinator II	Will support QIS Coordinator and Coachos on data submissions, data analysis, and report preparation, and will oversee following of resource materials
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benolit Namo	<u> </u>
Total Benefila	A blended rate is used in cell E29 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 16.134%
•	Workeys' Comp at 0.549% Life Inauracce/ADD at 0.589%
	S.T.O. Insurance at 0.084%
	L.T.D. Insurance at 0.226% EAP/Careterla at 0.092%
	Retirement at 14.753% Supplementer at 1.674%
	Staff Benefits/Related Coats at 0.134% Unemployment Tax at 0.510%
	FICA at 1,883%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
itle	
family Child Care Peer Mentors	Incentives of an average of \$1,800 cach will be provided to a cadro of 9 to 19 family child care peer mentors. Working with the QIS Coordinator, QIS Coeches, the Quality Family child Care Network Coordinator and Advisors, the family child care peer mentors will conduct outreach and develop cohort groups of family childcare providers to participate in SFQRS, ERS and other related training.
DBCONTRACTS	SUBCONTRACTS NARRATIVE
	SUBSUMMENTS MARKETINE
gengy	Childron's Council staff will assist with recruitment, technical assistance for online programs and video equipment, case
	menagement, monitoring reports, entering and epidating date into First 5 CA's PROOF database, and coordinating MyTeaching Partner assessors and coordinating emplamentation for 60 proschool teachers and family child care providers to participate in the 10 mostis program.
	<u> </u>
2009Ala santopias e	PROGRAM MATERIALS NARRATIVE
ROGRAM MATERIALS	PROGRAM MATERIALS WARRATTYS
pplles/Materials	Stationary, pens, writing tablels, markers, clips, notapads, flip charts and other training materials.
erticipant Resource Materials	Materiala headed for participants.
stage/Telophone	General/bulk mailing and telecommunications costs.

Printing/Graphics General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing meterials. An outside vendor will be used for bulk printing. OTHER PROGRAM EXPENSE OTHER PROGRAM EXPENSES MARRATIVE Ехрапве Project Specific Direct Computer equipment for QIS Coachos, IT support and network/equipment costs. Technology Project Spacific Officet Renificacupancy for project office space for Co-Directors, Data Analyst and trainers. Оссиралсу Project Spacific Program includes admin services such as HR, purchasing, insurance, legal, mambership dues and program services such as staff Support planning, quality review, staff development, work planning, staff evaluation and library assistance. WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected frainers and Teaching Pyramid Model Training coaches to support continued implementation for cohorts trained during the 2011-2012 school year and complete the Teaching Pyramid model training to Preschool For All (PFA) sites in San Francisco as started in 2011-12. WestEd is also committed to support the implementing sites and will continue to provide guidance and technical assistance to the cohorts throughout the year. Food will be provided for all full days. Project Specific Travel Airfare and lodging are besed on current average retae. Per diom is \$46/day or \$11.25/quarter day. For local traval, per diem le se follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reliabursement rate. ADMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE Cost Name Total Admin Cosis Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

First 5 San Francisco Scope of Work Narrative

Agency: WestEd, Center for Child and Family Studies	Grant Year:	2012-2013	
Project/Initiative: QRIS - Quality Rating Services			

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:

- Ensure that all children, with priority to those who can have greatest benefit, have access
 to quality programs
- Ensure that public dollars are being used efficiently to support and encourage highquality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The SF-QRIS will be modeled after the California Early Learning Quality Improvement System and will utilize a set of research-based common assessment tools as part of the framework to rate

and improve quality in early care and education settings. The Environment Rating Scales (ERS), developed by Harms, Clifford and Cryer, at Frank Porter Graham Child Development Institute, University of North Carolina-Chapel Hill campus has been used in San Francisco for the past six years and will be one of the tools to measure environmental quality in the SF-QRIS. Two additional instruments are anticipated to be utilized in some capacity during the three-year grant period. Beginning in 2012-2013, the Classroom Assessment Scoring System (CLASS), developed by Robert C. Pianta, Ph.D., Karen M. La Paro, Ph.D., and Bridget K. Hanne, Ph.D. at the University of Virginia will be incorporated to measure the quality of teacher/child interactions. As the SF-QRIS is developed, the selected contractor for the Quality Rating Services is expected to provide provider-friendly training and rating services to support San Francisco's early care and education programs.

The Quality Rating Services contractor (WestEd CCFS), under the program name SF Quality Connections, will be responsible for the provision of citywide external rating services necessary for the optimal implementation of San Francisco's QRIS for licensed early care and education programs, with priority for services given to publically-funded early care and education programs serving low income or children with special needs.

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Francisco develops a system for ECE programs that supports higher quality". In addition it implements the recommendation of the SF Budget and Legislative Analyst through its 2010 Performance Audit Report of San Francisco's Early Childhood and Education Programs that "the ECE technical assistance system be linked to performance outcomes."

Scope of Work

WestEd CCFS is responsible for maintaining an External Review Team, a cadre of highly trained, certified and calibrated external raters who will:

- Perform valid and reliable ratings, using Early Childhood Environment Rating Scale—Revised (ECERS-R), Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Family Child Care Environment Rating Scale -Revised (FCCERS-R) scoring, and the Classroom Assessment Scoring System (CLASS) assessment tool. In FY 2012-2013, the contractor shall conduct approximately 365 ERS and 184 CLASS assessments.
- Provide training and information to technical assistance providers—which is related to the external review instruments which are used in San Francisco.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers
- Develop and convene regular Advisory Group meetings of key stakeholders including representation from all types of licensed providers, funders, local Child care Planning and Advisory Committee representatives, and representatives from the early childhood professional development community

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections - Quality Rating Services

Service: Conduct program quality reviews with rel	liability for	feligible	programs	dusing th	ie 2012-20	113 fiscal year	CMS Activity Set up
(New 100 Performance Measures 200 Section 200	396 ⊡1 258	2回Q2※新	48% C13%	<u> 229</u> 0 Q 42775	g Antivalge	Reporting Instructions	మ్మ Dátá; Sources
# of ERS assessments are completed.	80	95	95	95	365	Enter number of ERS assessment completed each quarter.	Database/ Tracking file
# of CLASS Assessments are completed.	30	51	51	52	. 184	Enter number of ERS assessment completed each quarter.	Database/ Tracking file
Number of satisfaction survey responses rating the assessment process as "satisfactory"	0	0		198	198	Target of 198 generated from the likelihood of receiving 248 surveys and anticipated 80% high satisfaction rate (248x.8=198). In quarter four, report the actual number of surveys received with high satisfaction marked on question of overall satisfaction. Include in the comments section the actual total number of surveys received (i.e. sample size).	Survey/Dafabas e
Number of assessments conducted in a linguistically appropriate way.	0	0	0	494	494	Target of 494 generated from the likelihood of completing 549 assessments and an anticipated 90% completed in preferred language (549x,9=494). In quarter four, report the actual number of assessments completed in preferred language. Include in the comments section the actual total number of assessments (i.e. sample size).	Survey/Databas a
Number of ERS assessments completed for fee- for-service	1	1	1	2	5	Enter number of fee-for-service ERS assessment completed each quarter.	Database/ Tracking file
Service: Provide information about the assessme						,	CMS Activity Se up
Massic Communication Measures	FEE 130.00	State principles	2200	1522 Land 956	<u> </u>		Data_Source_s
Number of TA providers participating in training session and quarterty follow-up meetings	30	20	1	1	52	Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions.	Sign in Sheets
Number of Information/ Training Sessions to TA Provider Community	5	4	2	2	. 5	Enter the number of information/ training sessions provided in each quarter.	Agenda/ minute
Number of monthly in-person or video conference calls with TA providers	3	3	3	3	12	Enter the number of in-person or video conference calls provided in each quarter.	Agenda/ minute
Number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	3	0	0	0	3	Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	Training Agenda
Number of TA provider responses rating that they are knowledgeable about assessment process	0	0	0	52	52	Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size).	Survey/ Database
Number of TA provider responses rating that they know where to direct providers/programs for assessment		0	0	52	52	Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size).	Survey/ Database

Service: Convene regular Rating Advisory Group mee	o meetings						CMS Activity Set- up
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Number of Rating Advisory Group meetings hald	-	-	-	-	4	Enter the number of meetings held. Describe key activities in comment section.	Agenda and sign in
Number of stakeholders participating as Rating Advisory Group members	ρ.	-	-	<u>.</u>	6	Enter the unduplicated number of stakeholders participating in advisory meetings	Roster
Number of activities conducted around grievence procedure development (draft document, draft review, update on process to funders)	-		<u>-</u>	P	m	Entar a 1 for each of the three key addytities completed around grievance procedure development (לופני לסכנוment, review, and update to funders)	Written procedure
Number of activities conducted around fee-for- service plan development (draft document and review)	2	-	Q.	0	64	Enter a 1 for each of the key activities completed around fee-for- Written service plan development (draft document and review).	Written procedure
Number of member surveys conducted annually	0	0	0	<u></u>	1	Enter a 1 for the quarter in which the member survey was completed. Include key findings in the comments section.	Survey template
Service: Participation in and/or convening of SF-QRIS		velopmei	it.Meetin	gs and St	ORIS SI	Development.Meetings and SF-QRIS Stakeholder Meetings	CMS Activity Set- up
STEED THE GOAD SECTIONS SECTIONS SANSAGENESS SECTIONS SECTIONS OF SECTIONS SECTION SEC	58£Q1355]2	9% 02 400	NAC CREATES	882 Q4 351	S Annual 3	数2.04 ※1 fs Annual® particly 4/25%(6/37%) 等表式 Reporting (instructions: 2/48を認うが発きを含って (2/4/4/4) (2/4/4/4)	Re Data Source
Number of SF-ORIS Devalopment Meetings attended (including both local and regional)	2	-	2	-	ខ	Report on number of meetings attended for the SF-QRIS. Note: Insesting sign-in this will involve the joint efforts of QIS and QRS. Initial minutes	meeting sign-in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended and/or convened	23		7	+	9	Report on number of SF-QRIS Stakeholder Meetings attended and/or convened. Note this will start as a funder initiated meeting and then over time Quality Connections will assume greater responsibility in convening and leading.	Meeing sign-in
Deliver QRS Report to funders and make a presentation to stakeholder groups	ф	0	0	-	1	Mark a "1" in the quarter that materials are developed and distributed.	Complet≑d Report
Service: Development and implementation of a plan to guide Quality Connections' activities outreach and information activities for QRIS.	an to guid	e Quality	Connect	ions' acti	vittes outn	each and information activities for QRIS.	CMS Activity Set- up
AGRECON Prediction of Measures of States of St	940,0134	Sec 422900	SK(03305	\$260428	8.Annual3	sacestavency Pertormance Measures recovered for Other Inv stor Inv Other Inv Other Inv Other Inv Other Investor Inv Other Inv	※ Oata Sources率
Number of outreach plans developed	0		Ð	0		Report on number of plans developed by Quality Connections. Note: this will involve the Joint efforts of both QIS and QRS.	Outreach Plan
Number of presentations made to CPAC on the development of the SF-QRIS.	-	<u>.</u>	-	ì	4.	Report on number of CPAC presentations made. Note: this will likeeting sign-in Involve the joint offorts of QIS and QRS.	Meeting sign-in
Number of Fee for Service Plans marketed			0	0	-	Put a "1" in the quarter in which the marketing of the Fee- for-Service Plan is implemented. Enter number of "paid" assessments completed in comment section each quarter.	Dafabase

PERSONNEL								
· -			•2	FTE		Other -	Other -	Total
Titla Evaluation Director	Name Kerry L, Kriener-Althen	Function Provide projection	ersiaht	(%) 0.080	Request \$1,856.00{	Cash \$3,750,00	i <u>ln-Kind</u>	Salary \$10,606.0
	1 -				! 1		Ι	
Sr. Research Associate	Gabriala S. Lopez	Quality Review Ma	AN9ger	0,664	\$15,516.00	\$45,835.00]	\$61,860.0
<u>.</u>	<u> </u>					_]	
Project Manager	Jocetyn A. Schalbo	Project Manager		0.460	\$6,812.00	\$33,256,00	3/	\$40,070.0
							:	
Research Assistent	Min Chen	Transle(lon		0.017	\$1,039.00	\$0,00	,	\$1,039.0
Quality Review Assistant	тво	Quality Review		0.505	\$4,314.00	. \$20,893.90	, i	\$25,207.0
		}		<u> </u>				
Project Coordinator	TBD	Project Coordinator	г	0,117	\$1,758.00	\$8,399,00		\$10,157.00
Program Quality Assessors (6)	TBD	Quality Assessor		4.800	\$287,454,00	\$0.00	'	\$287,454.00
		1		1.5				
		TOTAL	L PERSONNEL	j	\$318,748.00	\$117 <u>,</u> 135,00		\$43 5 ,883.00
FRINGE BENEFITS					_			
·	· · ·			_		Other -	Other	
Benefit Name Total Benefits - Assessments	Calculations 36.4% of regular employe	vol oploslop plus	\$elery \$287,454.00	% 0,384013	Request \$104,637.00)	Cash	In-Kind	Total \$104,637.00
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Tatel Benefits - Gonoral	: ଅଞ୍ଜୟ% of regular emptoyes Leave	e) salaries plus	\$148,429.00	0.384D19	\$11,391.00	\$42,640,00	1	\$64,031.00
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		TOTAL FRING	GE BENEFITS	5	116,028.00	\$42,640.00		\$158,668.00
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ROFESSIONAL SERVICES	<u> </u>			FTE		Other -	Other -	
	Function			(%)	Request	Cash	In-Kind	Total
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	TO:	ALPROFESSIONA	L SERVICES		\$4,600.00			\$4,500.00
UBCONTRACTS								
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ROGRAM MATERIALS							Other -	
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Supplies/Materlats	see narrative		\$3,863.00	\$488.00	\$4,951.
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ostage/Telephone	веа папавуо		\$8,940.00	\$2,337,00	\$6,283.6
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rinting/Graphics	see namative		\$820.00	\$\$,126,00	\$1,448,0
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		TOTAL PROGRAM MATERIALS	\$8,129.00	\$3,951.00	\$12,080.01
THER PROGRAM EXPENS	<u></u>				
THER PROBRAM EXPENSI	<u> </u>			Other -	Other -
xpense	Calculations		Request	Cesh	In-Kind Total
roject Specific Direct achnology - Assessments			\$42,156,00		\$593.00 \$42,185.0
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roject Specific Direct	<u> </u>		\$0.00		\$0,0
ccupa <u>ncy - Assesamenta</u> reject Specific Program		· · · · · · · · · · · · · · · · · · ·	584,320.00;		\$84,320.D
upport - Assessments			1		
			_		
oject Spécific Direct schnology - General			\$3,649,00	\$13,649.00	\$17,295.00
Gridiogy - Contain	}) .		
	4		į l	ļ	(
				•	:
	1		1 (;	
roject Specific Direct coupancy - General	·	···	\$3,761.00	\$12,835,00	\$16,638,00

\$5,115.00

\$19,802,00

\$25,000.00

\$9,000,00

\$19,626,00

Project Specific Program Support - General

Project Specific Translation

Preject Specific Travel

ECERS Reliability Training

\$0,30/word

Estimated at \$40\frip x 625 trips/year

\$9,000,00

\$24,840,00

\$19,602.00

\$25,000.00

FCCRS Reliability Training	·		\$9,000.00		<u> </u>	\$9,000,0
CLASS Reliability Training ITERS Reliability Training			\$9,000.00		<u> </u>	\$9,000,00 \$9,000.00
Project Specific Fingerprinting	\$75 x 7 assessors	TAL OTHER PROGRAM EXPE	\$525,00\ NSES \$200,097.00	\$46,109.00	\$593.00	\$246,206.00
ADMINISTRATIVE COSTS				:	i Airin	
Cost Name Total Admin Costs - Assessments	Calculations 13.67% rate		Request \$68,238,00	Other - Cash	Other In-Kind	Total \$85,239,00
Total Admin Costs - General	13.67% rate		\$19,740.00	\$28,884.00		\$48,424,0
		TOTAL ADMINISTRATIVE C	OSTS \$87,979.00	\$28,6 84.00		\$ <u>118,863.00</u>
TOTAL BI	UDGET REQUESTED):	\$735,481.00	\$238,519,00	\$593,00	\$974,000.00

PERSONNEL	PERSONNEL NARRATIVE
Title Evaluation Director	Extelling a contact automorphism and the description of the section of the sectio
St. Research Associato	Frovide overall oversight and leadership to the project and ensure that the project has appropriate and adequate resources to effectively and efficiently carry out the work with the highest standards of quality. Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors and
W. Nesegrall Associato	QIS Coaches on assessment protocols; ensure that all protocols and procedures are carefully and consistently followed and implemented across Assessors; review assessment reports; provide ongoing training, supervision, and support to
	Assessors; and communicate with the client. Includes \$8,031 for ramp-up.
Project Manager	Dedicated to day-to-day implementation of assessment services; operations management and administrative support;
	monitor the timeline and ensure that all deliverables are completed on time; oversee scheduling of program assessments; oversee assessment data entry; oversee the maintenance of exactnal communications vehicles (wobsite, volcement,
Research Assistant	emeil); manage the reporting to funders; and coordinate internal project meetings. For samp-up only, Review and tinalize translation of materials into Chinase.
Quality Review Assistant	Delleged to pendlog lattice and penders to proper under to proper under the pendlog lattice and pendlog la
	Dedicated to sending latters and posters to programs prior to assessment, enter scores into the data system, track internates reliability, print and meil assessment reports to each assessed program; and provide general administrative support to the project, including maintaining project files, photocopying and filing of documents, and general office support.
Project Coordinator	Conduct community outreach regarding assessment processes
Program Quality Assossors (6)	FRS - 366 sessions at \$1,127/session
	CLASS - 184 sessions at \$645/session Six assessors at \$28,15/hr. dedicated to achieving and mainteining rollability on each of the assessment instruments,
	conducting program quality assossments, accurately completing some shoots and summery reports, and carefully and completely following all project protocols and propositives.
	Sportificing an Arolest burgoons and McCommen.
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
	CAMON DESIGNATION (CANONICAL PROPERTY OF THE P
Banofit Name	
Total Benefits - Assessments	Total Dentst Medical at 18:134%
	Workers' Comp at 0.519%
	Life Insurance/ADD at 0.393%
	S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.224%
	EAP/Cafeterla at 0.092%
	Retirement at 14,759%
	Supplemental at 1.674%
	Staff Benefits/Related-Costs at 0.134%
	Unemployment Tax at 0.610%
Catal Bassella Carami	FICA st 1.863%
Yotal Benefits - General	Total Dentel/Medical at 16.134% Workers' Comp at 0.518%
	Lifa Insurgnoe/ADD at 0.393%
	S.T.D. Insurance #(0,084%)
i	I.,T.D. Insurance at 0.226%
	EAP/Cefetorla.at 0,092%
	Retirement at 14.753%
	Supplemental at 1.674% Stat/ Benefits/Reacted Costs of 0.134%
	Unemployment Tex at 0.510%
	FIGA at 1,888%
RINGE BENEFITS	The benefits rate is 36.4% of regular employaes' unloaded salaries, litelusive of leave. Benefits include worker's compensation, unemployeed tax, and FICA for both employee dessitionations. Regular employees also iscolve retrement, medical/dantat, life insurance, disability insurance, and other staff benefits.
ROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
(Itto Mebalta Doveloper	The Webalta Developer will create a QRS/QIS website for the project, to be accessed by Providers, QIS Cosches, and
	Office of the Website Developer will work with the WestEd project team to define the specifications of the site.
	solicit and refine a dosign, and input content. The Website Developer will also train and provide website consulting to
	WestEd 8s needed.
Uncontratore	LIBOONED LOTO MADGREEN
UBCONTRACTS	SUBCONTRACTS NARRATIVE
trancu	
Agency	
14.10	
ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Yhanea	
Xpense	I

former and a	
Supplies/Materials	The Supplies and Materials category holides general office literis such as stationary, pans, writing tablets, markers, clips
1	notepads, file charts and other training materiefs. Special purchases in addition to the pooled costs will be charged directly
1	to the project and are explained below.
1	Ramp-up:
1 -	ECERS-R material - \$66,95 × 6 assessors + \$60,26 shipping = \$461,96
	ITERS-R meterial - \$66.95 x 6 assessors + \$50.26 shipping = \$461.96
ſ	IFERS-R Rating Scale - \$21.95 4 \$5 shipping x 6 assessors = \$161.70
	CLASS Manual Prek @ \$49.95 x 6 assessors and CLASS Dimensions Quide Prek - \$12.96 x 6 essessors + \$45.29
	shipping = \$422.69
	Pooled Costs: 145,6 hour units x \$0,2600 rate = \$58
	Full Year Operation:
	File folders - \$1 x 649 assessments = \$549
ſ	File folders - \$1 x 86 lterrater assessments ≃ \$65
	Assessment reting sheet photocopies - \$0.20/page x 12 pgs x 549 assessments = \$1,318
	Interrator reliability assessment rating sheet photocopies - \$0.20/page x 12 pgs x 66 itemater assessments = \$156
	Assessor storage clipboarda - \$21.33 x 6 assessora = \$128
	SF First 5 Pooled Costs: 558 hour units x \$0.1884 = \$101
1	HAAS Pooled Coats: 2,593.6 hour units x 50.1882 = \$488
Postage/Telephone	Postage and telephone expenses include general malting and telecommunication costs. Special purchases in additiona to
_	the pooted costs will be charged directly to the project and are explained below.
· .	Ramp-up:
	Pocked Costs: 145.6 hour units x \$1.2400 rate = \$181
	Full Year Operation: .
J	Pre-assessment peckets - \$3 x 549 providers = \$1,647
	Post-gasessment packete - \$3 × 649 providers = \$1,847
	SF First 5 Pooled Costs: 538 hour units x \$0.8787 = \$471
	HAAS Pooled Coets: 2,598.6 hour units x \$0.9011 = \$2,337
Printing/Graphics	Printing/Graphics expenses include general office copying,
	Ramp-up:
J	Pooled Costs: 145,6 hour units x \$0.6000 ≃ \$87
	Full Year Operation:
	SF First 5 Pooled Costs: 536 hour units x \$0,4347 = \$233
	HAAS Pooled Coats: 2,593,6 hour units x \$0.4841 = \$1,126

Expense	
Project Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Egulpment.
Technology - Assassments	Pooled Costs: 8,544 x \$5,0068 ≅ \$42,778
	\$593 Is the In-kind amount above max reimbursement
Project Specific Direct	
Occupancy - Assessments	
Project Specific Program	Includes admin services such as HR, purchasing, Insurance, legal, membership duos and program services such as slaf
Support - Assessments	ptanning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Gosts: 8,544 x \$7.6281 = \$64,320
Project Specific Direct	Direct Technology Includes Personal Computers, IT Support, Common Network, and Shared Equipment.
Technology - General	(Ramp-up)
-,	Poolad costs; 145.6 hour units × \$5.6876 = \$828
•	Full Year Operation:
	SF First 5 Pooled Costs: 536 hour units x \$5.2631 = \$2,821
	HAAS Pooled Costs: 2,593.6 hour units x 85.2626 = \$13,648
Project Specific Direct	Direct Occupancy represents the rent and/or occupancy of project office space at a spacific WestEd location.
Эссиран су - С елеге і	Ramp-up:
	Ported Costs: 145,6 hour units x \$7,0500 = \$1,028
	Full Year Operation:
	SF First 5 Poofed Costs: 639 hour units x \$4,9907 = \$2,676
	HAAS Pooled Costs; 2,693.8 hour units x \$4,9879 = \$12,936
Project Specific Program	Includes admin services such as HR, purchasing, insurance, legal, membership ducs and program services such as etailf
Зирроп - General	planning, quality review, sterf development, work planning, sterf evaluation and library essistance.
	Pooled Costs: 145,6 hours units x \$7,4200 = \$1,080
	Pull Year Operation;
	(SF First 5 Pooled Costs; 536 hour units x \$7.5280 = \$4,035
	HAAS Pooled Costs: 2,593,6 hour units x \$7.6281 = \$19,525
roject Specific Translation	This iscludes the costs of translating provider friendly information into Spanish and Chinese regarding the assessment
10,101 0,101 1,1010 1,1010	process, raport templates, and resource information
	Ramb-un;
	\$7,802 - 8,447 words Into 3 languages.
	Full Year Operation;
	\$12,000 - 13,333 words into 3 languages.
roject Spacific Travel	All travel expense rolimbursements are based on the Agency's policy. For each trip, other expenses include ground
	transportation (including personal car or public transportation) and parking. Where appropriate, mileage is charged at the
	State of California's approved retrigenent rate. \$26,000 in travel costs is estimated. Travel costs are estimated for
	travel beginning and ending in San Francisco County at a rate of \$40 per trip x 626 trips.
GERS Reliability Training	Includes annual renewal of week-long interrator reliability trianing with authorized trainers at the University of North
and the state of t	Carolina - Chapel Hill and travel costs for F EGERS-R Instrument anchor.

FCCRS Reliability Training	Includes annual senewal of week-long interreter reliability trianing with authorized trainers at the University of North	
Ĺ	Carolina - Chapet Hill and travel costs for 1 FCCERS-R Instrument anchor.	/
CLASS Reliability Training	Includes annual renawal of interreter resability training for all assessors by authorized CLASS lealners.	
ITERS Reliability Training	Includes annual received of week-long interreier reliability trianing with authorized trainers at the University of North	1
·	Carolina - Chapel HI <u>II and travel cos</u> ts for 1 ITERS-R instrument anchor.	
Project Specific Fingerprinting	(Assessor fingerprinting (\$75 each x 7 assessors).	\Box

ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
1	
Cost Name	
Total Admin Costs -	includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
Assessmente	Accounting/Finance Services, Additional agents costs are applied at a rate of 1%.
	\$499,189 x 13,67% = \$69,239
Total Admin Costs - General	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
	Accounting/Finance Services, Additional admin costs are applied at a rate of 1%.
	Ramp-up = \$21,994 x 13.67% = \$3,006
	Full Year Operation:
	SF FIRST 5: (\$126,912 \$4,500) x 19,67% = \$18,734
	HAAS: \$209,835 x 13.67% = \$28,684

New Appendix B

Appendix B--Definition of Grant Plan

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.

ECE programs that supports higher quality". In addition it implements the recommendation of the SP Budget and Legislative Analyst through its 2010 Performance Audit Report of San Francisco's Early Childhood and Education Programs that "the ECE technical assistance system be linked to performance outcomes."

Assessments alone will not yield desired results for young children unless they are coupled with investments to support high-quality services and ongoing technical assistance and professional development efforts to improve the quality and effectiveness of all programs. Consequently, an essential component for the optimal implementation of SF-QRIS will be the creation of infrastructure to support early care and education providers to 1) to improve the quality of care and experiences offered, as defined by the SF-QRIS, which should result in children being better prepared for school and 2) to assist providers in understanding and participating in the SF-QRIS.

The Quality Improvement Services contractor (WestEd CCFS), under the program name SF Quality Connections will be responsible for the provision of citywide technical assistance, coaching and training services for early care and education providers in the city, with initial priority for services given to low performing, publicly-funded early care and education programs serving low income or children with special needs.

On-site technical assistance is defined as an intentional process that uses various strategies over time to improve the quality of a child care program or an individual provider's practices through visits to the program. Coaching is defined as a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient. Coaching is designed to build the capacity for specific professional dispositions, skills, and behaviors, and is focused on goal-setting and achievement for an individual or group. (Early Childhood Education Professional Development: Training and Technical Assistance Glossary developed by the National Association for the Education of Young Children and the National Association of Child Care Resource and Referral)

In addition to supporting eligible programs participating in city-funded programs to raise quality, SF Quality Connections will be responsible for providing information and support for future SF-QRIS participation and for increasing providers understanding, comfort, and efficacy to utilize the assessment tools of SF-QRIS as it is developed.

Scope of Work

WestEd CCFS, through the SP Quality Connections Program will provide quality improvement services needed to enhance the capacity to publicly funded early care and education providers to raise levels of program quality and to participate in a locally designed QRIS. In 2012-2013, the SP Quality Connections Program will provide the following services:

 Establish a pool (staff and/or consultants) of qualified, multilingual technical assistance specialists that offer customized onsite technical assistance, coaching and/or training for centers and Family Child Care (FCC) programs that will increase program quality

First 5 San Francisco Scope of Work Narrative

Agency: WestEd, Center for Child and Family Studies Grant Year: 2012-2013

Project/Initiative: QRIS - Quality Improvement Services

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al. 2007; Karoly & Bigelow, 2005; Ramey et al. 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:

- Ensure that all children, with priority to those who can have greatest benefit, have access
 to quality programs
- Ensure that public dollars are being used efficiently to support and encourage highquality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Francisco develops a system for

- required for participation in city-funded programs (Year 1), and to support participating programs to achieve quality improvements and a higher QRIS rating.
- In collaboration with preschool and family child care quality improvement programs, provide onsite program improvement services to sites identified most in need of assistance to improve the city's ECR settings for infant/toddler, preschool-aged children and family child care homes; and support providers' capacity to meet program quality assurances as measured by Environmental Rating Scales and other baseline requirements of city-funded programs. First priority for services include approximately71 sites with assessment scores below 3.0 on the Hanns Scale rating. Second priority for services include sites who are working to increase quality to as measured by ERS from 3.0 4.0.
- Provide 28 training sessions on assessment tools (ERS, CLASS) to TA Specialists, FCC and center-based providers.
- Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations)
 used in SFQRIS for ECE TA specialists, FCC and center-based providers.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers
- Participate in SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings.
 Develop and implement of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections - Quality Improvement Services

				,			
Service: Provide on-site program Improvement ser	nices to	increase	quality as	s measure	ed by ER	Service: Provide on-site program Improvement services to increase quality as measured by ERS scores to providers/classrooms in Q1, Q2, Q3, and Q4	CMS Activity
for an average of $2 \times a$ month at 2 hours each.							Set-up
SAME CONTROL Performance Measurest Control Control	883Q1888	3%C22%	\$\$CO3\$\$	800 O4 (500)	Annital	EX.O3% 8. O4to EAmina	5Data Sources
Number of FCC providers who have scores of 3	40	4	24	 	65	Report the unduplicated number of FCC providers receiving	Established
and below (1st priority) and 4 and below (2nd						coaching	Data System
phority).	1	1		1	7		
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	ري در	-	<u> </u>	0	ဗ	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	20	21	 0 I	71	Report on the number of OIP's (FCC and classrooms)	Established
		1	İ		7		Cata cystem
Number of hours provided to FCC for on-site coaching	350	923	923	924	3120	Report on the total number of hours provided on-site and in training cohorts for all FCC	Established Data System
Number of hours provided to centers for on-site	45	<u>ج</u>	. 18	81	288	Report on the total number of hours provided on-sits for all	Established
coaching					-=-	sites/classrooms	Data System
Number of providers demonstrating improved	0	0	0	57	72.	Target of 57 is generated from the expected 71	Established
goally as Heavised III ough assessment						providers release because indexed in a reliable by the providers who have a possible somether the prompter of providers who	एवाव अप्रवासा
						are able to demonstrate improved quality through reassessment	
	_					include in comments the total providers/ classrooms served	
						during year (i.e. total sample size),	
Service: Provide training on assessment tools (ERS, CLA measures will be tracked on separate CMS account for Cl	RS, CLAS	SS) and a ASS Plus	.SS) and assessmen _ASS Plus Program)	nt proces:	s to FCC	Service: Provide training on assessment tools (ERS, CLASS) and assessment process to FCC, center-based, and TA providers and mentors. Note: CMS CMS Activity service: Provide training on separate CMS account for CLASS Plus Program)	CINS Activity Set-up
Response Response Performance Measures seasons (pp. Q14))		\$405 pm	9708,Q389E	35.Q4(393)	Anna	RACKIN WOODSKE BECANNESS Annuals Kindagen with the system of the struction of the system of the syst	SDatajSources
Number of training sessions in multiple	_	 -		-		Report the number of trainings. Report quantitative information	Sign-in
languages on ERS (FCCERS, ITERS, ECERS)	ω	. 60		80	23		sheets
						particularly in Quarter 1.	
Number of center-based providers served	- 50	50	. 30	0\$	200	Report the number of Center-based Preschool and Infant Taddler triangles with marticipate in training	Sign in sheets
Inrough Ers training					1	nonce teacheds with ballowhate ii) defining.	_
Number of FCC providers served through ERS training.	50	20	7.5	20	250	Report the number of FCC providers who participate in training.	Sign in sheets
Number of TA providers and mentors served						Report the number of TA providers who participate in training.	Sign-in
through ERS training supports and information	S S	0	0	0	22		sheets,
							agendas
Number of CLASS Coordination meetings with	•	7			-	Report the number of meetings.	Sign-in
the of Children's Council to monitor activities.	-	-	-	-	4		speets, agendas

Service: Provide access to additional TA resource based providers.	es (DRD	P, CSEFI	EL, Learn	ing Foun	idations)	used in SFQRIS for ECE TA specialists, FCC and center-	CMS Activity Set-up
6-consequentes Performance Measures (SUSSESSESSESSES)	8228 Q 15488	ζι ξ ε. Ω2 Ω γ _{έζ}	- ρ εχ Ω3 <i>λ</i> εργ	8 € Q4 600	₹Annual∛	resources supering Reporting Instructions (44) 4-44 and 1990 and 1	≰Data Source
Provide four training sessions to inform practice with DRDP	0	0	1	2	3	Report number of community trainings	Sign-in sheets, agendas
Number of attendees participating in DRDP training.	0	0	20	.40	60	Report number of participants	Sign-in sheets, agendas
Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese)	0	·o	1	2	3	Report on number of CSEFEL Webinars	sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	0	0	30	60	90	Report on number of participants in CSEFEL Webinars	Sign-in sheets, agendas
Number of PITC training hours provided to Family Child Care Providers	33	33	33	33	132	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract.	PITC Data
Number of FCC Providers participating in PITC training	0	14	0	0	14	Enter unduplicated number of FCC providers. These providers are using leveraged funds	PITC Data system
Number of PITC training hours provided to Center-based programs.	17	17	17	17	68	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract.	PITC Data system
Number of Center-based providers participating in PITC Training.	0 ,	7	0	Q	7	Enter unduplicated number of center-based providers. These are centers using leveraged funds.	PITC Data system
Service: Participation in SF-QRIS Developmen						gs	CMS Activity Sef-up
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	2	1	0	5	Report on number of meetings attended for the SF-QRIS. Note: this will involve the joint efforts of QIS and QRS.	meeting sign- in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended	2	1	2	1	6	Report on number of SF-QRIS Stakeholder Meetings attended	Meeting sign- in
Deliver QIS Report to funders and make a presentation to stakeholder groups	D	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Development and implementation of a p			-				CMS Activity Set-up
изменения компенсации и при при при при при при при при при	-898, Q1 086	. (493) Q2 3376	இது Q3கு	gs/85, Q4 ,557	ĭaünnA,≽	t ※Anomatical=confuses@Reporting Instructionssamous	≱Data(Source
Number of outreach plans developed	0	1	0	D	1	Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS.	Outreach Plan
Number of community informational meetings convened to assist providers in understanding the development of the SF-QRIS	0	0	2	2	4	Report on number of community informational meetings provided.	sign-in sheets/meetir g minutes

Number of providers who participate in the						Report on number of providers who attend community	sign-in
community informational meetings on SF-QRIS	0	•	60	99	120	informational meetings	sheets/meetin
							g minutes
Number of presentations made to CPAC on the	7	,	,	•	•	Report on number of CPAC presentations made. Note: this will Meeting sign-	Meeting sign
development of the SF-QRIS.	-	_	_	-	4	involve the joint efforts of QIS and QRS.	<u>=</u> ,
Number of quarterly updates to print and						Report on number of quarterly updates to print and electronic	Print and
electronic media which include fee for service	•	•	ī	•	•	media. Note: this will firrolive the joint efforts of QIS and	electronic
information	-	-			t	QRS.	media .
				_			materials

(

PERSONNEL				ETE		Charles and	nuth	Yotal
	,			FTE		Olker	Ottier -	
Title	Name	Function		(%)	Request	Cash	<u>In-Kind</u>	
Program Director II	Janet L. Poole	Co-program Director	Г	0,007	\$1,208.00	38,141.93	² J	\$9,949.0
Sr. Program Associate II	Arlene R. Paxton	Ço-program Dîractor	,	0.054	\$7,017.00	\$5,911.47	? i	312,928,4
	_ _					·	<u>i </u>	
Research Associate II	Marcia J. Walsh	QIS Coordinates		0.500	\$42,924.00	\$21,696.4	4	\$64,619.4
Program Associate I	Mazgaret L., Baztelt	QIS Coach		0,500	\$39,410,00	\$18,407.60	, 	\$54,826.6
Program Associate II	Laura Y. Cheng	QIS Coach		0.800		\$13,401,25		\$56,466,2
Program Associate II	Yedy Larraburo Narani			0.800				\$96,496,2
Program Associate I	Temarra Barrott	QIS Coach		D.800				\$68,496.2
Specialist (Temp)	TBD	QIS Coach		0.113	_			\$22,800.0
Sr. Program Associate II	Melinda Brookehire	Trainer		0,009		***************************************	1	\$1,091.0
Research Associate II	Cherl J. Longaker	Trainar		0,018	\$1,578,00			\$1,578.0
Sr. Program Associate I	Janice K. Davis	Train≘r		0.032	\$3,274,00		į	\$3,274.0
Sr, Progrem Associate I	Allen K. Young	Trainer		0.023	\$2,319.00		;	\$2,319.0
Program Coordinator I	i Talia J, Leehy	Trainer		0.014	\$866,00	-	·	\$886.0
Program Associate I (Temp)	Janet P. Kinoshita	Flacel Analyst		0.007	\$720,00			\$720,0
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Program Assistant E	Maithew E, Gunnison	Administrative Suppo	ort	0.000	\$0.00	\$2,562.89	al	\$2,562.8
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Program Coordinator II	Susanna H. Camp	Data Analyst	—·	0.054	\$3,748.00	\$3,167.23	h .	\$10,000,0
-]	' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '					ĺ	
		TOTAL	PERSONNEL		\$272,359.00			
FRINGE BENEFITS								
						Other	Other -	
Benefit Name	Celculations	•	Salary	%	Request	Gash	In-Kind	Total
Total Benefits	36.4017% of regular ex	nployees' salaries plus :	\$272,359.00	0.863888	\$96,384.00(\$40,302.81		\$138,888.6
	Jeava and 14,7% for ter				· ′ í			' '
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		TOTAL FRING) Se benefits	?	\$96,384.00			
		TOTAL FRING) SE BENEFITS	2	\$96,394.00			
PROFESSIONAL SERVICES		TOTAL FRING) Se Benefits	ì	\$96,384.00			
PROFESSIOWAL SERVIĆEŠ		TOTAL FRING	SEIBENEETS	FTE	\$96,38 4 .00	Other -	Other •	
	Function	TOTAL FRING	SE RENEFITS	FT£		Other -	Other -	Total
Tito	Function	TOTAL FRING	SE BENEFITS	FTE(%)	Request			
Titlo emily Child Care Peer	Function Incontives	TOTAL FRING	SE BENEFITS					
Tito		TOTAL FRING	SE BENEFITS		Request			
Titlo emily Child Care Peer		TOTAL FRING	SE BENEFITS		Request			
Titlo emily Child Care Peer					Request \$16,200.00			
Titlo emily Child Care Peer		TOTAL FRING			Request			
160 Emily Child Care Peer Mentors					Request \$16,200.00			
Titlo emily Child Care Peer			L SERVICES	(%)	Request \$16,200.00	Cash }	In-Kind	
160 Emily Child Care Peer Mentors	Incontives	TOTAL PROFESSIONA	L SERVICES Program	(%)	Request \$16,200.00 \$19,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	TOTAL PROFESSIONA Catculation	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash }	In-Kind Other -	\$16,200.00
Tito Emily Child Care Peer Mentors UBCONTRACTS	Incontives	TOTAL PROFESSIONA	L SERVICES Program	Admin Coste	Request \$16,200.00 \$19,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	TOTAL PROFESSIONA Catculation This line liam amount is pass	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	TOTAL PROFESSIONA Catculation [This line liam	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	TOTAL PROFESSIONA Catculation This line liam amount is pass	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	Catculation This fine Itam amount its pass through costs and does not ingger any	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	Catculation This line liam amount is pass through costs and	Program Costs	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	Catculation This fine Item amount is pass through costs and does not trigger any administrative costs	Program Costs \$165,000.00	Admin Coste	Request \$16,200.00 \$16,200.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	Catculation This fine Item amount is pass through outs and does not intiger any administrative costs below.	Program Costs \$165,000.00	Admin Coste	Request \$16,200.00 \$19,200.00 Request \$165,000.00	Cash 3	In-Kind Other -	\$16,200.00
Tito Emily Child Care Piter Mentors LIBCONTRACTS goncy hildren's Cauncil of SF	Incontives Function	Catculation This fine Item amount is pass through outs and does not intiger any administrative costs below.	Program Costs \$165,000.00	Admin Coste	Request \$16,200.00 \$10,200.00 Request \$165,000.00	Cash 3	In-Kind Other -	\$16,200.00
Tito emily Child Care Poer Aentors UBCONTRACTS goncy	Incontives Function	Catculation This fine Item amount is pass through outs and does not intiger any administrative costs below.	Program Costs \$165,000.00	Admin Coste	Request \$16,200.00 \$10,200.00 Request \$165,000.00	Cash Other- Cash	In-Kind Other - In-Kind	\$16,200.00
Titlo Emily Child Care Piver Mentors UBCONTRACTS goncy hildren's Cauncil of SF	Function Class+ and coaching	Catculation This fine Item amount is pass through outs and does not intiger any administrative costs below.	Program Costs \$165,000.00	Admin Coste	Request \$16,200.00 \$16,200.00 Request \$66,000.00	Other-Cash	Other -	\$16,200.00 Total \$165,000.00
Tito Emily Child Care Piter Aentors UBCONTRACTS goncy hildren's Cauncil of SF	Function Class+ and coaching Calculations	Catculation This fine Itam amount is pass tarough costs and does not trigger any administrative costs below. TOTAL SUEC	Program Costs \$165,090.00	Admin Coste	Request \$16,200.00 \$16,200.00 Request \$65,000.00	Other-Cash	In-Kind Other - In-Kind	\$16,200.00 Total Total
Tito Emily Child Care Peer Mentors UBCONTRACTS goncy hildren's Council of SF ROGRAM MATERIALS sponso upplies/Materials	Function Class+ and coaching Calculations SF F5: 8,823 hrs x \$9.01	Catculation This fine Item amount is pass tarough costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$165,000.00	Admin Costs	Request \$16,200.00 \$16,200.00 Request \$65,000.00	Other-Cash	Other -	\$16,200.00 Total \$165,000.00
Tito Emily Child Care Peer Mentors UBCONTRACTS goncy hildren's Council of SF ROGRAM MATERIALS kponso upplies/Materials	Function Class+ and coaching Calculations SF F5; 0,823 hrs x \$0.03 h	Catculation This fine Item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUEC	Program Costs \$165,000.00	Admin Costs	Request \$16,200.00 \$16,200.00 Request \$66,000.00 Request \$12,042.00	Other-Cash	Other -	\$16,200.00 Total \$17,115,59
Titlo Emily Child Care Peer Mentors UBCONTRACTS goncy hildren's Council of SF ROGRAM MATERIALS sponso upplice/Materials	Function Class+ and coaching Calculations SF F5: 8,823 hrs x \$9.01	Catculation This fine Item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUEC	Program Costs \$165,000.00	Admin Costs	Request \$16,200.00 \$16,200.00 Request \$65,000.00	Other-Cash	Other -	\$16,200.00 Total Total
Titlo Emily Child Care Peer Mentors DBCONTRACTS goncy hildren's Council of SF RDGRAM MATERIALS sponso upplies/Materials articlpant Rosourco aberials	Function Class+ and coaching SF F5: 6,823 hrs x \$0.01 GDE: 2,453 hrs x \$0.03 h	Catculation This line liam amount is pass through costs and does not trigger any administrative costs below. TOTAL SUSC	Program Costs \$165,000.00 ONITRACTS	Admin Costs	Request \$16,200.00 \$16,200.00 Request \$66,000.00 Request \$12,042.00 \$33,800.00	Other-Cash Other-Cash S5,073.59	Other -	\$16,200.00 Total \$165,000.00 Total \$17,115,59 \$33,800.00
Titlo Emily Child Care Peer Mentors DBCONTRACTS goncy hildren's Council of SF RDGRAM MATERIALS sponso upplies/Materials articlpant Rosourco aberials	Function Class+ and coaching Calculations SF F5; 0,823 hrs x \$0.03 h	Catculation This line liam amount is pass through costs and does not trigger any administrative costs below. TOTAL SUSC	Program Costs \$165,000.00 ONITRACTS	Admin Costs	Request \$16,200.00 \$16,200.00 Request \$66,000.00 Request \$12,042.00	Other-Cash	Other -	\$16,200.00 Total \$17,115,59

WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SFIQUALITY CONNECTIONS - QUALITY IMPROVEMENT $S_{\rm LC}$. CES 2012-13 BUDGET - CMS FORM 4

Printing/Graphics	SF F6: 5,623 hrs x \$0.03 rate plus any and additional printing coats (CDE: 2,453 hrs x \$0.06	\$13,149.00	\$147.18		\$13,296,18
	TOTAL PROGRAM MATERIALS	\$61,266,00			
	<u> </u>				
OTHER PROGRAM EXPEN					
					megalakkiji sa . Tangan
Expense	Calculations	Request	Cash	h-Khid	Total
Project Specifio Direct	SF F5: 8.823 hra x \$4.76 reta	\$31,459,00	\$11,678.16		\$43,037.16
Technology	CDE: 2,453 hrs x \$4.72 rate		!		
Project Specific Direct	SF F5: 8,623 hrs x \$0.26 rate	\$1,722.00	\$5,618,88	:	\$3,340,98
Оссыралоу	GDE: 2,463 hre x \$0,66 rate				· · · · · · · · · · · · · · · · · · ·
Project Specific Program	SF F5: 6,823 hrs x \$7.52 rate	\$49,805.00	\$16,471.09	· .	\$68,276.09
Support	CDE: 2,468 hra x 87.53 refa	.	l ·	· (
Teaching PyrainId Model	Completed Cohort Activities - \$5,000; Second Half Activities - \$ 23,500;	\$93,500,00		· I	\$93,500.00
Training	Additional Activities - \$69,000; Training Materials - \$6,000. This line item				
	amount is fixed price upon completion and does not algoer any additional))	\ \ J		
	administrative costs balow.		!		
		·	?		
Project Specific Trevel	5 goaches x 200 trips/yr x \$20/klp	\$23,705.00	\$10,000.60		\$33,705.00
	For Preschool Foundations/Custiculum Frameworks/DRDP, 3 people for a 3				
	day/2 night nonlocal trip @ \$3,705 nin Year 1.	İ	1	j	
	,CDE: 5 SpecialIsts x 100 (rlps/yr x \$20/trlp				
	TOTAL OTHER PROGRAM EXPENSES	5200,191.00			<u>,, , , , , , , , , , , , , , , , , , ,</u>
	TO THE OWNER MODING BY LINES	42201101			
ADMINISTRATIVE COSTS					
	<u> </u>	<u> </u>	Other -	Othor -	"":
Cost Name	Calculations	Request	Cash	in-Kind	Total
Total Admin Costs	SF F5: (\$811,420 - \$99,500 - \$165,000) x 14.4%	\$79,620,00	\$31,286,33	I.	\$110,906.58
- DEG (10117-1 - 2010	CDE: \$198, 366, 27 x 15, 772%	. 4, 2,020.00	++-,	.	+11-1000100
		1 1	- /	- 1	
	TOTAL ADMINISTRATIVE COSTS	\$79,620.00			<u> </u>
				.	
TOTAL BUDGET REQUESTED:		\$891,040.00			

First 5 San Francisco Scope of Work Narrative

Agency: WestEd,	Center for Child and Family Studies	Grant Year:	2012-2013		
Project/Initiative: QRIS - Quality Rating Services					

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build and support quality early care and education options to families, First 5 San Francisco, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families. The staff from the city departments will be working with community leaders, stakeholders, providers and advocates across the city to design a Quality Rating and Improvement System (QRIS) for early care and education. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs. It is based upon early childhood research identifying the quality elements that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:

- Ensure that all children, with priority to those who can have greatest benefit, have access
 to quality programs
- Ensure that public dollars are being used efficiently to support and encourage highquality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

The SF-QRIS will be modeled after the California Early Learning Quality Improvement System and will utilize a set of research-based common assessment tools as part of the framework to rate

and improve quality in early care and education settings. The Environment Rating Scales (ERS), developed by Harms, Clifford and Cryer, at Frank Porter Graham Child Development Institute, University of North Carolina-Chapel Hill campus has been used in San Francisco for the past six years and will be one of the tools to measure environmental quality in the SF-QRIS. Two additional instruments are anticipated to be utilized in some capacity during the three-year grant period. Beginning in 2012-2013, the Classroom Assessment Scoring System (CLASS), developed by Robert C. Pianta, Ph.D., Karen M. La Paro, Ph.D., and Bridget K. Hamre, Ph.D., at the University of Virginia will be incorporated to measure the quality of teacher/child interactions. As the SF-QRIS is developed, the selected contractor for the Quality Rating Services is expected to provide provider-friendly training and rating services to support San Francisco's early care and education programs.

The Quality Rating Services contractor (WestEd CCFS), under the program name SF Quality Connections, will be responsible for the provision of citywide external rating services necessary for the optimal implementation of San Francisco's QRIS for licensed early care and education programs, with priority for services given to publically-funded early care and education programs serving low income or children with special needs.

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Francisco develops a system for ECE programs that supports higher quality". In addition it implements the recommendation of the SF Budget and Legislative Analyst through its 2010 Performance Audit Report of San Francisco's Early Childhood and Education Programs that "the ECE technical assistance system be linked to performance outcomes."

Scope of Work

WestEd CCFS is responsible for maintaining an External Review Team, a cadre of highly trained, certified and calibrated external raters who will:

- Perform valid and reliable ratings, using Early Childhood Environment Rating Scale—Revised (ECERS-R), Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Family Child Care Environment Rating Scale -Revised (FCCERS-R) scoring, and the Classroom Assessment Scoring System (CLASS) assessment tool. In FY 2012-2013, the contractor shall conduct approximately 365 ERS and 184 CLASS assessments.
- Provide training and information to technical assistance providers—which is related to the external review instruments which are used in San Francisco.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-ORIS to new and existing providers
- Develop and convene regular Advisory Group meetings of key stakeholders including representation from all types of licensed providers, funders, local Child care Planning and Advisory Committee representatives, and representatives from the early childhood professional development community

PERSONNEL	PERSONNEL NARRATIVE
Maria City of Special	
Title	
Program Olrector II Sr. Program Associate II	Will oversee QIS project, collaborate with QRS Coordinator, Quafity Family Child Care Natwork Coordinator and Manage
Research Associate II	QIS Coordinator, arrange training of QIS staff with content experts, and develop training materials Will supervise QIS coachers, colleborate with QRS Coordinator and QFCCN Coordinator, sessign programs to QIS
	coeches based on language needs and geography, conduct ERS and SFQRS training; and coech's limited number of providers
Program Associata I Program Associata II	Will provide cosching to descroom teachers and family child care providers to increase the quality of the programs and
Program Assistant I	Increase ERS scores, work closely with pear mentors on developing family child care cohorts and conduct for purposes of
Program Associate I Specialist (Temp)	training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs, and participate in training
Sr. Program Associate II	
Research Associate II	Will provide Malning to QIS team and QFCCN advisors on DRDP IT, Proschool, Early Learning and Development
Sr. Program Associate I	Foundations, program guidelines, and comoulum frameworks
Sr. Program Associate I Program Coordinator I	
Program Associate I (Temp)	Will track expenditures of salaries, benefits, travel, resource materials, and subconfract payments to Children's Council of SF and past mentors
Program Assistant I	Will support QIS Coordinator and Coaches in processing timeshaets, travel claters, ordering supplies and meterials, compiling and printing training materials, and processing stipends for peer mentors and resource materials for providers and classrooms
Program Coordinator II	Will support QIS Coordinator and Coaches on date submissions, date analysts, and report preparation, and will oversee allocation of resource materials
	anccaron of resource materials
CRINGE DEMECTE	POINCE DEMETTE MARGATIVE
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefils	A blended rate is used in coll E29 due to the varying rates between Regular and Temporary Employees. Below is a
	breakdown of all benefits for regular employees: Total Dental/Medical at 18,134%
	Workers' Comp at 0.519%
•	Life insurance(ADD at 0.393%
	S.T.O. Insurance at 0.084%
	L.T.D. Insurance at 0,226%
	EAP/Cateterla at 0.092%
	Retirement at 14.763%
	Supplemental at 1.674%
	Staff Benefits/Related Coats at 0.134%
	Unamployment Tax at 0,510%
	FICA at 1.883%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
70e	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Family Child Care Peer Mentors	Incentives of an average of \$1,800 each will be provided to a cadre of 9 to 13 family child care peer mentors. Working with the QIS Coordinator, QIS Coaches, the Quality Family child Gare Network Coordinator and Advisors, the family child care peer mentors will conduct outreach and develop cohort groups of family childcare providers to participate in SPQRS, ERS
	and otage related training.
UBCONTRACTS	SUECONTRACTS NARRATIVE
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Children's Council of SF	Collidren's Council staff will assist with recrultment, technical assistance for online programs and video equipment, case
1111070110 0001101101	management, monitoring reports, entering and updating data into First S CA's PROOF database, and coordinating
	MyTeaching Pariner assessors and coaches. Includes implementation for an preschool teachers and family child cans
· . i	providers to participate in the 10 month program.
ROGRAM MATERIALS	PROGRAM MATERIALS WARRATIVE
хреляе	
oppilea/Materials	Stationary, pens, writing tablets, markers, clips, notepade, flip charls and other training materials.
artfolpant Rescurce Materiale	Materfals needed for participants.
ostage/Telephone	General/bulk mailing and telecommunications costs.
*	-

WESTED, CENTER FOR CHILD AND FAMILY __ I/DIES - SF QUALITY CONNECTIONS - QUALITY IMPROV: __ IT SERVICES 2012-2013 Budget Nametive

Printing/Graphics	General office copying and printing of training meterials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vendor will be used for bulk printing.
OTHER PROGRAM EXPENSE	FOTHER PROGRAM EXPENSES NARRATIVE
Ехрейво	The state of the s
Project Specific Direct Technology	Contouter equipment for QIS Coaches, IT aupport and natwork/equipment costs.
Project Spacific Direct Occupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and animers.
Project Specific Program Support	includes admin services such as HR, perchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance.
Teaching Pyramid Model Training	WeetEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with adjected trainers and consches to support continued implementation for cohorts trained during the 2011-2012 school year and complete the Teaching Pyramid model training to Preschool For Alt (PFA) after in San Francisco as started in 2011-12. WestEd is also committed to support the implementing alter and will continue to provide guidance and technical assistance to the cohorts throughout the year, Food will be provided for all full days.
Project Specific Travel	Airfars and lodging are based on current average rates. Per diem is \$45/day or \$11.25/quarter day. For local travel, per diem is as follows; brackfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxls or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Namo	
Total Admin Coats	includes Boerd/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd, Center for Child and Family Studies / SF Quality Connections - Quality Rating Services

Service: Conduct program quality reviews with re	liability for	eligible j	programs	auring th	e 2012 - 20	13 tiscal year	CMS Activity Sci up
ASSESSION Performance Measures passes 25 as many	382Q1988	我没Q2数数	988 03 888	387043.06			a <u>s</u> Data/Sources
of ERS assessments are completed.	80	95	95	95	262	Enter number of ERS assessment completed each quarter.	Database/ Tracking file
# of CLASS Assessments are completed.	30	51	51	52	104	Enter number of ERS assessment completed each quarter,	Database/ Tracking file
Number of satisfaction survey responses rating the assessment process as "satisfactory"	D.	· o	0	198	198	Target of 198 generated from the likelihood of receiving 248 surveys and anticipated 80% high satisfaction rate (248x.8=198). In quarter four, report the actual number of surveys received with high satisfaction marked on question of overall satisfaction. Include in the comments section the actual total number of surveys received (i.e. sample size).	Survey/Dafabas e
Number of assessments conducted in a linguistically appropriate way.	0	0	o O	494	494	Target of 494 generated from the likelihood of completing 549 assessments and an anticlpated 90% completed in preferred language (549x 9=494). In quarter four, report the actual number of assessments completed in preferred language. Include in the comments section the actual total number of assessments (i.e. sample size).	Survey/Databas e.
Number of ERS assessments completed for fee- for-service	1	1	1	2	5	Enter number of fee-for-service ERS assessment completed each quarter.	Database/ Tracking file
Service: Provide information about the assessme				-		Medical Sections Reporting Instructions	CMS Activity Si up Data Source
Number of TA providers participating in training session and quarterly follow-up meetings	30	20	1	1	52	Report the unduplicated number of TA providers who attend training sessions. Report quantifative information in comment section about efficacy of training sessions.	Sign in Sheets
Number of Information/ Training Sessions to TA Provider Community	5	4	ż	2	+		
Number of monthly in-person or video	<u> </u>		_	1 4	5	Enter the number of information/ training sessions provided in each quarter.	Agenda/ minute
	- 3	3	3	3	5 12	each quarter. Enter the number of in-person or video conference calls provided in each quarter.	Agenda/ minute Agenda/ minute
conference calls with <u>TA providers</u> Number of FCC and Center-based information meetings and training sessions conducted jointly	1	3				each quarter. Enter the number of in-person or video conference calls	.
conference calls with TA providers Number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team Number of TA provider responses rating that they are knowledgeable about assessment process	1		3	3	12	each quarter. Enter the number of in-person or video conference calls provided in each quarter. Enter number of FCC and Center-based information meetings and training sessions conducted jointly with	Agenda/ minut

Service: Convene regular Rating Advisory Group	p meatini	gs			-		up
**************************************	ang Q (Bag)	SE 02858	% © 038∞	20:Q4 <i>0</i> 00	<u>≋Ánguálá</u>	gerassissers with posting instructions with a second second	\$80ata(Sourcess
Number of Rating Advisory Group meetings held	í	1	1	1	4	Enter the number of meetings held. Describe key activities in comment section.	Agenda and sign in
Number of stakeholders participating as Rating Advisory Group members	6	1	1	1	9	Enter the unduplicated number of stakeholders participating in advisory meetings	Roster
Number of activities conducted around grievance procedure development (draft document, draft review, update on process to funders)	1	1	1	.0	3	Enter a 1 for each of the three key activities completed around grievance procedure development (draft document, review, and update to funders).	Written procedure
Number of activities conducted around fee-for- service plan development (draft document and review)	2	 	0	0	2	Enter a 1 for each of the key activities completed around fee-for- service plan development (draft document and review) .	procedure
Number of member surveys conducted annually	0	0	0	1	1	Enter a 1 for the quarter in which the member survey was completed, include key findings in the comments section.	Survey template
Service: Participation in and/or convening of SF	-QRIS D	evelopma	ent Meetii	ngs and S	SF-QRIS S	Stakeholder Meetings	CMS Activity Set
CATALLINE LANGUAGE LANGUAGE CONTRACTOR DE LA CONTRACTOR D	१५म्बर्) १९५६	5/5/Q2@#	26EQ3200	664 Q4 654	ชAnnuala	Regenerations Reporting Instructions (Instrumental Sections)	₹#Data Source
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	· 1	2	1	6	Report on number of meetings attended for the SF-QRIS. Note: this will involve the joint efforts of QIS and QRS.	meeting sign-in sheets and minutes
Number of SF-QRIS Stakeholder Meetings attended and/or convened	2	1	2	1	6	Report on number of SF-QRIS Stakeholder Meetings attended and/or convened. Note this viil start as a funder initiated meeting and then over time Quality Connections will assume greater responsibility in convening and leading.	Meeting sign-in
Deliver QRS Report to funders and make a presentation to stakeholder groups	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Development and implementation of a pl	lan to gui	de Qualit	у Соппес	tions' act	ivities outr	each and information activities for QRIS.	CMS Activity Set
ಸಮ್ಮಾರ್ಟ್ರವ ಾಣಿಕೊಳ್ಳಿRedormance Measures ನಿಷ್ಣಾಗಿ ಬಿಡುವ ಸಭಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಟಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಟಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಟಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಟಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ ನಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಟಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ್ದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಟಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಷ್ಣಿಸಿದ ನಿಸ	\$50, Q1 }\$\$\$	₹ 42 80	मुख्य 🗀 असर	285 C14388	∴Aππuel⊚	participations and participations of the property of the prope	89 Data Source 59
Number of outreach plans developed	0	1 .	0	0	1	Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS.	Outreach Plan
Number of presentations made to CPAC on the development of the SF-QRIS.	1	1	1	1	4	Report on number of CPAC presentations made. Note: this will involve the joint efforts of OIS and QRS.	
Number of Fee for Service Plans marketed	ď	1	0	0	1	Put a "1" in the quarter in which the marketing of the Fee- for-Service Plan is implemented. Enter number of "paid" assessments completed in comment section each quarter.	Database

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PERSONNEL		<u> </u>						
		Supotla		FTE	n	Other -	Other -	Total
ritle Evaluation Director	Name Karry L, Kriener-Althen	Function Provide project ov	versight	(%) 0,090	Request \$1,858.00	. Cash \$8,750,00	In-Kind	\$10,606.
Sr. Rasearch Associaté	Gabriela S. Lopez	Quality Roview Ma		0.684		\$45,835.00	l	\$81,350,0
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Sau più or acyon		unagoi		1 10,5 10.00	4-103000.00		001,000,
roject Manager	Jecelyn A. Schelbe	Project Manager		0.450	\$8,812.0D	\$33,258,00		\$40,070,
	DECOMPTEN CONTROL	i joyook Managor			ψοιο 12.55	4,4,100,00		1
Research Assistent	Min Chen	Translation		0.017	\$1,039.00	\$0.00	<u> </u>	\$1,039,6
Quality Review Assistant	тво	Quality Review		0,505	54,314.00	\$20,893,00	 ·	\$25,207.0
Profect Coordinator	TBD	Project Coordinate		0.117	\$1,758.00	\$8,399,00		\$10,157.0
Program Quality Assessors (8)	TBD	Quality Assessor	<u>,,</u>	4.800		\$0.00	 	\$287,454.0
	; !		LOESCONIE		£0.40.740.00	\$1 17 ,435.00	· .	
RINGE BENEFITS		TOTA	L PERSONNE!		\$318,746.00	\$117,135.00		\$435,883.00
						Other -	Other -	
enefit Name ofel Benafits - Assessments	Calculations 30.4% of regular employe	aci calories plus	Salary	%. 3) 0.264013	Request \$104,637.00	Cash	In-Kind	<u>Total</u> \$104,637.0
	ledVe		 					
		" 		<u>}</u>				
otal Bénefits - Gañerál .	38.4% of regular employer leave	es' salanes plus	\$148,429.00	0.364019	\$11,391.00	\$42,640.00	ĺ	\$54,031,00
				ļ 				
			ļ	ļ 		ļ }		
			İ				. ļ	_
		TOTAL FRIN	GE BENEFITS		416,028.00	\$42,640.00		\$158,668.00
ROFESSIONAL SERVICES				FTE			Diffier -	
ife ebsita Developer	<u>Function</u>			(%)	Request 94,500.00	Other - Cash	In-Kind	Total \$4,500.00
<u>.</u> }			j		<u> </u>			
BCONTRACTS	<u>.</u>	TAL_PROFESSIONA	AL SERVICES		\$4,500.00			\$4,500.00
		Ze Le Mation	Program ·	Admin	B		Other -	4-1
pricy F	Function C	Calculation TOTAL SUB	Costs CONTRACTS	Costs	Roquest \$0.00 Sikin	Cash i	<u>n-Klīid To</u> 	tal \$0.00 \$0.00
OGRAM MATERIALS								
	ajeulations				Request		Other - n-Kind	Total
· ·					- conference	I		14101]

2012-13 BUDGET - CMS FO	ORM 4	·			
Supplies/Materials	sae namative		\$3,853.00}	\$488,00	\$4,361.00
			l.		
]					
1			(
1	•				
		•			
}	,			J.	
Restant Constant	·				
Postago/Tetephone	seo narrative	•	\$3,946.00	\$2,337.00	\$6,283.00
1.			} }	}	
				:	
				:	·
Printing/Graphics	sae narrative		\$320,00	\$1,128.00;	
, , , , , , , , , , , , , , , , , , ,	Jasamandara		4025,55	411120.003	0 (5442,00)
				İ	
· .		L PROGRAM WATERIALS	\$6,129.00	\$3,961.00	\$12,080.00
OTHER PROGRAM EXPENS	3ES 			Other - Other	
Expense Project Specific Direct	Celculations	<u> </u>	Request \$42,(95,00)	Cash	
Technology - Assessments			772,170,00	, Ç	
Project Specific Direct			\$0.0 c j		\$5.00
Occupancy - Assessments Project Specific Program	<u> </u>	··· ·· · · · · · · · · · · · · · · · ·	564,320,90	-· - -	\$34,320,00
Support - Assessments					
Project Specific Direct Technology - Ganeral			\$3,549,00	\$13,649,00	\$ \$7,298.00
	1			}	÷ .
Project Spectilo Direct Occupancy - General			\$3,701.00	\$12,996.00	\$16,536.00
				Ì.	
		•]
Project Specific Program Support - General	-	· · · · · · · · · · · · · · · · · · ·	\$5,116.CO	\$19,525.00	\$24,640.00
аварок - овунскі			i i		
			•	Ī	
					<u> </u>
Project Spectfic Transletion	\$0.30/ward	•	519,602.00		\$19,602.00
			İ		
				ĺ	
Project Specific Travel	Estimated at \$40/trlp x 625 trips/year	·	825,000.00		\$25,000.00
CERS Reliability Training			\$9,000.00	<u>!</u>	\$9,000,00
	1		i l.	1	1

WESTED, CENTER FOR CHILD AND FAMILY STUDI. (JALITY RATING SERVICES 2012-13 BUDGET - CMS FORM 4

		TOTAL ADMINISTRATIVE COSTS	587,979.00	\$28,684.00		\$116,663.00
Total Admin Costs - General	18.67% rate		\$19,740,00	\$26,864.00	·	\$48,424,00
Cost Name Total Admin Costs - Assessments	Calculetions 13,67% rate		Request \$68,239.00	Other Cash	Other - In-Kind	Total 968,289,00
ADMINISTRATIVE COSTS			<u></u>			
Project Specific Fingerprinting	\$75 x 7 assessors TO	TAL OTHER PROGRAM EXPENSES	\$525.00 \$200,097.00	\$46,109.00	\$593.00	\$246,206,00
CLASS Reliability Training ITERS Reliability Training		:	\$9,000.00	·		\$9,000,0 \$9,000,0
FOORS Reliability Training		·	\$9,000.00			\$9,000.0

PERSONNEL	PERSONNEL NARRATIVE
TIE! -	
Title	
Evaluation Director	Provide overall oversight and leadership to the project and ensure that the project has appropriate and adequate resources to affectively and efficiently carry out the work with the highest standards of quality
Sr. Research Associate	Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors and QRS Coaches on assessment protocols; ensure that all protocols and procedures are carefully and consistently followed and implemented across Assessors; review assessment reports; provide ongoing training, supervision, and support to
<u></u>	Assessors, and communicate with the citent, includes \$6,0\$1 for ramp-up.
Project Managed	Dedicated to day-to-day implementation of assessment services; operations management and administrative support;
	monitor the timeline and onsure that all deliverables are completed on time; oversee scheduling of program assessments oversee assessment data entry; oversee the maintenance of external communications vehicles (website, volcement,
Research Assistant	email); manage the reporting to funders; and coordinate internal project meatings. For ramp-up only. Review and finalize translation of materials into Chinese.
Quality Review Assistant	Dedicated to sending letters and posters to programs prior to assessment; enter scores into the data system; track
	intervator reliability; print and mail assessment reports to each assessed program; and provide ganeral administrative support to the project, including maintaining project files, photocopylog and filing of documents, and general office support
Project Coordinator	Conduct community objects regarding assessment processes
Program Quality Assessors (6)	
	CLASS - 164 seasions at \$845/seasion Six essessors at \$28.15/hr, dedicated to achieving and maintaining reliability on each of the assessment instruments,
	conducting program quality assessments, accurately completing score sheets and summary reports, and carefully and
	conspletely following all project protocols and procedures,
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
FRINGE DENETIES	PRINCE SERENTS TOURNATIVE
Benefit Name	
Total Benefits - Assessments	Total Deptat/Medicas at 16,134%
,	Workars' Comp at 0.519%
	Life Insurance/ADD at 0,863%
	S.T.D. Insurance at 0.094%
	EAP/Cafeteria at 0.092%
	Resignment at 14.753%
	Suppiremental at 1,674%
	Staff Benedits/Rolated Costs at 9,134%
-	Unemployment Tax at 0,510%
Total Benefia - Gorreral	FIGA at 1,88% Total Destal/Medical at 16,134%
otal bellena - Goreial	Workers' Comp at 0.559%
	Life Insuranca/ADD at 0.393%
	S.T.D. Inaurance at 0.084%
	2.T.D. Insurance at 0.726%
	EAP/CoSeteria at 0.092%
	Reitrament at 14.755% Supplemental at 1.674%
	Staff Benedits/Related Costs at 0.134%
	Unemployment Tex et 0.510%
	FICA at 1.883%
RINGE BENEFITS	The benefits rate is 36.4% of regular employaes' unloaded salaries, inclusive of leave. Benefits include worker's companisation, unamployment tax, and FJCA for both employee classifications. Regular employees also receive retirement, medical/dental, life insurance, disability insurance, and other staff bonefits.
	tetternent, medibandensi, ille mediance, osabilio mastalica, ara otner stan conces,
ROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
ltle	
rebsite Devejoper	The Website Developer will create a QRS/QIS website for the project, to be accessed by Providers, QIS Coephes, and
	QRS Assessors. The Website Developer will work with the WestEd project team to define the specialculous of the alte,
	askedt and refine a design, and input contant. The Website Developer will also train and provide website consulting to WestEd as needed.
	MarkEn us lifeaner.
UBCONTRACTS	SUBCONTRACTS NARRATIVE
	
genty	
ane	
ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
CONTRACTOR INTO	PROGRAMMENTAL PROGRAMMENTAL
cpense .	
	•

Supplies/Materials	The Supplies and Materials category includes general office items such as stationary, pens, writing tablets, markers, clips,
ſ	notepads, fillp charts and other training meterials. Special purchases in addition to the popled coats with be charged directly
	to the project and are explained below.
	Ramp-up:
· ·	ECERS-R material - \$66,95 x 6 easessors + \$60,26 shipping = \$461.96
	ITERS-R meterial - \$66.95 x 6 assessors + \$60.26 shipping = \$481,96
	ITERS-R Rating Scale - \$21.95 + \$5 shipping x 6 sasessors = \$161,70
	CLASS Manual PreK @ \$49.95 x 6 assessors and CLASS Dimensions Guide PreK - \$12.95 x 6 assessors + \$45.29
ſ	shipping
	Popled Costs: 145,6 hour units x \$0,2800 sets = \$38
· · ·	Full Year Operation:
	File folders - \$t x 549 assessments = \$649
	File folders - \$1 x 66 iterrater geseasments = \$95
	Assessment rating sheet photocopies - \$0.20/page x 12 pge x 549 assessments = \$1,318
	Interrator reliability assessment rating sheet photocopies - \$0.20/page x 12 pgs x 66 literrator assessments = \$150
ſ	Assessor storage clipboards - \$21.33 x 6 веяварга = \$128
	SF First 5 Pooled Costs: 536 hour units x \$0.1884 = \$101
	HAAS Pooled Costs: 2,593,6 hour units x \$0.1882 = \$488
Postage/Telephory	Postago and telephone exponses include general malling and telecommunication costs. Special purchases in additions to
	the pooled costs will be charged directly to the project and are explained below.
1 .	Ramp-dp;
	Popled Costs; 145.6 hour units x \$1.2400 rate = \${51
ſ	Full Year Operation:
	Pre-assasment packets - \$3 x 649 providera = \$1,647
	Post-assesament packets - \$3 x 549 providers = \$1,647
	SF First 5 Pooled Casts: 596 hour units x \$0.6787 = \$471
	HAAS Pooled Costs: 2,698,6 hour units x \$0.9011 = \$2,337
Printing/Graphics	Printing/Graphics expenses include general office copying.
1	Ramp-up:
ſ	Popled Costs; 145,6 hour units x \$0,6000 = \$57
	Full Year Operation:
	SF First 5 Pacied Costs: 536 hour units x \$0.4347 = \$283
	HAAS Pooled Costs: 2,599,6 hour units x \$0,4941 = \$1,128

	SEI OTHER PROGRAM EXPENSES NARRATIVE
Hotel to the state of the state	
Ехрепье	
Project Specific Direct	Direct Tuchnology includes Personal Computers, IT Support, Common Network, and Shared Equipment.
Technology - Assessments	Pooled Costs: 8,544 x \$5.0068 = \$42,778
	\$693 is the in-kind amount above max reimbutsoment
Project Specific Direct	
Occupancy - Assessments	<u> </u>
Project Specific Program	Includes admin services such as HR, purchasing, insurance, logal, membarahip duas and program services such as staff
Support - Assessments	planning, questity roview, steff development, work planning, staff evaluation and library assistance.
L	Papied Costs; 8,544 x \$7.6261 = \$64,320
Project Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Sharad Equipment.
Technology - General	Ramp-up;
Ţ	Pocked costs: 146.6 hour units x \$5.6875 = \$826
1	Full Year Operation:
	SF First 5 Pacied Costs: 536 hour units x \$5,2631 = \$2,821
	HAAS Pooled Costs: 2,593.6 hour trills x \$6.2626 = \$13,649
Project Specific Direct	Direct Occupancy represents the rent end/or occupancy of project office space at a specific West∈d location,
Occupancy - General	Ramp-up;
	Pooled Costs: 145.6 hour units x \$7.0500 = \$1,028
1	Full Year Operation:
į	SF First 6 Pooled Coats: 586 hour units x \$4.9907 = \$2,675
Ĺ	HAAS Pooled Costs; 2,593.6 hour units x \$4.9873 = \$12,935
Project Specific Program	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff
Support - General	planning, quality review, staff development, work planning, staff evaluation and library assistance.
1	Ramp-up:
	Popled costs: 145.6 hours Units x \$7,4200 = \$1.050
	Full Year Operation:
}	SF First 5 Pooled Costs: 536 hour units x \$7,5280 = \$4,035
L	HAAS Pooled Costs: 2,693,6 hour units x \$7.5281 = \$19,525
Project Specific Translation	This includes the costs of translating provider triently information into Spanish and Chinese regarding the assessment
1	process, report templates, and resource information
!	Ramp-up:
f	\$7,802 - 8,447 words Into 3 lenguages.
	Full Year Operation:
<u></u>	\$12,000 - 13,333 words Into \$ fanguages.
Project Specific Travel	All travel exponse reimbursements are based on the Agency's policy. For each trip, other expenses include ground
	transportation (including personal car or public transportation) and personal Where appropriate, missage is charged at the
	State of California's approved reimbursament rate, \$25,000 in travel costs is estimated. Travel costs are estimated for
L	travel baginning and ending in San Francisco County at a rate of \$40 per trip x 625 trips.
ECERS Reliability Training	Includes annual rehewal of week-long interrater reliability trianing with authorized trainers at the University of North
	Carolina - Chapel Hill and travel costs for 1 ECERS-R instrument anchor.

FCCRS Reliability Training	Includes aroual renewal of week-long Interrater reliability trianing with authorized trainers at the University of North
	Carolina - Chapel Hill and travel costs for 1 PCCERS-R (natrument anchor.
CI.ASS Reliability Training	Includes annual renewal of internator reliability training for all assessors by authorized CEASS trainers.
ITERS Reliability Training	Includes annual renewal of week-long interreter reliability trianing with authorized trainers at the University of North
P	Garolina - Chapol Hill and travel costs for 1 ITERS-R instrument anchor.
Project Specific Fingarprinting	Assessor fingerprinting (\$75 aach x 7 assessors).
ADEAU WAYE ATIVE ADAMA	
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
In the second second	
Cost Name	·

First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd - San Francisco Quality Rating Services

						Chick Articles
Service: Development and Migration of site review data to QRIS database system	ata to QRIS	latabase	system			Set-up
Performance Measures		cos	- PO-	Annual	24 Annual Reporting Instructions	Data Source
Formatted excel spreadsheets created and imaintained		-	o	<u>.</u>	Enter previous and current review scores and other related data	Uploadable excel
						spreadsheet
Two updates to data files in preparation for			2	2	Enter new data fields as discussed with funders	Uploadable
upload to database system						excel
Data configuration/migration meetings		6	m	و	Enter data meetings	Mtg agendas
Service: Translation of SFQC website materials that support		implementation of SFQRS	ion of SF	aRs		CMS Activity Set-up
Commence Measures Comment of the Control of		્રાજ્યા	((04	Annual	Q3 Q4% Annoal Second Second Second Instructions Second Sec	⊗Data Source ⊆
Translation of additional website documents and content into Chinese and Spanish		មា	ស	10	Report the number of documents translated and content uploaded to SFQC website	Documents
Service: Additional Pre-K and Toddler CLASS Assessments	saments					CMS Activity Set-up
Reporting instructions Q2 Q3 Annual Reporting instructions	O20	(O3	Q4	Annual	Reporting Instructions	. Data Source.
Recruit additional CLASS observers		m	ō	5	Enter number of onsite training provided each quarter	eventbrite
Conduct CLASS training for new observers		-	5	20	Enter number of training participants	Sign in sheets
Number of Toddler CLASS assessments			20	20	Enter number of Toddler CLASS assessments	Database/Tra cking file
Service: 2013-2014 Queue preparation and development based on local program and funding requirements.	ment based	on local p	orogram	and fun	ding requirements.	CMS Activity Set-up
B A STATE OF THE S		03%	8	Aninual	- Color Colo	Oata Source
Queue for CB and FCC programs in Quality Circle			1	1	Delivery of proposed queue	document

PERSONNEL							
Title.			fte		Other.	Other	Total
Senior Research Associate I	Name Lopoz, Gabricia 8	Furiction Quality Review Manager	25%	Request \$22,972.00		16-Klad \$0,00	Salary \$22,972.0
		:	;				
Research Associate (Schellie, Joselyn A	Project Manager	20%	810,147.00	\$ä.DD.	\$0.00 (3	§18,147,0
			;				
Program Asalstant	Baiocchi, Alicia L	Quality Review Assistant	15%	\$7,962.00	\$0.00	\$0.00	37 ,9 62 .0
		TOTAL PERSONN	EL	\$49,081.00		. 18	
FRINGE BENEFITS		<u> </u>	·		<u> </u>		
					Other :	Olher	
Benefit Name Total Benefits	36.4017% of regular empl	Salary oyeea' selerios plus (eave \$49,081		Request \$17,868,00	Cash \$0.00.	In-Kind \$0.00	Total \$17,688.0
•	and 14.7% for temporary of	епърюуеня			į		
			188			133 	
	1		1 3		- }		
		.) 20	
	<u></u>	TOTAL FRINGE BENEFI	rs ····································	\$1 7 ,866.00		(00)	//
PROFESSIONAL SERVICES	· · · ·						
Title	Function		FTE (%)	Request	Other	Other In-Kind	
immensora orași a santa de la serie de la serie de la serie de la serie de la serie de la serie de la serie de	<u>, innerion, innerion, innerion innerio</u>	<u> </u>		\$6.00	\$0.00	\$0.00	Total \$0.0
		TOTAL PROFESSIONAL SERVICE	S	\$0.00			
SUBCONTRACTS		eranicaeramentos missarianos financias con caracitas de la consecución dela consecución de la consecución de la consecución de la consecución de la consecución dela consecución de la consecución de la consecución de la consecución de la consecución de la consecución de la consecución de la consecución de la consecución de la consecución de la consecuci	eritzek a tiek fe autonomi	27/00/04/04/04/04/04/04/04/04/04/04/04/04/			DAH DAMAA
Agency	Function	Program Calculation Costs	Admin Costs	Request	Othora Cash	Other In Kind To	
		TOTAL SUBCONTRACT	15 N	\$0.00 \$0.00	\$0.00	\$0.00	\$0.0
	/ <u>-</u>						
PROGRAM MATERIALS			//S14/45/5/5/5/5/5/5	15/2/46/55/12/5	Other	Other	
Expense Supplies/Metonols	Calculations: 1,055.6 hrs x 90.23 gate			Raquest \$246.00	Cash \$0.00	in-Kind \$0.00	Tota) \$246.0
Postage/Telaphona	:1,085.8 hrs x \$1.35 rate		<u> </u>	\$1,439.00	\$0.00	\$0.00	\$1,439,0
Printing/Graphics .	:1,066,8 hrs x \$0.62 rais	TOTAL PROGRAM MAYERIAL	<u>.</u>	\$661.00; \$2,345.00	\$0.00	\$0.00\$\$\$	\$661 D
OTHER PROGRAM EXPENSES							
OTTER PROGRAM EXPENSES					Other	Other:	
Expense Project Specific Direct Technology	Calculations 1,006.8 hrs x \$8.00 rste	<u> </u>	<u></u>	Request	Cash \$0.00	in Kind \$0.00	% Tota (: \$6,394.0(
Project Specific Direct Occupancy	1,085.6 hrs x \$7.15 rate	<u></u> .	_	\$7,619.00	\$5,00	\$0.00	\$7,619,0
•	1					200	
Project Specific Program Support	1,065.6 N/a x \$8.63 rate		. <u>.</u>	\$7,065.00	\$0.00	\$0,00	\$7,065.00
CLASS Training Translation	\$0.30/word			\$9,000,00 \$15,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$9,000,00 \$15,000,00
		TOTAL OTHER PROGRAM EXPENSE	6	\$45,078.00	+=100	\$8.00 <u>mis</u> k	ALEXANDER PROPERTY
ADMINISTRATIVE COSTS	· · · · · · · · · · · · · · · · · · ·	<u> </u>	·				
						Other	
ost Name Total Admin Costs	Calculations (8114,370) x 15.66%		<u> </u>	\$17,910.00	Cash \$0.00	<u>so.DD</u>	Total 817,910,00
	<u></u>	TOTAL ADMINISTRATIVE COST	<u> </u>	\$17,010.00			
TOTAL	BUDGET REQUESTED		\$	132,280.00			

Accounting/Finance Services.	
Includes Beard/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and	eteoC nimbA letaT
	Cost Name
	CLOSS TALLNUL CINII//ON
BUILDE COSTA NARRATIVE	ADMINISTRATIVE COSTS
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Translation of updates of website content and decuments posted on project website tail of hinds and Spanish.	
Teachstone Toddler CASS training tee, natedala for training perlighears, and logicality for training tee.	
haudes admin services auch as HR, purchasing, insurance, legal, menbarking dues and program services auch as staff planning, audit program services auch as a staff evelopment, work planning, staff eveluation and forezy assistance.	Project Specific Program Support
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First 5 San Francisco Performance Measures Form - Ver 2/3/10

Agency/Program Name: WestEd - San Francisco Quality Improvement Services

Service: Coaching for 18 classrooms @ an average of 30 hours each. Total 540 hours	e of 30 hours	each. Tota	al 540 ho	Eur.		CMS Activity Sel-up
	i oże		70	Annual	Rentormance Weasures 700 02 02 Annual Reporting Instructions	Da
Number of PFA IT Classrooms Served		<u>\$</u>	Ö	18	Enter number of PFA Infant Toddler classroom receiving coaching services from SF QI	Roster
Number of Administrators Served		10	-	10	Enter number of administrators informed about and/or barticipating in	Roster
Number of Infant/Toddler Teachers Served		45	0	54	Enter number of IT teachers served through onsite coaching.	Roster
Number of Coaching hours provided		300	360	099	Enter number of onsite coaching hourse provided,	Coaching logs
Number of IT classrooms receiving tangible		18	0	13	Enter number of classrooms who are recipients of	Coaching
resources					reosurce sharing.	expense Jogs
Service: Community Seminars (4)	# # # # # # # # # # # # # # # # # # #			, di	Service: Community Seminars (4)	CMS Activity Set-up
California State Department of Education Early Learning and Development System including the Infant/Toddler Foundations, CSEFEL,	arning and De	velopmer	nt Syster	n includi Annual	At will support providers ill directioning best produce for directions and countries best on the relations of the countries o	Data Source
Number of Seminars Provided			n	4	Enter number of seminars completed each quarter	Flyers
Number of administrators participating		N	Ċ.	10	Enter number of administrators participating	Rosters
Number of Teachers Participating.		40	120	160	Enter number of teachers participating.	Sign In sheets
Service: Onsite CLASS Training for Preschool for All Providers	All Providers					CMS Activity Set-up
	Q1881 50 Q288	୍ ଅ	3	Annual	See See See See See See See See See See	Data Source
Number of Seminars Provided		10	10	20	Enter number of onsite training provided each quarter	eventbrite
Number of administrators participating		10	10	20	Enter number of administrators participating	Sign in sheets
Number of Teachers participating		30	30	09	Enter number of teachers participating	

PERSONNEL								
				SW FTEWS		Other		Total
Title	Name	Function		(%)	Request	Cagh	In Kind	Salary
Sr, Program Associata II	Arlene R. Paxion	Cc-program Director		4%	\$4,678.00	\$0,00	\$0,00	\$4,678.0
		' -					i	378370
			_	1 3			L	
Program Associate II	Yudy Larraburo	QIS Coordinator		4%:	\$3,057,00	\$0,00	\$0.00	\$3,067.0
<u>-</u>	Naranjo	!·		ļ i				3.322.366.2
Program Associate I	Joya Chavailn	QIS Coach		11%	\$9,787.00	\$0,00	\$0.00	\$9,787.0
<u>.</u> .		<u> </u>		. —			l	**************************************
Program Associato II	Laura Y. Cheng	QIS Coach		12%	\$6,625.00	\$0.00	\$0.00	±69.825.0
		<u></u>						989888
Program Associate i	Shepardson, Susan F	QIS Coach		12%	\$8,670.00	\$0.00	\$0,00	\$8,670.0
Program Associate I (Temp)	Janet P. Kinoshita	3		- 50/		\$0.00		\$960.0
Program Associate 1 (Temp)	Janet P. Milosona	Fiscal Analyst		196	\$980.00	\$0.00	\$0,00	3000.0
December 1	Susanno H. Camp	in the second	·		40 450 66	\$0.00	60.06	\$2,498.0
Program Coordinator II	Susaina in Camp	Data Analyst		4%	\$2,499.00	\$0.00	\$0.00	32,486.U
	<u> </u>	TOTAL		<u>: </u>				A0000000000000000000000000000000000000
		UIAL	PERSONNEL		\$36,286.00			
	<u> </u>	-14	<u> </u>		<u> </u>			
FRINGE BENEFITS				· · · · · · · · · · · · · · · · · · ·				W. of 10,000 .
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Benefit Name	Calculations		Salary	700 (M 20 (30)	Request	Cash		(Total
Total Benefits	36.4017% of regular e	mployees' saleries plus loavo	\$36,286.00	####### }	\$11,563,00	\$0.00	\$0.00	\$11,583.0
	and 14.7% for tempora	ary employeea	1	l. 3		į		
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		TOTAL FRING	E BENEFITS		\$11,563.00		:	
		TOTAL FRING	EBENEFITS		\$11,563.00			
PROFESSIONAL SERVICES		TOTAL FRING	EBENEFITS		\$11,563.00			
PROFESSIONAL SERVICES		TOTAL FRING	EBENEFITS	₩ ₽τε ®®	\$11,563.00	Other 200	Other %	
	Function	TOTAL FRING	E BENEFITS	FTE PSS		Other -	Other In-Kind	Total
	Function	TOTAL FRING	E BENEFITS	FTE (%)	\$11,563.00 Request	2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014 A 2014	Other In Kind	Total
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Title	Function		L SERVICES		Request	Cash	in Kind	
PROFESSIONAL SERVICES TITLE SUBCONTRACTS		TOTAL PROFESSIONA	L SERVICES Program	(%) Admin	Request: \$0.00	Gash Other:	In-Kind	\$0.00
Title SUBCONTRACTS Agency	Function)	TOTAL PROFESSIONA	L SERVICES Program Costs	(%) Admin Gosts	Request \$0.00 Request	Cash Other : Cash	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency	Function)	TOTAL PROFESSIONA Calculation This lins item amount is pass	L SERVICES Program	(%) Admin	Request: \$0.00	Gash Other:	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency	Function)	TOTAL PROFESSIONA Calculation This lins Item amount is pass through costs and does not	L SERVICES Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request	Cash Other : Cash	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency	Function)	TOTAL PROFESSIONA Calculation This lins litim amount is pass through costs and does not trigger any administrative costs.	L SERVICES Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request	Cash Other : Cash	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency	Function)	Calculation Calculation This line item amount is pass through costs and does not trigger any administrative costs below.	■ SERVICES Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request \$10.886.00	Cash Other : Cash	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency	Function)	TOTAL PROFESSIONA Calculation This lins litim amount is pass through costs and does not trigger any administrative costs.	■ SERVICES Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request	Cash Other : Cash	In-Kind	\$0:00 Total
Title SUBCONTRACTS Agency Children's Council of SF	Function)	Calculation Calculation This line item amount is pass through costs and does not trigger any administrative costs below.	■ SERVICES Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request \$10.886.00	Cash Other : Cash	In-Kind	\$0:00 Total
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SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense	Function) Class* and coaching Catculations	TOTAL PROFESSIONA Calculation: This line item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUB(Program Costs \$10,888.00	(%) Admin Gosts	Request S0.00 Request \$10,888.00	Other - So,oo	Other Sp. 00 Other La Kind	\$0.00 Total \$10.868.00 Total
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense Supplies/Materials	Function) Class* and coaching Catculations 849 hrs x \$0.02 rato plu	TOTAL PROFESSIONA Calculation: This line item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$10,888.00	(%) Admin Gosts	Request \$0.00 Request \$10,886.00 \$10,886.00	Other So,oo	Other So.oo	\$0.00 Total Total \$480.00
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense Supplies/Materials	Eurotion) Class* and coaching Catculations 849 hrs x \$0.02 rato pit 18 Classrooms @ \$1,0	Calculation: This line item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$10,888.00	(%) Admin Gosts	Request \$10,888.00 S10,888.00 Request \$480.00 \$18,000.00	Other - So,oo	Other St. ool St. ool St. ool St. ool St. ool	\$0.00 Total \$16,868.00 Total \$460.00 \$18,000.00
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense Supplies/Materials Classroom Resource Materials Postagor'i elephone	Function) Class* and coaching Catculations 949 hrs x \$0.02 rate pit 18 Classrooms @ \$1,0 849 hrs x \$0.12 rate pit	TOTAL PROFESSIONA Calculation This lims item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBO se any additional training supplications any additional training supplications any additional training supplications any additional training supplications any additional training supplications.	Program Costs \$10,888.00 CONTRACTS	(%) Admin Gosts	Request \$10,888,00 S10,888,00 S480,00 S18,000,00 S164,00	Other = Cash \$0.00 Other = Cash \$0.00 \$0.00 \$0.00	Other - In-Kind SD-00 Other: In-Kind 40.00 \$0.00 S0.00 S0.00	\$0.00 Total \$480.00 \$480.00 \$18,000.00
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense Supplies/Materials Classroom Resource Materials Postagor'i dephone	Function) Class* and coaching Catculations 949 hrs x \$0.02 rate pit 18 Classrooms @ \$1,0 849 hrs x \$0.12 rate pit	Calculation: This line item amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$10,888.00 CONTRACTS	(%) Admin Gosts	Request \$10,888.00 S10,888.00 Request \$480.00 \$18,000.00	Other SO,000 Other SCash SO,000 \$0,000	Other - In-Kind SD-00 Other: In-Kind 40.00 \$0.00 S0.00 S0.00	\$0.00 Total \$10,868.00 Total \$480.00 \$18,000.00
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense: Expense: Classraom Resource Materials Postagor Telephone Printing/Graphics	Function) Class Fand coaching Catchilations 849 hrs x \$0.02 rate plu 18 Classrooms @ \$1,0 849 hrs x \$0.12 rate plu 849 hrs x \$0.06 rate plu	Calculation: Calculation: This lim amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$10,888.00 CONTRACTS	(%) Admin Gosts	Request: \$0.00 Request: \$10,888.00 \$10,888.00 \$480.00 \$18,000.00 \$164,00 \$1,078.00	Other - Cesh So.oo \$0.00 \$0.00 \$0.00 \$0.00	Other - 50.00 S0.00 S0.00 S0.00	Total \$18,000.00 \$18,000.00 \$18,000.00
SUBCONTRACTS Agency Children's Council of SF PROGRAM MATERIALS Expense Supplies/Materials Classroom Resource Materials Postagor'i dephone	Function) Class* and coaching Catculations 949 hrs x \$0.02 rate pit 18 Classrooms @ \$1,0 849 hrs x \$0.12 rate pit	Calculation: Calculation: This lim amount is pass through costs and does not trigger any administrative costs below. TOTAL SUBC	Program Costs \$10,888.00 ONTRACTS es/materials	(%) Admin Gosts	Request \$10,888,00 S10,888,00 S480,00 S18,000,00 S164,00	Other = Cash \$0.00 Other = Cash \$0.00 \$0.00 \$0.00	Other - 50.00 S0.00 S0.00 S0.00	\$0.00

OTHER PROGRAM EXPENSES			
Expense	Calculations	752 / 1940 1941 1941 1951 1951 1951 1951 1951 1951	thor Others Cash In-Kind Total
Project Specific Dizect Technology	849 hrs x \$4,78 rate	54,081.00	\$0,00 \$0.00 \$4,067.0
Project Specific Direct Occupancy	849 hrs x \$1.03 rate	\$875.00	\$0.00 \$0.00 \$875.0
Project Specific Program Support	849 ਮਿਤ x \$7.53 rata	\$6,393,00	\$0.00 \$0.00 \$6,393.0
Project Specific Travel	Coach travel: 3 coaches x 265 trips x \$25/trip Seminas travel: 4 staff x 2 trips x \$25/trip	\$20,075.00	\$0,00 \$0.00 \$20,075.0
	TOTAL OTHER PROGRAM EXPENSES	\$31,404.00	
ADMINISTRATIVE COSTS			
Gost Náme	Calculations	**************************************	ther Other- ash In-Kind Total
Total Admin Costs	(\$\$16,263 - \$10,688) x 14,4%	\$15,030.00	\$0,00 \$0.00 \$15,030.0
	TOTAL ADMINISTRATIVE COSTS	\$15,030.00	100000000000000000000000000000000000000
TOTAL BUD	SET REQUESTED:	\$130,293.00	

PERSONNEL	PERSONNEL NARRATIVE
Thie	
Sr. Program Associate If	Willi oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Caro Network Coordinator and Manager, oversee outreach, oversee authoratived with Children's Council of SE, oversee QIS portion of SEORS web-site, supervise QIS Coordinator, arrange training of QIS staff with content exports, and develop training materials
Program Associate II	Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Program Associalé I	
Program Associate II	 Will provide coaching to classroom teachers and family child care providers to increase the quality of the programs and increase ERS scores, work closely with peer mentors on developing femily child care cohorts and conduct for purposes of training and peer support meetings, collected with QECCN advisors assigned to family child care programs, and participate in training
Program Associate I	
Program Associate I (Temp)	Will track exponditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council of SF and pear mentors
Program Coordinator II	Will support GIS Coordinator and Coaches on data automissions, data analysis, and report preparation, and will oversee allocation of resource materials
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Tolai Benefils	A blended rate is used in coll £26 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all benefits for regular employees: Total Dental/Medical at 35.134% Workers' Comp at 0.619% Life Insurance/ADD at 0.393%
	S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.002%
	Retirement at 14.753% Supplemental at 1.874%
	Staff Benefils/Relaied Costs at 0,134% Unamployment Tax at 0.510% FICA at 1,883%
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PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Ţitię:	0
SUBCONTRACTS	SUBCONTRACTS MARRATIVE
Agency	
Children's Council of SF	Children's Council staff will gasiat with recruitment, technical assistance for online programs and video equipment, case management, confloring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Partner assessors and coardinating includes implementation for 60 preschool teachers and family child care providers to participate in the 10 month program.
PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Ехрелѕе	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, votepads, flip charts and other training materials.
Classroom Resource Materials Postage/Telephone	Materials needed for participants. General/bulk mailing and telecommunications costs.
Printing/Graphics	Ganeral office copyling and printing of training materials for the ERS, CLASS, QRIS and other training events as well as
	marketing materials. An outside vendor will be used for bulk printing,
Subsiatence	Continantal Breakfast and Lunch for attendee's at 4. Seminars, approximately 40 attendees per ovent

OTHER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rentfoccupancy for project office space for Co-Directors; Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, lagal, membarahip duas and program services such as staff
	plenning, quality review, staff development, work planning, staff evaluation and library assistance.
Project Specific Travel	Airfare and lodging are based on current average rates. Per diem is \$45/day or \$11.25/quarter day. For focal fielder, por diem is
	as follows: breakfast-99, lunch-\$12, dinner-\$24. Other expenses include ground fransportation (shuttle, taxts of trains), parking, talls, and incidentats. Mileage is charged at CA's approved reimbursement rate.
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ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS MARRATIVE
Cost Name	
Total Admin Coats .	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
	Accounting/Finance Services. Additional admin costs are applied at a rate of 2%, Excludes pass-through costs.