File No. _____170048

Committee Item No. _____ Board Item No.

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 23, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

	Motion Resolution Ordinance Legislative Digest Budget and Legislative Analyst Report Youth Commission Report Introduction Form Department/Agency Cover Letter and/or Report MOU Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 – Ethics Commission Award Letter Application Public Correspondence
OTHER	(Use back side if additional space is needed)
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Completed Completed	by:Linda WongDateby:Linda WongDate

Completed by: Linda Wong

FILE NO. 170048

RESOLUTION NO.

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[Contract Amendment - WestEd - Early Care and Education Quality Rating and Improvement System - Not to Exceed \$10,881,026]

Resolution approving a sixth contract amendment between First 5 San Francisco and WestEd, to provide citywide technical assistance, coaching, training, and rating services for publicly funded early care and education providers serving low income children with special needs, and increase the contract amount by \$888,911 for a total amount not to exceed \$10,881,026 for the period of July 1, 2012, to June 30, 2017.

WHEREAS, First 5 San Francisco would like to build and support quality early care and education options for all San Francisco families; and

WHEREAS, Through a Request for Proposals in 2012, WestEd was selected to provide technical assistance, coaching, training, and rating services to publicly funded early care and education providers for the period of July 1, 2012, to June 30, 2015, for a total amount not to exceed \$4,641,505; and

WHEREAS, The Office of Early Care and Education was not prepared to directly administer this contract starting on July 1, 2015, and asked First 5 San Francisco to continue to oversee it; and

WHEREAS, The contract was subsequently amended five times extending the term through June 30, 2017, for a total amount not to exceed \$9,992,115; and

WHEREAS, The current contract for these services for the period of July 1, 2012, to June 30, 2017, is held by WestEd and is in the amount of \$9,992,115, on file with the Clerk of the Board of Supervisors in File No. 170048, which is hereby declared to be a part of this resolution as if set forth fully herein; and

WHEREAS, First 5 San Francisco wishes to increase the total contract amount not to exceed \$10,881,026; and

Supervisor Yee BOARD OF SUPERVISORS

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WHEREAS, The San Francisco Charter, Section 9.118, requires that contracts entered into by a department or commission having a term in excess of ten years or requiring anticipated expenditures of \$10,000,000 or more be approved by the Board of Supervisors; and; now, therefore, be it

RESOLVED, That Board of Supervisors hereby approves this contract amendment with WestEd to continue to provide citywide technical assistance, coaching, training, and rating services to publicly funded early care and education providers for a total amount not to exceed \$10,881,026 for the period July 1, 2012 to June 30, 2017; and, be it

FURTHER RESOLVED, That within thirty (30) days of the sixth amendment being fully executed by all parties, First 5 San Francisco shall provide the final contract to the Clerk of the Board for inclusion into the official file.

Recommended:

Ingrid Mezquita Executive Director of First 5 San Francisco

First 5 San Francisco Children and Families Commission BOARD OF SUPERVISORS

Item 2 File 17-0048	Department: First 5 San Francisco
EXECUTIVE SUMMARY	
	Legislative Objectives
between First 5 San F citywide Quality Ratin education programs. Th from not-to-exceed \$9	on would approve the sixth amendment to the existing contract rancisco and WestEd, a nonprofit agency, to continue providing g and Improvement System (QRIS) services for early care and he sixth amendment increases the contract's amount by \$888,911 ,992,115 to \$10,881,026. The existing contract term of five years he 30, 2017 is unchanged.
	Key Points
quality and used to a contractor, providing competitive process in term to June 2017, and	nprovement System (QRIS) is a set of ratings graduated by level of assess licensed early care and education settings. WestEd, the QRIS services to First 5 San Francisco, was selected through a 2012. The contract has been amended five times, extending the d increasing the contract amount by \$5,350,610 from the original to a total not-to-exceed amount of \$9,992,115.
	Fiscal Impact
\$888,911. This budget budget of \$2,288,566. contract year from July	contract budget is \$2,638,911, which includes the increase of of \$2,638,911 is \$350,355 or 15 percent more than the FY 2015-16 According to First 5, the contract increase of \$888,911 for the last 1, 2016 through June 30, 2017 is needed to provide QRIS technica nd training services to an additional 70 new sites from the Family vork.
	Policy Consideration
2012 and has been ext contract may be extended competitive selection p to specify that (1) First	etween First 5 and WestEd to provide QRIS services, which began is ended to June 2017, does not specify the number of times that the ended. According to First 5, the QRIS contract will undergo process in March 2017. The proposed resolution should be amende 5 San Francisco will issue a Request for Proposals for QRIS service d (2) the new contract will specify the total contract term, includin
	Recommendations
competitive request contract to provide for publicly funded children with speci Francisco for these	ed resolution to specify that (1) First 5 San Francisco will issue at for proposals to select a provider by June 30, 2017 for a new citywide technical assistance, coaching, training, and rating service early care and education providers serving low-income children an ial needs, and (2) any future contract entered into by First 5 Sa services must specify the original term, the number of extensio rm of each extension option.
Approve the propos	sed resolution as amended.
SAN FRANCISCO BOARD OF SUPE	ERVISORS BUDGET AND LEGISLATIVE ANALY

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

First 5 San Francisco's Quality Rating and Improvement System (QRIS)

A Quality Rating and Improvement System (QRIS) is a set of ratings graduated by level of quality and used to assess licensed early care and education settings. It is based upon early childhood research identifying the quality elements that are critical to support positive child development outcomes. QRIS's ratings aim to 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 information to assess program performance. San Francisco's QRIS includes training, technical assistance, coaching and rating services through assessment tools that assist early care educators in improving quality.

WestEd, the contractor providing quality improvement services to First 5 San Francisco, is responsible for providing citywide QRIS technical assistance, coaching, training and rating services for early care and education providers in the City, with initial priority for services given to low performing early care and education programs serving low income children and/or children with special needs. Table 1 below details the number of sites that receive QRIS improvement and assessment services, as well as rating services, from FY 2013-14 to FY 2016-17.

Type of QRIS Participation	FY 2013 - 14	FY 2014 – 15	FY 2015 – 16	FY 2016 – 17
Sites Receiving Improvement and Assessment Services Only	119 Child Care Centers ¹ 220 Family Child Care ²	131 Child Care Centers 199 Family Child Care	137 Child Care Centers 233 Family Child Care	144 Child Care Centers 250 Family Child Care
Rated Sites	119 Child Care Centers 19 Family Child Care	131 Child Care Centers 34 Family Child Care	137 Child Care Centers 40 Family Child Care	144 Child Care Centers 108 Family Child Care

Table 1. Number of QRIS Sites from FY13-14 to FY16-17

Source: First 5 San Francisco

¹ Child Care Centers (or Day Care Centers) are usually located in a commercial building or school. Non-medical care and supervision are provided for infant to school-age children in a group setting for periods of less than 24 hours. ² Family Child Care (or Family Day Care) means regularly provided care, protection and supervision of children, in the care giver's own home, for periods of less than 24 hours per day, while the parents or authorized representatives are away.

Existing Agreement

In 2012, First 5 San Francisco entered into a contract with WestEd, a nonprofit agency, based on a competitive Request for Proposals (RFP) process³ to provide quality improvement services for publicly funded early care and education providers serving low income children and children with special needs. The contract was for \$4,641,505, which was less than the \$10 million threshold established by City Charter Section 9.118(b) requiring Board of Supervisors approval. The contract had a term of three years from July 1, 2012 to June 30, 2015 but did not specify the number of times that the contract could be extended (see Policy Consideration section below). First 5 San Francisco has amended the contract five times, extending the contract term through June 2017 and increasing the contract's amount by \$5,350,610 from the original amount of \$4,641,505 to a total not-to-exceed amount of \$9,992,115.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the sixth amendment to the existing contract between First 5 San Francisco and WestEd, a nonprofit agency, to continue providing citywide QRIS technical assistance, coaching, training, and rating services for publicly funded early care and education settings serving low-income children and children with special needs. The sixth amendment increases the contract's amount by \$888,911 for the last contract year from July 1, 2016 through June 30, 2017 from not-to-exceed \$9,992,115 to \$10,881,026. The existing contract term of five years from July 1, 2012 to June 30, 2017 is unchanged.

FISCAL IMPACT

FY 2016-17 WestEd Contract Budget

According to Ms. Lisa Lee, Senior Program Officer at First 5 San Francisco, the contract increase of \$888,911 for the last contract year from July 1, 2016 through June 30, 2017 is needed to provide QRIS technical assistance, coaching and training services to an additional 70 new sites from the Family Child Care Quality Network (FCCQN)⁴, as well as additional rating and assessment services for the new sites. Table 2 below shows the total contract budget in FY 2016-17, including the increase of \$888,911.

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³ The QRIS contract bid was part of a joint funder solicitation involving the Department of Children, Youth and their Families (DCYF), Human Services Agency (HSA) and First 5 San Francisco.

⁴ The Family Child Care Quality Network (FCCQN), an initiative created and funded by the San Francisco Office of Early Care and Education (OECE) in collaboration with the Department of Children, Youth, and Their Families (DCYF), offers family child care providers personalized coaching and consultation to improve the quality of early care and education for San Francisco children.

BUDGET AND FINANCE COMMITTEE MEETING

Table 2. FY 2016-17 Wester QKIS Contract Budget									
Category	Original Budget	Sixth Amendment	Total Budget						
Personnel	\$470,463	\$320,566	\$791,029						
Fringe Benefits	158,211	100,022	258,233						
Professional Services ⁵	64,901	28,887	93,788						
Subcontracts ⁶	6,000	150	6,150						
Program Materials	69,292	46,498	115,790						
Other Program Expenses ⁷	833,845	309,154	1,142,999						
Administrative Costs	147,288	83,633	230,921						
Total FY 2016-17 Contract Budget	\$1,750,000	\$888,911	\$2,638,911						

 Table 2. FY 2016-17 WestEd QRIS Contract Budget

The total FY 2016-17 budget of \$2,638,911 is \$350,355 or 15 percent more than the FY 2015-16 budget of \$2,288,566. As noted above, WestEd will increase services in FY 2016-17 to approximately 70 new sites.

Funding for the FY 2016-17 WestEd contract would come from the Office of Early Care and Education's Public Education and Enrichment Fund (PEEF), which is a General Fund set-aside, and the Department of Children, Youth and their Families (DCYF), as previously appropriated by the Board of Supervisors in First 5's FY 2016-17 budget. Funding will also come from the Proposition 10 Tobacco Tax funds. Table 3 below details the proposed funding sources of the FY 2016-17 budget,⁸ which includes the requested additional \$888,911, to be expended in FY 2016-17.

Source	Amount	Approximate Percentage
Public Education and Enrichment Fund (PEEF)	\$2,177,957	82.5%
Department of Children, Youth and their Families (DCYF)	370,954	14.1%
Prop 10 – Tobacco Tax	90,000	3.4%
Total	\$2,638,911	100%

Table 3. WestEd Contract Proposed Funding Sources in FY 16-17

According to First 5 San Francisco, the requested increase of \$888,911 is projected to be sufficient for estimated contract expenditures through the end of the contract term of June 30, 2017.

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⁵ This includes Spanish and Chinese translation services, fees for presenters and providers to support developing quality environments, state certified trainings, report translations, and website maintenance and upkeep.

⁶ This is a subcontract with City College of San Francisco to participate in the Program for Infant/Toddler Care (PITC) Course.

⁷ This includes Environment Rating Scale (ERS) assessments, Classroom Assessment Scoring System (CLASS) assessments, CLASS recertification, travel, technology/equipment including data plans, occupancy, general program support, Teaching Pyramid Model training, fees (registration, certification and trainer institute), project support, and communications/outreach.

⁸ The FY 2016-17 budget of \$2,638,911 is \$350,355 or 15 percent more than the FY 2015-16 budget of \$2,288,566, as noted above, WestEd will increase services in FY 2016-17 to approximately 70 new sites.

Contract Expenditures

From July 2012 through January 2017, WestEd has expended approximately 87 percent or \$8,701,132 of the total contract's existing not-to-exceed amount of \$9,992,115, as shown in Table 4 below. First 5 San Francisco projects expenditures of \$2,179,894 over the remaining five months of the contract, ⁹ resulting in total contract expenditures of approximately \$10,881,026, as shown in Table 4 below.

Contract	Actual Contract Expenditures (July 2012 through January 2017)	Projected Expenditures (February 2017 through June 2017)	Total Actual and Projected Expenditures (July 2012 through June 2017)
WestEd QRIS	\$8,701,132	\$2,179,894	\$10,881,026
Total	\$8,701,132	\$2,179,894	\$10,881,026

Table 4. WestEd Contract Actual and Projected Expenditures (July 2012 through June 2017)

POLICY CONSIDERATION

Contract Extension

As previously stated, the WestEd contract had a term of three years from July 1, 2012 through June 30, 2015, but did not specify the number of times that the contract could be extended. First 5 San Francisco has extended the contract three times through June 30, 2017. According to Ms. Tracy Fong, Fiscal Officer at First 5 San Francisco, First 5 agreed to extend the contract as a result of the transfer of administration of PEEF funds to the Office of Early Care and Education (OECE) in order to not disrupt services. According to Ms. Fong, OECE was not prepared to directly administer the contract in 2015 because the office's first priorities were hiring an OECE Director and undergoing a mandated community planning process. Consequently, First 5 and OECE agreed to have First 5 continue to administer and oversee the contract through 2020. The QRIS contract will undergo a competitive selection process in March 2017.

However, given that the existing contract between First 5 San Francisco and WestEd does not specify the number of times that the WestEd contract could be extended, the Budget and Legislative Analyst recommends that the proposed resolution be amended to specify that (1) First 5 San Francisco will issue a competitive request for proposals to select a provider by June 30, 2017 for a new contract to provide citywide technical assistance, coaching, training, and

⁹ Under the contract, First 5 San Francisco reimburses WestEd on a quarterly basis, with most reimbursements occurring at the end of the year. Of the \$2.6 million budget in FY 2016-17, approximately \$460,000 has been reimbursed, which reflects the first three months of expenses; the balance of \$2.2 million will be reimbursed on a quarterly basis through the end of the fiscal year. According to Ms. Tracy Fong, Fiscal Officer at First 5 San Francisco, the majority of QRIS assessments will be conducted during the last half of the fiscal year, which will spend down the balance.

rating services for publicly funded early care and education providers, and (2) any future contract entered into by First 5 San Francisco for these services must specify the original term, the number of extension options, and the term of each extension option.

RECOMMENDATIONS

- 1. Amend the proposed resolution to specify that (1) First 5 San Francisco will issue a competitive request for proposals to select a provider by June 30, 2017 for a new contract to provide citywide technical assistance, coaching, training, and rating services for publicly funded early care and education providers serving low-income children and children with special needs, and (2) any future contract entered into by First 5 San Francisco for these services must specify the original term, the number of extension options, and the term of each extension option.
- 2. Approve the proposed resolution as amended.

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

Sixth Amendment

THIS AMENDMENT (this "Amendment") is made as of **December 22, 2016**, in San Francisco, California, by and between **WestEd** ("Contractor"), 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 Contractor 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 Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and update standard contractual clauses;

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

1. **Definitions.** The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated July 12, 2012 between Contractor and City, as amended by the:

First amendment,	dated March 15, 2013,
Second amendment,	dated September 19, 2013,
Third amendment,	dated May 28, 2014,
Fourth amendment,	dated May 13, 2015, and
Fifth amendment,	dated September 7, 2016

1b. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

1c. 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:

2a. 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 Improvement Services exceed <u>FIVE MILLION TWO HUNDRED NINTY THOUSAND FIVE</u> <u>HUNDRED AND THIRTEEN</u> Dollars <u>(\$5,290,513.00)</u> in the period from JULY 1, 2012 to JUNE 30, 2017.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>FOUR MILLION SEVEN HUNDRED ONE THOUSAND SIX HUNDRED AND</u> <u>TWO</u> Dollars (\$4,701,602.00) in the period from JULY 1, 2012 to JUNE 30, 2017.

The maximum amount of Grant Funds disbursed hereunder shall not exceed <u>NINE MILLION</u> <u>NINE-HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTEEN</u> Dollars (\$9,992,115.00) in the period from JULY 1, 2012 to JUNE 30, 2017.

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 Improvement Services exceed <u>FIVE MILLION EIGHT HUNDRED FORTY-TWO THOUSAND SIX</u> <u>HUNDRED AND SIXTEEN</u> Dollars (\$5,842,616) in the period from JULY 1, 2012 to JUNE 30, 2017.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed FOUR MILLION NINE HUNDRED SEVENTY-FOUR THOUSAND AND FORTY-SIX Dollars (\$4,974,046) in the period from JULY 1, 2012 to JUNE 30, 2017.

In no event shall the amount of Contingent Funds disbursed hereunder exceed <u>SIXTY-FOUR</u> <u>THOUSAND THREE HUNDRED AND SIXTY-FOUR</u> Dollar (<u>\$64,364</u>) in the period from JULY 1, 2016 to JUNE 30, 2017, <u>pending availability</u> of funding and <u>subject to</u> <u>authorization</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office. The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>TEN MILLION EIGHT HUNDRED EIGHTY-ONE THOUSAND AND TWENTY-</u> <u>SIX</u> Dollars (\$10,881,026) in the period from JULY 1, 2012 to JUNE 30, 2017.

2b. Section Appendix B. Section Appendix B – Definition of Grant Plan of the Agreement is hereby appended to include the following:

See attached updated 2016-17 scope of work and contract budget.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

CONTRACTOR

Recommended by:

WestEd

Ingrid Mezquita Executive Director First 5 San Francisco Michael Neuenfeldt Director of Finance and Contracts

City vendor number: 90618

Approved as to Form:

Dennis J. Herrera City Attorney

By:

Kathleen Murphy Deputy City Attorney

WestEd, Center for Child & Family Studies

Quality Rating and Improvement System Contract

Improvement Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5-Year Total
Personnel	\$295,556	\$370,801	\$460,244	\$464,757	\$344,440	\$229,626	\$14,352	\$2,179,776
Fringe Benefits	\$99,524	\$119,179	\$138,989	\$147,727	\$112,360	\$74,899	\$4,681	\$697,359
Professional Services	\$28,626	\$28,310	\$100,656	\$45,359	\$36,000	\$24,000	\$1,500	\$264,450
Subcontracts	\$174,600	\$9,975	\$0	\$6,000	\$6,000	\$0	\$150	\$196,725
Program Materials	\$76,492	\$137,762	\$90,498	\$77,554	\$61,778	\$41,188	\$2,574	\$487,846
Other Program Expenses	\$195,092	\$221,105	\$306,442	\$332,436	\$214,372	\$116,583	\$8,274	\$1,394,305
Administrative Costs	\$93,624	\$110,943	\$132,616	\$150,647	\$100,050	\$65,807	\$4,146	\$657,833
Total Expenditures	\$963,514	\$998,076	\$1,229,444	\$1,224,479	\$875,000	\$552,103	\$35,678	\$5,878,294

Rating Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5•Year Total
Personnel	\$297,317	\$137,337	\$88,493	\$153,687	\$126,023	\$71,647	\$4,942	\$879,445
Fringe Benefits	\$102,913	\$45,725	\$30,893	\$55,915	\$45,851	\$18,825	\$1,617	\$301,739
Professional Services	\$10,327	\$0	\$0	\$35,245	\$28,901	\$2,599	\$788	\$77,860
Subcontracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Materials	\$23,385	\$12,839	\$11,987	\$9,164	\$7,514	\$2,486	\$250	\$67,625
Other Program Expenses	\$220,221	\$794,724	\$792,355	\$755,455	\$619,473	\$164,693	\$19,604	\$3,366,525
Administrative Costs	\$102,442	\$55,302	\$36,266	\$54,610	\$47,238	\$12,194	\$1,486	\$309,538
Total Expenditures	\$756,604	\$1,045,927	\$959,995	\$1,064,077	\$875,000	\$272,444	\$28,686	\$5,002,733

Combined Improvement & Rating

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5-Year Total
Personnel	\$592,873	\$508,138	\$548,737	\$618,443	\$470,463	\$301,273	\$19,293	\$3,059,220
Fringe Benefits	\$202,437	\$164,903	\$169,883	\$203,642	\$158,211	\$93,724	- \$6,298	\$999,099
Professional Services	\$38,952	\$28,310	\$100,656	\$80,604	\$64,901	\$26,599	\$2,288	\$342,309
Subcontracts	\$174,600	\$9,975	\$0	\$6,000	\$6,000	\$0	\$150	\$196;725
Program Materials	\$99,877	\$150,602	\$102,485	\$86,718	\$69,292	\$43,674	\$2,824	\$555,472
Other Program Expenses	\$415,313	\$1,015,830	\$1,098,796	\$1,087,891	\$833,845	\$281,276	\$27,878	\$4,760,830
Administrative Costs	\$196,066	\$166,245	\$168,882	\$205,257	\$147,288	\$78,001	\$5,632	\$967,371
Total Expenditures	\$1,720,118	\$2,044,003	\$2,189,438	\$2,288,556	\$1,750,000	\$824,547	\$64,364	\$10,881,026

* Contingency is 2.5% of the total 2016-17 budget and augmentation and will not be released unless funds are available and approved.

First 5 San Francisco Scope of Work Narrative

Agency: WestEd, Center for Child and Family StudiesGrant Year:2016-2017Project/Initiative:QRIS - Quality Rating and 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 access to high quality early care and education options to families, First 5 San Francisco, the Office of Early Care and Education, San Francisco Unified School District, 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.

A quality rating and improvement system (QRIS) is a systemic approach to assess, improve, and communicate the level of quality in early education and care programs. It is based upon early childhood research identifying the quality standards 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 high- quality 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 Quality Improvement Services contractor WestEd, Center for Child and Family Studies (WestEd CCFS), under the program name SF Quality Connections is responsible for the provision of citywide *assessment, technical assistance, coaching* and training services for approximately 490 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. This group includes programs operated by Headstart, San Francisco Unified School District, California State Preschool Programs (CSPP), California State General Childcare Programs and San Francisco Family Child Care Quality Network.

Assessment is defined as an external review that is conducted with reliability and which provides data specific information on structural and relational elements of program quality. Training is defined as the process of teaching a required skill or knowledge. 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 meet quality standards, SF Quality Connections will be responsible for the facilitation of SF Quality Partner meetings which works to streamline and coordinate multidisciplinary support services to early childhood programs. Leadership of SF Quality Connections will be actively engaged at the SF QRIS Consortia Advisory body.

Scope of Work

WestEd CCFS, through the SF Quality Connections Program will provide quality improvement services needed to measure and enhance the capacity to SF Early Learning Scholarship providers to raise levels of program quality and to participate in a QRIS. In 2016-17, the SF Quality Connections Program will provide the following services:

- Maintain 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 and to support participating programs to engage in continuous quality improvement which results in higher quality ratings and child readiness.
- Coordinate the provision of training in three languages (Spanish, English, Chinese) related to QRIS hybrid matrix and professional pathways related tools, including but not limited to Desired Results Developmental Profile (DRDP), CLASS, Environmental Rating Scales, Program for Infant Toddler Care (PITC), CSEFEL CA Teaching Pyramid (Center for Socio-Emotional Foundations in Early Learning), CA 6/1/2016

Infant/Toddler Early Learning Foundations and Frameworks, CA Preschool Early Learning Foundations and Frameworks.

- 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 tools of the QRIS.
- Provide capacity building professional development to the SF Coaching and Training community.
- Schedule and conduct external reviews for early care and education programs which receive or seek to receive public funding in the City of San Francisco. Program. Baseline assessments are projected to be 363 classrooms will be assessed with the Environmental Rating Scales (ERS) and 271 classrooms will be assessed with the Classroom Assessment Scoring System (CLASS). Review process will incorporate translated assessment reports (Chinese, Spanish) as appropriate for providers.
- Enter assessment data into the Wels Program Quality Improvement Data Management System.
- Maintain a pool (staff and/or consultants) of qualified, multilingual assessors who will conduct assessments in alignment with State of California Anchoring Guidelines and CA Impact Hub 4 implementation protocols for reliability and assessment.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers, technical assistance specialists and consultants.

• Participate in SF-QRIS Consortia and Quality Partner Meetings.

Agency/Program Name: WestEd QRIS - Improvement

	services	s to prog	rams to	support	progre	ss upward on the QRIS Matrix.	CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4.	Annual	Reporting Instructions	Data Source
Number of FCC providers/programs receiving targeted coaching.	3	3	[.] 3	1	10	Report the unduplicated number of FCC providers/classrooms receiving targeted coaching.	Established Data System
laigelea ocaening.				0	•		
Number of instructional and individual coaching hours provided to FCC/Classrooms on-site.	200	200	200	200	800	Report on the total number of hours provided on-site and in training cohorts.	Established Data System
Number of FCC providers/programs participating in cohort instructional coaching to support quality.	0	15	15	15	45	Report the total number of providers in cohort instructional coaching	Established Data System
Number of providers demonstrating improved quality as measured through assessment.	0	0	0	45	45	Number of providers demonstrating improved quality as measured through assessment.	Established Data System
Service: Provide training on assessment tools providers and mentors.	(ERS an	d CLASS	6) and as	sessme	nt proc	ess to FCC and center-based providers, and TA	CMS Activity Set-up
Performance:Measures	@ 1	<u></u>	Q3	Q4	Annua		Data Source
Number of ERS training sessions in multiple	2	2	2	2	8	Report the number of trainings. Report quantitative	Established
languages on ERS.					· · ·	information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS.	Data System
	15	15	15	15		information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will	
languages on ERS. Number of FCC providers served through ERS	15 20	15 20	15		60	information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS. Report the number of center-based Preschool and	Data System Established
languages on ERS. Number of FCC providers served through ERS training. Number of center-based providers served through ERS training. Number of CLASS trainings -Infant, Toddler, Pre-				20	60	information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS. Report the number of center-based Preschool and infant/foddler teachers who participate in training.	Data System Established Data System Established
languages on ERS. Number of FCC providers served through ERS training. Number of center-based providers served	20	20	20	20	60 80 8	information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS. Report the number of center-based Preschool and infant/toddler teachers who participate in training. Report the number of center-based providers served through ERS training.	Data System Established Data System Established Data System

4.4.

Agency/Program Name: WestEd QRIS - Improvement

		07	In the second	IN TO LEASE		Reporting Instructions	Data Sourc
Provide training including I/T Foundations and			CHARACKER, MERINER	1	3	One event/series in each language. (Language determined	il on the last in
Framework.		ľ '			v	based on need English, Spanish, Chinese)	
Provide follow-up coaching for participants	0	60	60	60	180	Report number of hours of coaching.	
attending training to support implementation of		1 00			100	report number of notice of codoning.	
oncepts.		1					
Number of FCC providers participating in I/T	0	10	10	10	30	Report the number of FCC providers participating in	
oundations and Framework training.						training/coaching cohort.	
lumber of center-based providers participating	0	5	5	5	15	Report the number of center-based providers participating	
I/T Foundations and Framework training.						in training/coaching cohort.	
· · · · · · · · · · · · · · · · · · ·	•						
Provide cohort training including Pre-K	0	0	1	1	1	Provide 1 events/series. (Language determined based on	
oundations and Framework.						need English, or Spanish)	
Provide coaching on Pre-K Foundations and	0		40	80	120	Report number of hours of coaching.	
ramework.							
Number of FCC Providers participating in Pre-K	0	0	5	5	10	Report the number of FCC providers participating in	
oundations and Framework .						training/coaching cohort.	·····
lumber of center-based providers participating	0	· 0	10	10	20	Report the number of center-based providers participating	
n Pre-K Foundations and Framework Training.					1	in training/coaching cohort.	
Provide DRDP Training.	1	2	2	1	6	One event/series in each language. (Language	
.		· -				determined based on need English, Spanish, Chinese)	
Provide DRDP follow-up technical assistance.	0	120	120	120	360	Report the number of coaching hours.	
Number of FCC providers participating in DRDP	5	15	15	10	45	Report the number of FCC providers attending and	
raining.						participating in DRDP training.	
lumber of center-based providers participating	30	30	30	.20	110	Report the number of center-based providers attending	
DRDP Training.						DRDP training.	
lumber, of PITC training hours provided to FCC				annan an a	an in dias	Enter total number of hours of training, This is leveraged funds	
roviders:	20	20	30	[≉] 30 ⁰	100	from PITC state contract. This is leveraged funds from the	system
	ļ	·			 	PITC state contract.	
umber of FCC Providers participating in PITC alning	10	-0	0	0	-10¢	Enter unduplicated number of FCC providers. These providers. are using leveraged funds. (unduplicated)	system
umber of PITC training hours provided to	الاندىندىندا 20	^{%.} 20	15 15	· 17 ·	72	Enter total number of hours of training. This is leveraged funds from PITC state contract.	PITC Data svstem
enter-based programs.			· · · · · · · · ·		· · · ·	Enter unduplicated number of center-based providers. These	
umber of Center-based providers participating PITC Training.	.9	0	о. О	i o 🖂	9		
and white the second se		<u>Alexandra</u>	640,424,			are conters using inveraged junds, (unduplicated)	system

Agency/Program Name: WestEd QRIS - Improvement

	Q1	2Q2	CO CO	Q4	Anouals	Reporting Instructions	Data Source
Number of SF-QIS stakeholder meetings attended.	1	1	1	1	4	Report on number of SF-QIS Stakeholder Meetings attended specifically CPAC, present as appropriate.	Meeting sign- in
Number of Quality Partner Meetings.	2	3	3	3	11		Sign-in sheets, agendas
Number of SF QRIS Consortia Meetings.	2	3	3	.∵ <u></u> 3	11	Report on the number of SFQRIS Consortia meetings facilitated.	Sign-in sheets, agendas
Deliver QIS Needs Assessment Repot to funders and make a presentation to stakeholders.	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Continued implementation of a plan to services.	o guide (Quality C	onnectio	ons outre	each and	information dissemination about activities and	CMS Activity Set-up
		02	Q3	04	Annual		Data Source
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. <i>Note: this will involve the joint efforts of QIS and QRS.</i>	Print and electronic media materials
Develop online training options for the provider community.	0	2	. 1	1	4		Availability of Training on the SFQC Website
Service: PITC Training for infant/toddler teach	ers and/o	or family	child ca	re provid	iers.		CMS Activity Set-up
		Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of PITC cohorts served.	0	3	0	C	3	Enter number of PITC cohorts receiving the three unit PITC course and coaching services.	PITC Database/ Profiles
Number of FCC providers served.	0	.15	0	0	/ 15	Enter number of family child care providers participating in the cohorts.	PITC Database
Number of center-based providers served.	0	30	0	a	30	Enter number of center-based providers participating in the cohorts	
Number of training hours provided.	0	48	60	60	168	Enter number of training hours provided.	Sign-in sheets/PITC Database

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Agency/Program Name: WestEd QRIS - Improvement

Number of coaching hours provided in	0	- 0	- 54	54	108	Enter number of onsite coaching/follow-up hours provided	Sign-in
coordination with site leadership teams.						to center-based/family child care providers.	sheets/PITC Database
Number of providers receiving academic credit.	. 0 -	0	45	0	45	Enter number of participants who are recipients of resource sharing.	Expense Logs
Service: Provide PITC Coaching to identified	center-b	ased cla	ssrooms	*			CMS Activity Set-up
	Q1	02	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of IT Classrooms served.	. 18	4	0	0	22	Enter number of classrooms receiving coaching services from SFQC QIS.	Roster
Number of infant/toddler teachers served.	50	15	0	0	65	Enter number of IT teachers served through onsite coaching.	Roster
Number of coaching hours provided.	300	450	450	450	1650	Enter number of coaching hours provided.	Coaching logs
Facilitate an Infant/Toddler Leadership strand.	1	2	2	1	6	Enter the number of meetings.	Established Date System
Number of directors/leaders served through the /T Leadership strand.	15	0	0	0	15	Enter the number leaders attending the meetings.	Established Data Syster
Number of I/T classrooms receiving tangible resources?	0	11	11	0	22	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs
Service: Capacity Building and Professional D	evelopm	ent for T	A Specia	lists.			CMS Activity Set-up
	01	02	03	Q4	Annual	Reporting Instructions	Data Source
Support in-service professional development days for I/T TA Providers.	1	0	0	0		Report the number of professional development events facilitated by SFQC QIS.	Registration and Sign-in Sheets
Number of TA Providers attending in-service days.	40	0	0	0	40	Report the number of TA providers attending professional development events.	Registration and Sign-in Sheets

Agency/Program Name: WestEd QRIS - Improvement

CLASS Observer Training.	1	1	1	0	3	Report the number of CLASS Observer Trainings (1 Infant, 1 Toddler, 1 Pre-K)	Established Data System
Number of TA providers attending CLASS Observer training.	17	17	17	0	51	Report the number of participants attending the CLASS Observer training.	Established Data System
Facilitate a DRDP coaching cohort for TA Providers.	1	0	0	0	1	Report the number of TA provider cohorts focused on DRDP training and TA support.	registration and Sign-in Sheets
Number of TA providers participating in a DRDP coaching cohort.	10	. 0	0	0	10	Report the number of TA providers participating in a DRDF focused cohort to build capacity of TA providers.	Sign-in Sheets
Facilitate the CPIN certification process for the Pre-K Foundations and Framework - Volume's I- III.	6	0	0	0	6	Begin enrollment in training series in August 2016.	Certification
Facilitate the PITC certification process for 4 infant/toddler program leaders in San Francisco.	0	0	4	0	4	Report the number of designated applicants attending the PITC Trainer Institutes.	
Co-coordinate SF Coaching Collaborative meetings and activities.	2	3	3	3	11	Report the number of coaching collaborative meetings.	Sign-in Sheets
Number of QIS Coaches attending SF Coaching Collaborative meetings.	4	4	4	. 4	16	Report the number of QIS coaches that attended the SF Coaching Collaborative meetings (Unduplicated count per session).	Sign-in Sheets
QIS will host one Critical Friends group.	2	2	2	2	8	Report number of Critical Friends meetings.	Sign-in Sheets
Number of QIS coaches attending Critical Friends group.	6	6	6	6	24	Report the number of QIS coaches that attended Critical Friends group meetings.	Sign-in Sheets
Number of QIS Coach meetings.	. 1	1	1	1	4	Report the number of QIS Coaches meetings.	Sign-in Sheets
Number of QIS Coaches attending QIS Coach meetings.	8	8	8	8	32	Report the number of QIS coaches that attended QIS Coach Meetings. (Unduplicated count per session)	Sign-in Sheets

Agency/Program Name: WestEd QRS

Service: Conduct program quality reviews with	n reliabili	ty for eli	gible and	l private	pay prog	rams during 2016-2017 fiscal year	CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of ERS assessments are completed	80	80	100	103	363		Database and tracking file
Number of CLASS assessments are completed	30	30	110	101	· 271	Enter number of CLASS assessments completed each quarter.	
Number of satisfaction survey responses rating the assessment process as "satisfactory"	0	0	0	405	405	Target of 405 generated from the likelihood of receiving 507 surveys and anticipated 80% high satisfaction rate (507 x .8=405). 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).	
Number of assessments conducted in a linguistically appropriate way	0	0	0	602	602	Target of 602 generated from the likelihood of completing 634 assessments and an anticipated 95% completed in preferred language (634 x.95=). 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 /database
Number of ERS assessments completed for fee- for-service	0		1	1	2	Enter number of fee-for-service ERS assessment completed each quarter.	Tracking file
Service: Provide information about assessmer	nt instrun	nents an	d assess	ment pro	ocess to	the provider community	CMS Activity Set-up
Performance Measures	<u>Q1</u>	Q2	<u>@3</u>	Q4	Annual	Reporting Instructions	Data Source
Develop online training options for provider community	1	3	0			Report completion of training options	Sign in sheets
Number of information/ training sessions to TA provider community and webinars with TA providers	1	- 1	1	1	· 4	Enter number of training and webinars delivered to TA community.	
Number of Information/working sessions with community providers about CLASS results	1	. 1	. 1	1	4	Enter number of information/ working sessions delivered to TA community.	
Number of child care providers participating in information/working sessions about CLASS	15	15	15	15	60	Report the unduplicated number of child care providers who attend sessions. Report quantitative information in comment section about efficacy of training sessions.	-

Agency/Program Name: WestEd QRS

Service: Participation in and/or convening of G	RIS Dev	elopment	t Meeting	is and S	F-QRIS :	stakeholder meetings	CMS Activity Set-up	
	Q1	Q2	Q3	Q4	Annual	Reporting instructions	Data Source	
Number of SF-QRIS Development Meetings attended (including both local and regional)	1	1			2	Enter number of meetings attended.		
Number of SF-QRIS Stakeholder Meetings attended and/or convened	2	2	2	2	6	Enter number of meeting convened and/or attended.		
Number of Statewide-QRIS Stakeholder and statewide workgroup meetings attended	1	1	1	- 1	4	Enter number of meeting convened and/or attended.		
Deliver bi-annual report to funders and present findings stakeholder groups		1		1	2	Report interim scores for center-based and family child care programs city-wide. End of year report to include by scores by funding source.		
Service: Convene Rating Advisory Group mee							CMS Activity Set-up	
Number of Rating Advisory Group meetings held	Q1	<u>92</u> 1	<u>Q3</u>	Q4 1	Annual 2	Reporting Instructions Enter the number of meetings held. Describe key activities in comment section.	Data Source	
Number of grievance procedure (results review requests) submitted by child care provider					32	Expectation for no more than 32 results review requests submitted annually is based on 5% (656 x .05) of assessments where providers disagree with review.		

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

Fifth Amendment

THIS AMENDMENT (this "Amendment") is made as of September 7, 2016, in San Francisco, California, by and between WestEd ("Contractor"), 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 Contractor have entered into the Agreement (as defined below);

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

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WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to [give a general description of what the Amendment is doing, such as "extend the performance period, increase the contract amount, and update standard contractual clauses"];

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

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated July 12, 2012 between Contractor and City, as amended by the:

First amendment, dated March 15, 2013; Second amendment, dated September 19, 2013; Third amendment, dated May 28, 2014; and Fourth amendment, dated May 13, 2015.

1b. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively. 1c. 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:

2a. Section 3.2. Section Duration of Term of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) JULY 1, 2012 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on JUNE 30, 2016.

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

The term of this Agreement shall commence on the later of (a) JULY 1, 2012 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on JUNE 30, 2017.

2b. Section 5.1. Section 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 Improvement Services exceed <u>FOUR MILLION FIVE HUNDRED AND FIFTY-TWO THOUSAND</u> <u>EIGHT HUNDRED</u> Dollars (<u>\$4,552,800.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2016.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>THREE MILLION NINE HUNDRED AND EIGHTY-FIVE THOUSAND NINE</u> <u>HUNDRED AND TWENTY-FIVE</u> Dollars (<u>\$3,985,925.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2016.

In no event shall the amount of Contingent Funds disbursed hereunder exceed <u>ONE HUNDRED</u> <u>TWENTY-ONE THOUSAND AND ONE HUNDRED AND FIFTY-TWO</u> Dollars (<u>\$121,152.00</u>) in the period from JULY 1, 2015 to JUNE 30, 2016, <u>pending availability</u> of funding and <u>subject to authorization</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed EIGHT MILLION SIX HUNDRED FIFTY-NINE THOUSAND EIGHT HUNDRED AND SEVENTY-SEVEN Dollars (\$8,659,877.00) in the period from JULY 1, 2012 to JUNE 30, 2015.

Grantee understands that, of the maximum amount of funds stated under Section 5.1 of this Agreement, the amount listed as the Contingent Funds will not be available and may not be used in program budgets attached to Appendix B of this Agreement without an approved

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budget modification by First 5 San Francisco. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by First 5 San Francisco and the Controller's Office. Grantee agrees to fully comply with these laws, regulations, policies, and procedures.

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 Improvement Services exceed <u>FIVE MILLION TWO HUNDRED NINTY THOUSAND FIVE</u> <u>HUNDRED AND THIRTEEN</u> Dollars (<u>\$5,290,513.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2017.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed FOUR MILLION SEVEN HUNDRED ONE THOUSAND SIX HUNDRED AND TWO Dollars (\$4,701,602.00) in the period from JULY 1, 2012 to JUNE 30, 2017.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>NINE MILLION NINE-HUNDRED NINETY-TWO THOUSAND ONE</u> <u>HUNDRED FIFTEEN</u> Dollars (<u>\$9,992,115.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2017.

2c. Sugar-Sweetened Beverage Prohibition. Section 2C. is hereby replaced in its entirety to read as follows:

Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

2d. Insurance. Section Article 10 Insurance is hereby replaced in its entirety to read as follows:

Article 10 Insurance,

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable. 4) Fidelity Bond. Grantee shall maintain throughout the term of this contract, at its expense a blanket fidelity bond covering all officers and employees, including City as additional oblige or loss payee as its interests may appear.

- All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."
- b. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- c. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- d. Before commencing any Services, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.
- e. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

2e. Replacing "Earned Income Credit (EIC) Forms" Section with "Consideration of Criminal History in Hiring and Employment Decisions" Section. Section 7.3 "Earned Income Credit (EIC) Forms" is hereby replaced in its entirety to read as follows:

7.3. Consideration of Criminal History in Hiring and Employment Decisions.

a. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

b. The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

c. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

d. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant's or potential applicant for employment's, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

e. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 7.3(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

f. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

g. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

h. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies

P-550 (8-15)

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available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

2f. Section Appendix B. Section Appendix B – Definition of Grant Plan of the Agreement is hereby appended to include the following:

See Attached 2016-2017 Scope of Work and Approved Budget Revision.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after July 1, 2016

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

, ?

CONTRACTOR

Recommended by:

Ingrid Mezquita Executive Director First/5 San Francisco

WestEd

Michael Netlenfeldt Director of Finance and Contracts City vendor number: 90618

Approved as to Form:

Dennis J. Herrera City Attorney

By: uplay declic Kathleen Murphy

Deputy City Attorney

P-550 (8-15)

9/7/2016

WestEd, Center for Child & Family Studies Quality Rating and Improvement System Contract

Improvement Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	5-Year Total
Personnel	\$295,556	\$370,801	\$460,244	\$464,757	\$344,440	\$1,935,798
Fringe Benefits	\$99,524	\$119,179	\$138,989	\$147,727	\$112,360	\$617,779
Professional Services	\$28,626	\$28,310	\$100,656	\$45,359	\$36,000	\$238,950
Subcontracts	\$174,600	\$9,975	\$0	\$6,000	\$6,000	\$196,575
Program Materials	\$76,492	\$137,762	\$90,498	\$77,554	\$61,778	\$444,084
Other Program Expenses	\$195,092	\$221,105	\$306,442	\$332,436	\$214,372	\$1,269,448
Administrative Costs	\$93,624	\$110,943	\$132,616	\$150,647	\$100,050	\$587,880
Total Expenditures	\$963,514	\$998,076	\$1,229,444	\$1,224,479	\$875,000	\$5,290,513

Rating Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	5-Year Total
Personnel	\$297,317	\$137,337	\$88,493	\$153,687	\$126,378	\$803,211
Fringe Benefits	\$102,913	\$45,725	\$30,893	\$55,915	\$45,980	\$281,426
Professional Services	\$10,327	\$0	\$0	\$35,245	\$28,983	\$74,555
Subcontracts	\$0	\$0	\$0	\$0	\$0	\$0
Program Materials	\$23,385	\$12,839	\$11,987	\$9,164	\$7,536	\$64,911
Other Program Expenses	\$220,221	\$794,724	\$792 <u>,</u> 355	\$755,455	\$621,218	\$3,183,973
Administrative Costs	\$102,442	\$55,302	\$36,266	\$54,610	\$44,906	\$293,527
Total Expenditures	\$756,604	\$1,045,927	\$959,995	\$1,064,077	\$875,000	\$4,701,602

Combined Improvement & Rating

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	5-Year Total
Personnel	\$592,873	\$508,138	\$548,737	\$618,443	\$470,818	\$2,739,009
Fringe Benefits	\$202,437	\$164,903	\$169,883	\$203,642	\$158,340	\$899,205
Professional Services	\$38,952	\$28,310	\$100,656	\$80,604	\$64,983	\$313,504
Subcontracts	\$174,600	\$9,975	\$0	\$6,000	\$6,000	\$196,575
Program Materials	\$99,877	\$150,602	\$102,485	\$86,718	\$69,314	\$508,995
Other Program Expenses	\$415,313	\$1,015,830	\$1,098,796	\$1,087,891	\$835,590	\$4,453,420
Administrative Costs	\$196,066	\$166,245	\$168,882	\$205,257	\$144,956	\$881,407
Total Expenditures	\$1,720,118	\$2,044,003	\$2,189,438	\$2,288,556	\$1,750,000	\$9,992,115

CMS Activity Service: Conduct program quality reviews with reliability for eligible and private pay programs during 2016-2017 fiscal year Set-up Data Source Performance Measures Q1 | Q2 Q3 Q4 Annual ReportingInstructions Number of ERS assessments are completed 80 80 100 103 240 Enter number of ERS assessments completed each Database guarter. and tracking file Enter number of CLASS assessments completed each Number of CLASS assessments are completed 30 30 110 101 154 αuarter. Number of satisfaction survey responses rating Ō 0 0 405 405 Target of 405 generated from the likelihood of receiving Survev the assessment process as "satisfactory" 507 surveys and anticipated 80% high satisfaction rate /database (507 x .8=405). 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). Target of 602 generated from the likelihood of completing Number of assessments conducted in a Ω 0 0 602 602 Survey 634 assessments and an anticipated 95% completed in linguistically appropriate way /database preferred language (634 x.95=). In guarter 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). Tracking file Number of ERS assessments completed for fee-0 1 1 2 Enter number of fee-for-service ERS assessment for-service completed each quarter. CMS Activity Service: Provide information about assessment instruments and assessment process to the provider community Set-up Performance Measures Reporting Instructions Q1 Q2 Q3 Q4 Annual Data Source Develop online training options for provider 4 Report completion of training options 3 0 Sign in n community sheets Number of information/ training sessions to TA Enter number of training and webinars delivered to TA 1 4 provider community and webinars with TA community. providers Enter number of information/ working sessions delivered to Number of Information/working sessions with 1 4 1 community providers about CLASS results TA community. Number of child care providers participating in 15 15 15 15 60 Report the unduplicated number of child care providers information/working sessions about CLASS who attend sessions. Report quantitative information in comment section about efficacy of training sessions.

Agency/Program Name: WestEd QRS

Service: Participation in and/or convening of C	RIS Dev	elopmen	t Meeting	ys and S	F-QRIS s	takeholder meetings	CMS Activity Set-up
	Q19	Q2	Q3	Q4	Annual	ReportingInstructions	Data Source
Number of SF-QRIS Development Meetings attended (including both local and regional)	1	1			2.	Enter number of meetings attended.	
Number of SF-QRIS Stakeholder Meetings attended and/or convened	2	2	2	2	6	Enter number of meeting convened and/or attended.	
Number of Statewide-QRIS Stakeholder and statewide workgroup meetings attended	. 1	1	1	1	4	Enter number of meeting convened and/or attended.	
Deliver bi-annual report to funders and present indings stakeholder groups		1		1		Report interim scores for center-based and family child care programs city-wide. End of year report to include by scores by funding source.	
Service: Convene Rating Advisory Group mee	tings						CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of Rating Advisory Group meetings held		1		1	2	Enter the number of meetings held. Describe key activities in comment section.	
Number of grievance procedure (results review requests) submitted by child care provider		-			32	Expectation for no more than 32 results review requests submitted annually is based on 5% (656 x .05) of assessments where providers disagree with review.	

Agency/Program Name: WestEd QRS

Agency/Program Name: WestEd QIS

Service: Provide on-site program improvement	service	s to prog	rams to	support	progres	s upward on the QRIS Matrix.	CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of FCC providers/programs receiving targeted coaching.	3	3	3	. 1	10	Report the unduplicated number of FCC providers/classrooms receiving targeted coaching.	Established Data Systen
Number of instructional and individual coaching hours provided to FCC/Classrooms on-site.	120	120	120	120	480	Report on the total number of hours provided on-site and in training cohorts.	Established Data Syster
Number of FCC providers/programs participating in cohort instructional coaching to support quality.	0	10	10	10	30	Report the total number of providers in cohort instructional coaching	Established Data Syster
Number of providers demonstrating improved quality as measured through assessment.	0	0	0	30	30	Number of providers demonstrating improved quality as measured through assessment.	Established Data Syster
Service: Provide training on assessment tools providers and mentors.	(ERS an	d CLASS	6) and as	sessme	nt proces	ss to FCC and center-based providers, and TA	CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of ERS training sessions in multiple languages on ERS.	2	. 2	1	1	6	Report the number of trainings. Report quantitative information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS.	Established Data Syster
Number of FCC providers served through ERS training.	15	15	10	10	50	Report the number of center-based Preschool and infant/toddler teachers who participate in training.	Established Data Syster
Number of center-based providers served through ERS training.	20	20	15	15	70	Report the number of center-based providers served through ERS training.	
Number of CLASS trainings -Infant, Toddler, Pre- K, citywide.	1	1	2	2	6	Report the number of trainings. (1 in each language)	Established Data Syster
Number of center-based providers served through CLASS training.	20	20	30	30	100	Report the number of center-based providers who participate in training. (unduplicated)	Established Data System
Number of FCC providers served through	15	15	20	20	70	Report the number of FCC providers who participate in training. (unduplicated)	Established

Agency/Program Name: WestEd QIS

ervice: Provide access to additional TA reso pecialists, FCC and center-based providers.	urces (Pil	IC DRDP	, CSEFE	L, Learn	ing Fou	ndations and Framework) used in SFQRIS for ECE TA	CMS Activity Set-up
	Q1	02	Q3	Q4	Annual	Reporting Instructions	Data Source
rovide training including I/T Foundations and	0	1	1	0	2	One event/series in each language. (Language determined	<u> </u>
ramework.						based on need English, Spanish, Chinese)	
rovide follow-up coaching for participants	0	40	40	0	80	Report number of hours of coaching.	
ttending training to support implementation of	- ·					· · ·	
oncepts.							
umber of FCC providers participating in I/T	0	10	10	0	20	Report the number of FCC providers participating in	
oundations and Framework training.						training/coaching cohort.	
umber of center-based providers participating	. 0	5	5	0	10	Report the number of center-based providers participating	
I/T Foundations and Framework training.						in training/coaching cohort.	
rovide cohort training including Pre-K	0	0	0	1	1	Provide 1 events/series. (Language determined based on	
oundations and Framework.				-		need English, or Spanish)	
rovide coaching on Pre-K Foundations and ramework.	0	0	Ō	60	60	Report number of hours of coaching.	
umber of FCC Providers participating in Pre-K	0	0	0	5	5	Report the number of FCC providers participating in	
oundations and Framework .		J	Ĩ	Ŭ	Ŭ	training/coaching cohort.	
umber of center-based providers participating	O	0	0	10	10	Report the number of center-based providers participating	
Pre-K Foundations and Framework Training.			· ·			in training/coaching cohort.	
rovide DRDP Training.	1	2	0	0	3	One event/series in each language. (Language	
					•	determined based on need English, Spanish, Chinese)	
rovide DRDP follow-up technical assistance.	0	0	80	80	160	Report the number of coaching hours.	
umber of FCC providers participating in DRDP	5	15	15	10	45	Report the number of FCC providers attending and	
raining.						participating in DRDP training.	
umber of center-based providers participating	30	30	0	0	60	Report the number of center-based providers attending	
DRDP Training.						DRDP training.	
umber of PITC training hours provided to FCC						Enter total number of hours of training. This is leveraged funds	
roviders.	20	20	30	30	100	from PITC state contract. This is leveraged funds from the	system
umber of FCC Providers participating in PITC	}					PITC state contract. Enter unduplicated number of FCC providers. These providers	PITC Data
aining.	10	0	0	0	10	are using leveraged funds; (unduplicated)	system
umber of PITC training hours provided to						Enter total number of hours of training. This is leveraged funds	
enter-based programs.	20	20	15	17	72	from PITC state contract.	system
umber of Center-based providers participating					~~~~	Enter unduplicated number of center-based providers. These	PITC Data
PITC Training.	9	0	0	0	9	are centers using leveraged funds. (unduplicated)	system
				10 10			
ervice: Participation in SF-QRIS developmen	t meeting	s and SF	-QRIS st	takehold	er meet	ings.	CMS Activ Set-up
First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QIS

		@#Q24	MarQ3 mm	EdiQ4	Annual	Reporting Instructions	Data Source
Number of SF-QIS stakeholder meetings attended.	1	1	1	1	4	Report on number of SF-QIS Stakeholder Meetings attended specifically CPAC, present as appropriate.	Meeting sign- in
Number of Quality Partner Meetings.	2	3	3	3	11	Report on the number of Quality Partner meetings facilitated.	Sign-in sheets, agendas
Number of SF QRIS Consortia Meetings.	2	3	3	3	11	Report on the number of SFQRIS Consortia meetings facilitated.	Sign-in sheets, agendas
Deliver QIS Needs Assessment Repot to funders and make a presentation to stakeholders.	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Continued implementation of a plan to services.	-	-				information dissemination about activities and	CMS Activity Set-up
	Q1	Q2	Q3 101	Q4	Annual	Reporting Instructions	Data Source
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. <i>Note: this will involve the joint efforts of QIS and QRS.</i>	Print and electronic media materials
Develop online training options for the provider community.	0	. 1	1	Ö	2	Report on the number online training options developed and made available. Note: this will involve the joint efforts of QIS and QRS.	Availability of Training on the SFQC Website
Service: PITC Training for infant/toddler teach		-		-		·	CMS Activity Set-up
	Q1	Q2	Q3		Annual		Data Source
Number of PITC cohorts served.	0	2	0	0	2	Enter number of PITC cohorts receiving the three unit PITC course and coaching services.	PITC Database/ Profiles
Number of FCC providers served.	0	10	0	0	10	Enter number of family child care providers participating in the cohorts.	PITC Database
Number of center-based providers served.	0	20	0	0	20	Enter number of center-based providers participating in the cohorts	PITC Database
Number of training hours provided.	0	20	45	47	112	Enter number of training hours provided.	Sign-in sheets/PITC Database

First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QIS

•			,,	gram Na			
Number of coaching hours provided in coordination with site leadership teams.	0	0	36	36	72	Enter number of onsite coaching/follow-up hours provided to center-based/family child care providers.	Sign-in sheets/PITC Database
Number of providers receiving academic credit.	0	0	0	30	30	Enter number of participants who are recipients of resource sharing.	Expense Logs
Service: Provide PITC Coaching to identified	center-b	ased clas	ssrooms	•	<u> </u>		CMS Activity Set-up
	Q1	Q2	Q3.	Q4	Annual	Reporting Instructions	Data Source
Number of IT Classrooms served.	18	· 0	0	0	18	Enter number of classrooms receiving coaching services from SFQC QIS.	Roster
Number of infant/toddler teachers served.	50	0	0	0	50	Enter number of IT teachers served through onsite coaching.	Roster
Number of coaching hours provided.	250	250	250	250	1000	Enter number of coaching hours provided.	Coaching logs
Facilitate an Infant/Toddler Leadership strand.	1	2	2	1	6	Enter the number of meetings.	Established Date System
Number of directors/leaders served through the I/T Leadership strand.	12	0	0	0	12	Enter the number leaders attending the meetings.	Established Data System
Number of I/T classrooms receiving tangible resources?	0	9	9	0	18	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs
Service: Capacity Building and Professional D	evelopm	ent for T.	A Specia	lists.			CMS Activity Set-up
		Q2	Q3	Q4	Annual	ReportingInstructions	Data Source
Support in-service professional development days for I/T TA Providers.	<u></u>	0	0	0	and the second s	Report the number of professional development events facilitated by SFQC QIS.	Registration and Sign-in Sheets
Number of TA Providers attending in-service days.	40	0	0	0	40	Report the number of TA providers attending professional development events.	Registration and Sign-in Sheets

First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QIS

CLASS Observer Training.	1	1	0	0	2	Report the number of CLASS Observer Trainings (1 Infant, 1 Toddler, 1 Pre-K)	Established Data System
Number of TA providers attending CLASS Observer training.	17	17	0	0	34	Report the number of participants attending the CLASS Observer training.	Established Data Systen
Facilitate a DRDP coaching cohort for TA Providers.	1	0	0	0	1	Report the number of TA provider cohorts focused on DRDP training and TA support.	registration and Sign-in Sheets
Number of TA providers participating in a DRDP coaching cohort.	10	0	0	0	10	Report the number of TA providers participating in a DRDP focused cohort to build capacity of TA providers.	Sign-in Sheets
Facilitate the CPIN certification process for the Pre-K Foundations and Framework - Volume's I- III.	6	0	0	0	6	Begin enrollment in training series in August 2016.	Certification
Facilitate the PITC certification process for 4 infant/toddler program leaders in San Francisco.	0	0	• 2	0	2	Report the number of designated applicants attending the PITC Trainer Institutes.	
Co-coordinate SF Coaching Collaborative meetings and activities.	2	3	3	. 3	11	Report the number of coaching collaborative meetings.	Sign-in Sheets
Number of QIS Coaches attending SF Coaching Collaborative meetings.	4	4	• 4	4	16	Report the number of QIS coaches that attended the SF Coaching Collaborative meetings (Unduplicated count per session).	Sign-in Sheets
QIS will host one Critical Friends group.	2	2	2	2	8	Report number of Critical Friends meetings.	Sign-in Sheets
Number of QIS coaches attending Critical Friends group.	6	, 6	6	6	24	Report the number of QIS coaches that attended Critical Friends group meetings.	Sign-in Sheets
Number of QIS Coach meetings.	1	1	1	. 1	4	Report the number of QIS Coaches meetings.	Sign-in Sheets
Number of QIS Coaches attending QIS Coach meetings.	8	8	. 8	8	32	Report the number of QIS coaches that attended QIS Coach Meetings. (Unduplicated count per session)	Sign-in Sheets

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

Fourth Amendment

THIS AMENDMENT (this "Amendment") is made as of **May 13, 2015**, in San Francisco, California, by and between **WestEd** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its San Francisco Children and Families Commission (DBA First 5 San Francisco).

RECITALS

WHEREAS, City and Contractor 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 Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the grant term and increase the contract amount;

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

1. **Definitions.** The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated July 12, 2012 between Contractor and City, as amended by the:

First amendment, dated March 15, 2013; Second amendment, dated September 19, 2013; and Third amendment, dated May 28, 2014.

1b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

1c. 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:

2a. Section 3.2. Section 3.2 Duration of Term of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) JULY 1, 2012 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on JUNE 30, 2015.

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

The term of this Agreement shall commence on the later of (a) JULY 1, 2012 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on JUNE 30, 2016.

2b. 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 Improvement Services exceed <u>THREE MILLION TWO-HUNDRED AND SEVEN THOUSAND SEVEN-</u> <u>HUNDRED AND SEVENTEEN</u> Dollars (<u>\$3,207,717.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>TWO MILLION NINE-HUNDRED AND TWELVE THOUSAND FOUR-</u> <u>HUNDRED AND EIGHTY-FIVE</u> Dollars (\$2,912,485.00) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and certified by the Commission of First 5 San Francisco and the Controller's Office.

In no event shall the amount of Contingent Funds disbursed hereunder exceed <u>SIX-HUNDRED</u> <u>AND TWELVE THOUSAND AND TWENTY</u> Dollars (<u>\$612,020.00</u>) in the period from JULY 1, 2014 to JUNE 30, 2015, <u>pending availability</u> of funding and <u>subject to</u> <u>authorization</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>SIX-MILLION SEVEN-HUNDRED THIRTY-TWO THOUSAND TWO-</u><u>HUNDRED AND TWENTY-TWO</u> Dollars (<u>\$6,732,222.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015.

Grantee understands that, of the maximum amount of funds stated under Section 5.1 of this Agreement, the amount listed as the Contingent Funds will not be available and may not be used in program budgets attached to Appendix B of this Agreement without an approved budget modification by First 5 San Francisco. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by First 5 San Francisco and the Controller's Office. Grantee agrees to fully comply with these laws, regulations, policies, and procedures.

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 Improvement Services exceed <u>FOUR MILLION FIVE HUNDRED AND FIFTY-TWO THOUSAND</u> <u>EIGHT HUNDRED</u> Dollars (<u>\$4,552,800.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2016.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>THREE MILLION NINE HUNDRED AND EIGHTY-FIVE THOUSAND NINE</u> <u>HUNDRED AND TWENTY-FIVE</u> Dollars (<u>\$3,985,925.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2016.

In no event shall the amount of Contingent Funds disbursed hereunder exceed <u>ONE HUNDRED</u> <u>TWENTY-ONE THOUSAND AND ONE HUNDRED AND FIFTY-TWO</u> Dollars (<u>\$121,152.00</u>) in the period from JULY 1, 2015 to JUNE 30, 2016, <u>pending availability</u> of funding and <u>subject to authorization</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>EIGHT MILLION SIX HUNDRED FIFTY-NINE THOUSAND EIGHT</u> <u>HUNDRED AND SEVENTY-SEVEN</u> Dollars (<u>\$8,659,877.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015.

Grantee understands that, of the maximum amount of funds stated under Section 5.1 of this Agreement, the amount listed as the Contingent Funds will not be available and may not be used in program budgets attached to Appendix B of this Agreement without an approved budget modification by First 5 San Francisco. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by First 5 San Francisco and the Controller's Office. Grantee agrees to fully comply with these laws, regulations, policies, and procedures.

2c. Insurance. Article 10 Insurance is hereby replaced in its entirety to read as follows:

Article 10. Insurance.

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and

3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

4) Fidelity Bond. Grantee shall maintain throughout the term of this contract, at its expense a blanket fidelity bond covering all officers and employees, including City as additional oblige or loss payee as its interests may appear.

a. All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."

b. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

c. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

d. Before commencing any Services, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

e. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

2d. Replacing "Earned Income Credit (EIC) Forms" Section with "Consideration of Criminal History in Hiring and Employment Decisions" Section. Section 7.3 "Earned Income Credit (EIC) Forms" is hereby replaced in its entirety to read as follows:

7.3. Consideration of Criminal History in Hiring and Employment Decisions.

a. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Contractor's obligations under Chapter 12T

is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

b. The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

c. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

d. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant's or potential applicant for employment's, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

e. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 7.3(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

f. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

g. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement.

5 of 7

The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

h. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

CONTRACTOR

Recommended by:

First 5 San Francisco

Laurel Kloomdk

Executive Director

WestEd

Michael Neuenfeldt Director of Finance and Contracts

City vendor number: 90618

Approved as to Form:

Dennis J. Herrera City Attorney

authushy 7/22/15 By: Virginia Dario Elizondo

Deputy City Attorney

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

Third Amendment

THIS AMENDMENT (this "Amendment") is made as of **May 28, 2014**, in San Francisco, California, by and between **WestEd** ("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, as amended by the:

First Amendment, dated March 15, 2013; and Second Amendment, dated September 19, 2013

b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

a. Section 5.1. Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>SEVEN HUNDRED FIFTY SIX THOUSAND SIX HUNDRED AND FIVE</u> Dollars (\$756,605.00) 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>NINE HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED</u> <u>FOURTEEN</u> Dollars (\$963,514.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

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In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed <u>ONE-MILLION FOUR HUNDRED EIGHTEEN THOUSAND AND</u> <u>TWENTY FIVE</u> Dollars (\$1,418,025.00) in the period from JULY 1, 2013 to JUNE 30, 2014.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FOUR MILLION NINE <u>HUNDRED AND FOUR THOUSAND AND SEVENTY EIGHT</u> Dollars (\$4,904,078.00) 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 Improvement Services exceed <u>THREE MILLION TWO-HUNDRED AND SEVEN THOUSAND SEVEN-HUNDRED AND SEVENTEEN</u> Dollars (<u>\$3,207,717.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>TWO MILLION NINE-HUNDRED AND TWELVE THOUSAND FOUR-</u> <u>HUNDRED AND EIGHTY-FIVE</u> Dollars (<u>\$2,912,485.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

In no event shall the amount of Contingent Funds disbursed hereunder exceed <u>SIX-HUNDRED</u> <u>AND TWELVE THOUSAND AND TWENTY</u> Dollars (<u>\$612,020.00</u>) in the period from JULY 1, 2014 to JUNE 30, 2015, <u>pending availability</u> of funding and <u>subject to</u> <u>authorization</u> by First 5 San Francisco and <u>certified</u> by the Commission of First 5 San Francisco and the Controller's Office.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>SIX-MILLION SEVEN-HUNDRED THIRTY-TWO THOUSAND TWO-</u><u>HUNDRED AND TWENTY-TWO</u> Dollars (<u>\$6,732,222.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2015.

Grantee understands that, of the maximum amount of funds stated under Section 5.1 of this Agreement, the amount listed as the Contingent Funds will not be available and may not be used in program budgets attached to Appendix B of this Agreement without an approved budget modification by First 5 San Francisco. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by First 5 San Francisco and the Controller's Office. Grantee agrees to fully comply with these laws, regulations, policies, and procedures.

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.

P-550 (7-11)	2 of 3	5/28/14

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

CITY

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GRANTEE

Recommended by:

WestEd

Kirmk urel Kloombk

Executive Director

Michael Negenfeldt Director of Finance and Contracts

Approved as to Form:

Dennis J. Herrera City Attorney

17ml By:

Virginja Dario-Elizondo Deputy City Attorney

5/28/14

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

Second Amendment

THIS AMENDMENT (this "Amendment") is made as of **September 19, 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, as amended by the First Amendment dated March 15, 2013.

b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

a. Section 5.1. Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE 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</u>

1 of

<u>THIRTY-THREE</u> Dollars <u>(\$1,021,333.00)</u> 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-</u> <u>HUNDRED AND FOUR THOUSAND AND SEVENTY-EIGHT</u> Dollars (\$4,904,078.00) 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>SEVEN HUNDRED FIFTY SIX THOUSAND SIX HUNDRED AND FIVE</u> Dollars (\$756,605.00) 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>NINE HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED</u> <u>FOURTEEN</u> Dollars (\$963,514.00) 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 FOUR HUNDRED EIGHTEEN THOUSAND AND</u> <u>TWENTY FIVE</u> Dollars (\$1,418,025.00) in the period from JULY 1, 2013 to JUNE 30, 2014.

Nor shall the amount of Grant Funds disbursed hereunder exceed <u>FOUR MILLION NINE</u> <u>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. Appendix B. Appendix B - Definition of Grant Plan of the Agreement currently reads as follows:

The term "Grant Plan" shall mean

See attached Scope Of Work and Budget

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

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

P-550 (7-11)

The term "Grant Plan" shall mean

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

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

*

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

GRANTEE

Recommended by:

WestEd, Center for Child & Family Studies

nd

Laurel Kloomok / Executive Director First 5 San Francisco

Michael Nevepfeldt Director of Pinance and Contracts

Approved as to Form: -

Dennis J. Herrera City Attorney

Hong By:

Virginia Dario-Elizondo Deputy City Attorney

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Old Appendix B

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Appendix B--Definition of Grant Plan-

The term "Grant Plan" shall mean

See attached Scope of Work and Budget.

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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.

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 Servi	ces		

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 carly 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 carly 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 carly 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 SP 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 Barly 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 carly 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 intentioual 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 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 participatingprograms 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.

or an average of 2 x a month at 2 hours each.	51 VICKO (U	110 5455	ះ មុបុណ្ណល្វេ ក	ia medau:	נכט טין בו	tS scores to providers/classrooms in Q1, Q2, Q3, and Q4	CMS Activity Set-up
en de la la la compaño de l	66018-5	KK 02785	18103	188 Q4199	₹Annual§	Reporting instructions and the second	g Dätaj Sidurći
lumber of FCC providers who have scores of 3 nd below (1st priority) and 4 and below (2nd	40	4	21	Q.	65	Report the unduplicated number of FCC providers receiving coaching	Established Data System
riority).							
tumber of center-based classrooms who have cores of 3 and below (1st priority) and 4 and elow (2nd priority)	5	1	D	Ď	6	Report the number of classrooms receiving coaching	Established Data Systen
lumber of QIP's entered into data system	D	50 İ	21	0	71	Report on the number of QIP's (FCC and classrooms)	Established Data System
lumber of hours provided to FCC for on-site oaching	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
lumber of hours provided to centers for on-site oaching	45	81	81.	81	288	Report on the total number of hours provided on-site for all sites/classrooms.	Established Data System
lumber of providers demonstrating improved pality as measured through assessment	Q	Q	0	57	57	Target of 57 is generated from the expected 71 providers/classrooms receiving TA and an 80% improvement rate (71x.8=57). In quarter 4 enter the <u>number</u> of providers who are able to demonstrate improved quality through reassessment;	Established Data Syster
				-		include in comments the total providers/ classrooms served during year (i.e. total sample size).	
neasures will be tracked on separate CMS acco	unt for Cl	.ASS PIL	is Prograf	n)		during year (i.e. total sample size). C, center-based, and TA providers and mentors. Note: CMS	Set-up
neasures will be tracked on separate CMS acco Sector Sector Performance Measures Automatics Number of training sessions in multiple anguages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	unt for Cl	.ASS PIL	is Prograf	n)		during year (i.e. total sample size). C, center-based, and TA providers and mentors. Note: CMS 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.	Set-up <u>Sign-in</u> sheets, agendas
neasures will be tracked on separate CMS acco service of training sessions in multiple anguages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools Number of center-based providers served hrough ERS training	unt for Cl. 1997-01 -888	ASS PIL	s Program	n) #18-04574	}}≩Annualj	during year (i.e. total sample size). C, center-based, and TA providers and mentors. Note: CMS 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. Report the number of Center-based Preschool and Infant Toddler teachers who participate in training.	Set-up Sign-in sheets, agendas Sign in shee
neasures will be tracked on separate CMS acco ACCONNENT OF TRAINING SESSIONS IN MULTIPLE anguages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools Number of center-based providers served hrough ERS training Number of FCC providers served through ERS raining.	unt for CL	ASS PIL	s Program	n) #18 Q4 55 	şl≩Annpal) 28	during year (i.e. total sample size). C, center-based, and TA providers and mentors. Note: CMS 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. Report the number of Center-based Preschool and Infant Toddler teachers who participate in training. Report the number of FQC providers who participate in training.	Set-up Sign-in Sign-in sheets, agendas
neasures will be tracked on separate CMS acco <u>consecutive Performance Measures and Consecutive</u> lumber of training sessions in multiple anguages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools <u>Number of center-based providers served</u> <u>hrough ERS training</u> <u>Number of FCC providers served through ERS</u>	unt for Cl.	ASS PIL 1764.02366 6 50	s Program	n) 88804899 8 50	200	during year (i.e. total sample size). C, center-based, and TA providers and mentors. Note: CMS 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. Report the number of Center-based Preschool and Infant Toddler teachers who participate in training.	Set-up Sign-in sheets, agendas Sign in she

Service: Provide access to additional TA resource	s (DRD	P, CSEF	EL Learn	ina Foun	dations)	used in SFQRIS for ECE TA specialists, FCC and center-	CMS Activity
based providers.						•	Set-up
www.www.www.lertonnance.measures.comusicasast	aa 01.94	7.60 Q2305	::::::::::::::::::::::::::::::::::::::	9.00 Q4.928	*Annuali	names and the second	L.Data Sourcej
Provide four training sessions to inform practice with DRDP	0	Ď	1	2	3	Report number of community trainings	Sign-in sheets, agendas
Number of attendees participating in DRDP raining.	Ø	Q	20	40	60	Report number of participants	Sign-in sheefs,
Number of CSEFEL Weblnar trainings made accessible to providers (one in each language, English, Spanish, Chinese)	0	·0	1	2	3	Report on number of GSEFEL Webloars	agendas sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	0	D	30	60	90	Report on number of participants in CSEFEI. Webinara	Sign-in sheets, sqendas
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	. D	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	, D	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	-	_	-			· · · · · · · · · · · · · · · · · · ·	CMS Activity Set-up
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Number of SF-QRIS Development Meetings attended (including both local and regional)	2	2	· 1	D	5	Report on number of meetings attended for the SF-QRIS. Note: fills will involve flie 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	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 p			-	•		· · · ·	CMS Activity Set-up
	8505 Q.15#4	4 Secon Q2299	6 (85 Q3 KH	BID Q4aco	Annual	Aster contest and the Reporting Instructions was an according to	Data,Source,
Number of outreach plans developed	Ô	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 community informational meetings convened to assist providers in understanding the development of the SF-QRIS	Ð	ò	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	Q	0 ·	60	60	120	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 Q/S and QRS.	Mesting sign- in
Number of quarterly updates to print and electronic media which include fee for service information	í	1	1	i	4	Report on number of quarterly updates to print and electronic media. <i>Note: this will involve the joint efforts of QIS and QRS.</i>	Print and electronic media materials

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			FTE			Öllier's"	Other -	Total
Titia	Матле	Function	(%)		Request-	Cash	in-Kind	
Program Director II	Janet L, Poole	Co-program Director		0.007	\$1,208.00			\$9,34
Sr. Program Associate II		•		0,054	\$7,017,00			\$12,928
br, Program Associate II	Arlene R. Paxton	Co-program Director					1	
Research Associate II	Marcía J. Walsh	QIS Coordinator	.	0.500	\$42,924.00	\$21,695.44	ŀ	¦ \$84,619
	<u>*</u>			1			Î	
Program Associate (Margaret L. Bartell	QIS Coach		0,500	\$36,419,00	\$18,407.60	1	\$54,828
Program Associate II	Laura Y. Cheng	QIS Coach		Q.200		\$13,401.25		\$65,458
Program Assistant I	Yudy Larraburo Naranio	QIS Coach		0,800	\$53,066.00		i	\$66,466
Program Associate I Specialist (Temp)	Tamara Barreli,	QIS Coach 2015 Coach		0.800		\$18,401.25		\$66,466 \$22,800
Sr, Program Associate II	Melinda Brockshire	Trainer		0,0092			<u>i</u>	\$1,091
Research Associate II	Chert J. Longaker	Trainer		0,018	\$1,578,00			\$1,578
Sr. Program Associate I	Janico K. Davis	Trainer		9 <u>.03</u> 2	\$3,274.00			\$9,274
Sr. Program Associate	Aljen K. Young	Trahar		0.023	\$2,319.60			\$2,319
Program Coordinator I	Talla J. Leahy Janet P. Kinoshila	Treihar Fiscal Azalyst		0.014	\$866,00 \$720.00		<u> </u>	\$858, \$720,
r regrein noocoicite i (i cinp)				100.0	0 V V W A		.	φ120,
Program Assistant I	Matthew E. Gunnison	Adminiatrative Support		0,000	\$0.00	\$2,582,89		\$2,582.
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Program Coordinator II	Busenna H, Camp	Dala Analysi		0.064	\$3,749.00	\$3,157,29		\$10,000,
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		TOTAL PER	SDNNEL		5272,350.00		Ale attack	a Afrika a safi
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itte smlly Child Care Poar	linsahilves	TOTAL FRINGE BEI	(%)		Request			
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itte amily Child Care Pear ontors JBCONTRACTS	Lincantives TO Function C Glass÷and coaching a it d s	Prog Salculation Cos his line liem mouot is pass rough costs and cos not trigger any dminfetrative costs	FTE (%) W(CES ram Admin ats Costs Q00.00		Request	Cash Other-	Jn-Kind	\$18,200.00
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itte amily Child Care Pear ontors JBCONTRACTS Beney Jildran's Council of SF OGRAM MATERIALS pense C pilles/Materials (S	Lipsantives Function C Glass+ and coaching T d t d b Calculations SF F5: 8,823 trs x \$0.01 rate	TAL PROFESSIONAL SET Prog Salculation Cos his line liem mount is pass rough costs and cost not trigger any dministrative costs alow. TOTAL SUBCONTR a plus any additional training	FTE (%) WICES ram Admin sta Costa 000.00 ACTS		Request 816,200.00 96,200.00 Request 165,000.00	Cash Other- Cash Dher- Cash	Jn-Kind Other - In-Kind T	\$18,200.00
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itte amily Child Care Poar Infoce JECONTRACTS aency Jildram's Council of SF	Lipsantives Function C Class+ and coaching T d calculations SF F5: 0,823 trs x \$0,01 rate DE: 2,453 hrs x \$0,03 rate j	TAL PROJESISICIMAL SER Prog Salculation Cos his line liem mount is pass irrough costs and coss not trigger any dministrative costs alow, TOTAL SUBCONTR TOTAL SUBCONTR a plus any additional training s h	FTE (%) AV(CES ram Admin ata Cosia Cooloo ACTS suppliae/maiariais suppliae/maiariais		Request 818,200.00 96,200.00 Request 165,000.00 95,000.00 165,000.00	Cash Other- Cash Dher- Cash	JrKlad	\$18,200.00

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VESTED, GENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT 5...

'rin _{fing} /Graphics	SF F5: 0,629 hrs x \$0,09 rate plus any and additional printing costs CDE; 2,465 hrs x \$0.06	\$13,149,00	\$147,18		. \$13,295.18
	TOTAL PROGRAM MATERIALS	\$61,266,00			
ther program exper					
xpensa	Criculations	Requost	⊰ Other ≫ Cash	n Klod	Tofel
rojact Specific Direct echnology	8F F6: 0,622 hrs x 94,75 rate CDE: 2,463 hrs x 94,72 rate		\$11,578.16		843,037.16
rojeci Specific Direct Iccopancy	SF F6: 6,623 tva x 60,28 rete CDE: 2,453 hrs x 60.66 rate	\$1,722.00	\$1,815.98		\$3,34 0.98
voject Specific Program	SF F5: 6,823 brs x \$7.52 rate CDE: 2,453 brs x \$7.53 rate	\$49,805.00	\$18,471.09		\$68,279.09
eaching Pyramid Model raining	Completed Cohort Activities - \$5,000; Second Half Activities - \$23,500; Additional Activities - \$59,000; Training Materials - \$6,000, This litre itam amount is fixed price upon completion and does not frigger any additional administrative costs below.	\$93,600,00			\$93,500.00
roject Specialo Travel	6 coachea x 200 tripe/yr x \$20/trip For Preschoal Foundations/Curriculum Frameworks/DROP, 3 people for a 3 day/2 night nonlocal trip @ \$3,705 nin Year 1. CDE: 5 Specialiste x 100 tripe/yr x \$20/trip	\$23,705.00	\$\$0,000.00		\$33,705.00
	TOTAL OTHER PROGRAM EXPENSES	\$200,191.00			
DMINISTRATIVE COSTS					
osi Name	Calculations	Request	Other - Cash	Other - In-Kind.	Tofel
otel Apimin Costa	SF F5: (\$811,420 - \$93,600 - \$166,000) x 14.4% CDE: \$198,366.27 x 15.772%	\$79,620.00	\$31,285.33		\$116,\$08,39
	TOTAL ADMINISTRATIVE COSTS	979,620.00			

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PERSONNEL	PERSONNEL MARRATIVE
TIÍIe	
Program Director II -	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manage
Sr. Program Associate II	oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS perion of SFQR8 web-site, subtryis QIS Coordinator, arrange training of QIS stelf with content experts, and develop training materials
Rasearch Associate II	Will supervise QIS opechers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS quaches based on language needs and geography, conduct ERS and SFQRS Iraining; and coach a limited number of providers
Program Associato I	
Program Associate II	- Will provide coaching to dessroom teachers and family child care providers to increase the quality of the programs and
Program Assistant I	Increase ERS scores, work closely with peer mentars on devaloping family child care cohorts and conduct for purposes
Program Associate I	training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs, and
Specialist (Temp)	- parlicipate in training
ir. Program Associate II	
Research Associate II	T - Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Development
Sr. Program Associate 1	
Sr. Program Associate I	Foundations, program guidalinaa, and curriculum interneworks
Program Cooxdinator	
Program Associate I (Temp)	Will track expenditures of salaries, benefits, travel, resource materies, and subcontract payments to Children's Council or SP and open mentions
Program Assistant I	Will support CIS Coordinator and Coaches to processing timesheets, travel claims, ordering supplies and materials, compliing and publing training materials, and processing slipends for peer mantors and resource materials for providers and plassrooms
Program Coordinator II	Will support QIS Coordinator and Goachas on data submissions, data analysis, and report preparation, and will oversee allocation of resource materials
RINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Sonejit Namo	
fotal Benerita	A blended rate is used in cell E29 due to the verying rates between Regular and Temporary Employees. Below is a
Alei editerits	Li elementara la productiona pro elementa de calquis serve acresou respirat and comborer's publication is a

A blended rate is used in cell E29 due to the varying rates between Regular and Temporary Employees, preskdown of all benafils for regular employees;	Below is a
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stealed and of other property of the second se	
Folzi Dental/Medical at 16,134%	•
Vorkors' Comp at 0-519%	·
jie Insurance/ADD at 0.393%	
S.T.D. Insurance at 0.084%	
.T.D. Insurance at 0,226%	•
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	lotzi Dental/Medicaj at 46,134% Vorkors' Comp at 0.519% 3,T.D. Insurance at 0.084% .T.D. Insurance at 0.265% .ZAP/Cafeteria at 0.092% Refinemental at 14.758% Replemental at 14.758% Replemental at 1.674% Ratif Benefits/Refated Costa at 0,124% Remployment Tax at 0,510% ICA at 1.883%

PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Пüe	
	Incentives of an evenage of \$1,900 each will be provided to a cadre of a to 13 family child care past mentors. Working will the QIS Coordinator, QIS Cosches, the Quality Family child Care Network Coordinator and Advisore, the family child care past mentors will conduct outreach and develop cahort groups of family childcare providers to participate in SFQRS, ERS and other related insing.

SUBCONIRACIS	SUBLON TRACTS NARRATIVE
l · · ·	
Agency	
Children's Council of SF	Children's Council stati will assist with recruitment, technical assistance for unline programs and video equipment, case management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Periner assessors and coaches. Includes Implementation for 60 preschool teachars and family child care providers to participate in the 10 month program.
-	

State States

PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense	
Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notopade, flip charts and other training materials.
Participant Resource Materials	Néaterials naecoad for participants.
Postage/Telephona	Generationalk melling and telacommunications costs.
{	

SF QUALITY CONNECTIONS - QUALITY IMPROV: SEPVICES

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Printing/Graphics	General office copying and printing of training materials for the ERS, CLASS, ORIS and other training events as well as
	Interkeling meteriala. An autaide veridor will be used for bulk printing.
DTHER PROGRAM EXPENSI	zother program expenses narrative
Experise	
Project Specific Direct Technology	Computer equipment for QIS Casches, IT support and network/equipment as ste.
Project Spacific Diract Occupancy	Rentlocaupancy for project office space for Go-Directors, Data Analyst and trainers,
Preject Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, memoraphy dues and program services such as stati Information and work previous and the providence of the static static static services and program services and the
Teaching Pyramid Model	WestEd Center for Child & Family Suidas, San Marcos Office (WestEd) will work with selected trainers and
Training	$l_{ m coaches}$ to support continued implementation for conords instant and during the 2011-2012 school year and $co_{ m coach}$ at
	the Teaching Pyramid model training to Preachool 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 commits throughout the year, Food will be provided for all full days.
Project Specific Travel	[Airfare and bolging are based on current average rates. Per diem is \$450dey or \$11.25/quarier day. For local travel, per (diam is as follows: trackfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shutle, taxis or
	Italius), parking, toils, and incidentals. Mileage b charged at CA's approved reinsbursement rate.
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs	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,
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Add New Service

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Number of training h	ours provided.]	
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Performance Measure 6	delete		, , , <u>, , , , , , , , , , , , , , , , ,</u>	
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PITC Training for 3 cohort:	s of family child	t care provide	215	
Needs Activity Setup?				
Performance Measure 1	delete	•		
Number of PITC cohorts se			·	"]
Data Source and Report			.,	_1 ·
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Data Source and Reporting Instructions

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erformance Mea	sure 2 delete						
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Performance Mea	sure 4 [delete]						
Deliver QIS needs a	ssessment report	to funders a	nd make a prese	ntati			
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•	LAdd New Po	erformance Me	asure				
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Developmeth and ir Jeeds Activity Setu () Yes (9) No		a plan to guid	e Quality Conne	ctions' act v	itles		
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25 25	43	25	118	
Performance Measure 4 delete]			
Number of FCC providers particip	ating in PITC trai	ining.		
Data Source and Reporting Ins	structions		~~~~	
		·		
07/13-09/13 10/13-12/13	· ·····	04/14-06/14	Totai	
14 0	_	0	14	
Performance Measure 5 delete				
Number of PITC training hours pro	ovided to center	-based programs.		
Data Source and Reporting Ins	tructions		· · · · · · · · · · · · · · · · · · ·	
·	· · · · · · · · · · · · · · · · · · ·	•		•
07/13-09/13 10/13-12/13		04/14-06/14	Total	
50 50	50	50	. 200	
Performance Measure 6 delete	.)			•
Number of center-based provider	s particpating in	PITC training.		·
Data Source and Reporting In:	tructions	······		
•		• • ·		
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07/13-09/13 10/13-12/13	01/14-03/14	04/14-06/14	Total	•
28 0	o	0	28	•
Add Nev	v. Performance M	easure.:		•
Sarrice (delete)				
Particpatin in SF-QRIS developme Needs Activity Setup? O Yes @ No	ent meetings and	SF-QRIS stakeho	lder meetings.	
Performance Measure 1 delete]			
Number of Bay Area QRIS meeting	js.		•	
Data Source and Reporting Ins	tructions			

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07/13-09/13	10/13-12/13	01/14-03/14	04/14-05/14	Total	-		
0	2		2		6		
Performance Mo	······		•	1			
		through CLASS t	raining.	·			
Data Source ar	nd Reporting Ins	structions		· · · · · · · · · · · · · · · ·	·		
			•				
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07/13-09/13	10/13-12/13		04/14-06/14	Total			
0	25	25	25	÷.,	75		
	Add Nev	v Performance M	leasure				
iero os doub							
Provide access t	o additional TA r	esources (DRDP,	CSEFEL, Learning	Foundation	s)		
Needs Activity S			······································				
🗘 Yes @ No	e	_			·		
N	easure 1 delete	<u> </u>					
renormance m		-					
<u>-</u> .		-	rers to inform prac	tice			
Provide two DRD		ns with TA Profiv	rers to inform prac	tice			
Provide two DRD	P training session	ns with TA Profiv	vers to inform prac	tice			
Provide two DRD	P training session	ns with TA Profiv	rers to inform prac	tice			
Provide two DRD	P training session ad Reporting In:	ns with TA Profiv		tice Total			
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Provide two DRD Data Source a 07/13-09/13 0 Performance M	P training session nd Reporting Ins 10/13-12/13 1: easure 2 delete	ns with TA Profiv structions 01/14-03/14 1	04/14-06/14	Total	2		
Provide two DRD Data Source at 07/13-09/13 0 Performance M Number of atten	P training session nd Reporting In: 10/13-12/13 1: easure 2 delete dees participatin	ns with TA Profiv structions 01/14-03/14 1 1 g In DRDP trainin	04/14-06/14	Total	2		
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Jumber of hours	provided to FCC	QN providers in ti	he QN In the coho	ort t
Data Source an	d Reporting Ins	tructions		
07/13-09/13	10/12-13/12	01/14-03/14	04/14-06/14	Total
01	10/13-12/13	15	10	40
		Performance Me	asure	
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*	n accossment to	nle (FRS (LASS)	and assessment	process to FC
leeds Activity Se				
🗘 Yes 🎱 No		r		
	asure 1 delete	· · · · · · · · · · · · · · · · · · ·		···· 1
			on ERS (FCERS, IT	ERS
Data Source an	d Reporting Ins	Tructions		
		•		1
07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	// Total
6	6	6		24
erformance Me	asure 2 delete			
	r-based providen	· · · · · · · · · · · · · · · · · · ·	ERS training.	
	d Reporting Ins			
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				4
07/13-09/13	10/13-12/13		04/14-05/14	Total
50	50	50	50	200
erformance Me	asure 3 delete]		
Jumber of FCC p	roviders served t	hrough ERS train	Ing	
Data Source an	d Reporting Ins	tructions		
	1		—-:	
······································	10/13-12/13		· ····································	Total
50	50		50	225
	asure 4 delete.		····	1
rumber of trainin	g sessions in mul	tiple languages o	on CLASS	
	d Reporting Ins			

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QRIS Improvement Services FY13/14

Working 7/13 - 6/14 Status Grant Term

Program

Service delete

Provide on-site program improvement services to increase qualityi as measured by Needs Activity Setup? O Yes @ No

Performance Measure 1 delete

Number of FCC providers who have scores of 3 and below (1st priority)

07/13-09/13	10/13-12/13	01/14-03/14	04/14-06/14	Total
50	14	o	0	64
erformance Me	easure 2 <u>delete</u>]		
lumber of QIP's	entered Into data	a system.		
Data Source an	d Reporting Ins	tructions	۰ بر است	
	4 448448 9 10 <u>10000</u>			4
- · · ·	10/13-12/13	01/14-03/14	04/14-06/14	Totaí
50	14[0	σĮ	64
erformance Me	asure 3 delete]		
	provided to FCC		 hing	
Number of hours	· · · · · · · · · · · · · · · · · · ·	for on-site coac	hing	
Number of hours	provided to FCC	for on-site coac	hing	
Number of hours	provided to FCC	for on-site coac	ning	
lumber of hours Data Source an	provided to FCC	for on-site coac tr uctions	······]
lumber of hours Data Source an	provided to FCC	for on-site coac tr uctions	······	
Number of hours Data Source an 07/13-09/13 640	provided to FCC id Reporting Ins 10/13-12/13	for on-site coac tructions 01/14-03/14 640	······] Total 2560
Number of hours Data Source an 07/13-09/13 640	provided to FCC id Reporting Ins 10/13-12/13 640	for on-site coac tructions 01/14-03/14 640	04/14-06/14 640	2560
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lumber of hours Data Source an 07/13-09/13 640 erformance Me lumber of FCCQI	provided to FCC id Reporting Ins 10/13-12/13 640	for on-site coac tructions 01/14-03/14 640]	04/14-06/14 640	2560
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Number of hours Data Source an 07/13-09/13 640 Performance Me Number of FCCQI	provided to FCC id Reporting Ins 10/13-12/13 640 easure 4 delete N providers partic	for on-site coac tructions 01/14-03/14 640]	04/14-06/14 640	2560

OTHER PROGRAM SYDE	I OTHER PROGRAMEXPENSES NARRATIVE
Expensel	
Project Specific Direct	Computer equipment for QIS Coaches, IT support and notwork/squipment costs.
Technology	
Project Specific Direct	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Occupancy .	1
Project Specific Program	Includes admin sorvices such as HR, purchasing, Insurance, legal, membership dues and program services such as staff
Support	planning, 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 local fravel, pet diem is
	as follows; breakfast\$0, Unch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxia or trains), parking,
L ·	tolla, and Incloantals, Milaage is charged at CA's approved reimbursement rate
Project Specific Direct	Computer equipment for QIS Coophes, IT support and network/equipment costs.
Technology	
Project Sp≡⊂fic Program	includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff
Support	planning, quality reviaw, staff development, work planning, staft evaluation and library pasistance,
Project Specific Travel	Alytare and lodging are based on current average rates. Per diem is \$45/day or \$11,25/quarter day. For local travel, per diam is
	aa follows: breakfast-se, lunch-s12, dinner-s24. Other expenses include ground transportation (shuitlo, taxis or trahs), parking,
	tolis, and incidentals. Mileago is charged at CA's approved relimbursement rate.

ADMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE

Cost Names Totel Admin Costa

Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services, Addillonal admin costs are applied at a rate of 1%.

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WestEd PITC Coaching 2014-2016 Sudget Narrative

PERSONNEL	PERSONNEL NARRATIVE
Title	
Senior Program Associate	 Will overset the project, cullaborate with QRS Coordinator, overset outreach, supervise QIS Coordinator, arrange training of [coaches with content experts, and develop training materials
Program Associate II	Will supervise QIS coachers, collaborate with QRS Coordinator and QPCCN Coordinator, assign programs to QIS coaches
······································	based on language needs and geography, conduct ERS and SFORS training, and coach a limited number of providers
Coaches (Temp)	
Coaches (Temp) QIS Coach	
	Will provide PITG coaching to center-based programs and classroom teachors to increase the quality of the programs.
QIS Coach	And branner i is a approximation of the provident of the provident segments of a manual of the brancher of the
QIS Coach	
Program Coordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and QIS Website development,
Program Assistant	Provide program support to the QIS program included processing of participant support materials, support in data tracking, and
	preparation of training materials for distribution.
FRINGE BENEFITS	
STORE NO.	
Benefit Namo	A blended rate is used in cell E22 due to the varying rates between Regular and Temporary Employees. Below is a breakdown
Total Barrentis	i v pienoso rate is naso ju celi ESS one to tue varving istes patwoori Kegolar and temporary Emptysees. Bolow is a preakdowit
	Total Denistviledical at 16.134%
•	Workers' Comp at 0.519%
	Life Insurance/ADD at 0,393% S.T.D. Insurance at 0,084%
	LT.D. Insurance at 0.226%
	EAP/Cafeleria at 0.092%
	Rejizematsi at 14,753%
•	SupplementsFat 1.674% Staff Benefits/Related Costs at 0.134%
	Unemployment Tax at 0.510%
	FICA #1 1.883%
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PROFESSIONAL SERVIC	HE PROFESSIONAL SERVICES MARRATIVE
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Title None SUBCONITRACTS Agency None PROGRAM MATERIALS Expense Supplies/Meterfals	SUBCONTRAGTS NARNAŢIVE PROGRAM MATERIALS NARRATIVE Stationary, pens. willing tablets, markets, cāps, notopads, filp charts and other training meterials.
Title None SUBCONIIRACTS Agency None PROGRAM MATERIALS Expense Supplies/Materials Participant Support Costs	SUBCONTRAGTS NARNAŢIVE SUBCONTRAGTS NARNAŢIVE PROGRAMI MATERIALS NARRATIVE Stationary, pens, willing tablets, markets, cšps, notopads, filp charts and other training meterials. To auppart the implementation of Quality Improvement Plans for desarooms and programs.
Title None SUBCONITRACTS Agency None PROGRAM MATERIALS Expense Supplies/Meterfals	SUBCONTRAGTS NARKATIVE SUBCONTRAGTS NARKATIVE PROGRAM MATERIALS NARRATIVE Stationary, pens, willing tablets, markets, cSps, notepads, flip charls and other training meterials. To support the implementation of Quality Improvement Plans for classrooms and programs. General office copying and printing of training materials for the ER3, CLASS, QRIS and other training events as well as
Title None SUBCONTRACTS Agency None PROGRAM MATERIALS Expense Program Support Costs Participant Support Costs Participant Support Costs Postage/Telephone Printing/Graphics	SUBCONTRAGTS NARRATIVE Stationary, pens, writing tablets, markers, cSps, notopads, filp charts and other training meterials. To support the implementation of Quality Improvement Plans for classrooms and programs. Geteral/bulk mailing and telecommunications costs. General office copying and printing materials for the ERS, CLASS, QRIS and other training ovents as well as marketing materials.
Title None SUBCONTRACTS Agency None PROGRAM MATERIALS Expense Supplies/Materials Participant Support Costs Postage/Telephone	SUBCONTRAGTS NARKATIVE SUBCONTRAGTS NARKATIVE PROGRAM MATERIALS NARRATIVE Stationary, pens, willing tablets, markets, cSps, notepads, flip charls and other training meterials. To support the implementation of Quality Improvement Plans for classrooms and programs. General office copying and printing of training materials for the ER3, CLASS, QRIS and other training events as well as

OTHER PROGRAM EXPL	ENSES		
Expense	Calculations.	Crines Réquest Cash	7.0
Projact Spocific Direct	306 days x \$47.99 rate	\$14,885,00;	5 18 585 BC
Technology			000000000000000000000000000000000000000
Project Specific Direct	:306 days x \$13.50 rate	\$4,151.00) j	4,121/01
Occupancy		······	
Project Specific Program	305 days x \$53.81 rate	\$16,486,00	19466.0
Support			
Project Specific Travel	Coach Travel: 5 staff, 88 local trips @ \$22 per klp	\$9,580.00	\$06000
Designt Construction	72 days x 645.05 rate	\$3,301.00	
Project Specific Direct	17 mays x 040.00 tate	40,001,00	
Project Specific Program	72 days x \$53.81 raje	\$3,874.00	53 874 00
Support	12 wijo X obs. of Tage	001011100	12033022233
Project Specific Travel	Coach Travel: 3 staft, 80 local trips (0 \$35 per L/p	- \$6,400,00	38400,00
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	TOTAL OTHER PROGRAM EXPENSES	\$50,537.00	
ADMINISTRATIVE COST	S and the second second states and the second s		
		Other	Others 22/2 Hours
		Request Cash	
Total Admin Costs	\$283,865 x 14.03%	\$39,827.00	539 827.00
	TOTAL ADMINISTRATIVE COSTS	\$39,827.00	Martin 19
			الأشمر ويترافيه بالردار عا
TOTAL BUDGET BE	OUESTED.	\$323,692.00	

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WestEd PITC Conching 2014-15 BUDGET - CMS FORM 4

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Senior Program Associate		Co-program Director	•	2%	\$2,444.00	• .	
rogram Associate]	Arlene R	QIS Coordinator		22%	- 44- 800 00	- ·	110.64
Lioblaus Hasociare II	(Lerraburg, [Yudy	Ma cononator	ľ	2290	\$16,688.00		
Soaches (Temp)	TBD	PITE Coaching		51%	554,720.00		394720
Coaches (Temp)	TTBD -	PITC Cohorts		32%	\$34,680,00	— <u> </u>	1454,56
QIS Coach	Crossloy,	IGIS Coach	· •	10%	\$7,064.0c		247.06
	Janella L	i					N .
QIS Coach	Chavarin,	QIS Coach	<u> </u>	10%	\$8,785.00		1870
· ·	<u>. Joya L</u>	 			!		
OIS Coach	Banelt	QIS Coach		14%	\$7,361.00		07.38
	Margaret L	· · · ·	i			<u>!</u>	
Program Coordinator II	l Camp, Istussons ⊔	Date Anelyst		4%	\$2,611.00	l	3250
Program Assistant	Susanna H	Program Support		27%	\$13,982.00		
r, InBrailli wasi2(siw		Liofeau enbhoir	Í	27 Ya	412'805'00		
Part Street and		TOTA	L PERSONNEL		\$148,215.00	n an e an le se National de la secondad de la second	199 <u>10</u> 905359425
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Benefit Name	Calculation		Selery			Cush	Total
Total Benefile		reguler employees'	\$143,215,00	23.33%	534 678 00		334570
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	f	TOTAL FOR	NGE BENEFITS		\$34,678.00		
		Joint Law			434 <u>1410100</u>	<u>.</u>	
ROPESSIONAL SERVICI	¢6						
			Marries Classification of the	No En el oliziono	S-certification in the second	Other: Other	in the second
Title			1510-14-117	(N) (N)			
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KLEIG		TOTAL PROFESSION	AL RETWOES		\$0.00		120-099-99U
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igancy)	Function s	Calculation		Costs	Request	Cash	NYSERIE H
igancy)	Eunction ://		\$0.00	Costs 0,00	\$\$\$\$\$\$\$E.QQ	Cash > >(
	Euncton.		Coste Coste	Costs 0,00	Request So.uo So.oo	((
Saancy	Function		\$0.00	Coste 0,00[3/	\$\$\$\$\$\$\$E.QQ		
igancy)	Function		\$0.00	Costs 0,00	50.00		
None PROGRAM MATERIALS		TOTAL SU	\$0.00	Costs 0,00	50.00 50.00) Dinăre Dinare	
None PROGRAM MATERIALS	Calculations	<u>TOTAL SU</u>	BGONTRACTS	Costs 0,00	50.00 50.00 Reguast		Total
Addicy Ione PROGRAM MATERIALS Expense Supplies/Materials	Calculations 306 days x 50	TOTAL SU	BGONTRACTS	Cost <u>e</u> 0,001	50.00 50.00 Requast 53,685.00) Dinăre Dinare	Total
ROGRAM MATERIALS	Calculations 306 days x 80 Classicon 31	TOTAL SU A4 rak plus any addillor pport: 22 @ \$1,000 each	BCONTRACTS		\$6.00 50.00 Request \$3,585.00 \$22,000.00) Dinăre Dinare	Total
ROGRAM MATERIALS xpensa upplies/Materials articlpant Support Coats ostage/Telephone	Calculations 306 days x 80 Qiassroom su 308 days x \$2	TOTAL SU 244 rais plus any addition pport: 22 @ \$1,000 each 268 rais plus any addition	BOONTRACTS		\$6.00 50.00 Reguest \$3,885.00 \$22,000.00 \$2,789.00) Dinăre Dinare	Total
ROGRAM MATERIALS	Calculations 306 days x 80 Qiassroom su 308 days x \$2	TOTAL SU A4 rak plus any addillor pport: 22 @ \$1,000 each	BOONTRACTS		\$6.00 50.00 Request \$3,585.00 \$22,000.00) Dinăre Dinare	Total
Saancy Norte ROGRAM MATERIALS Expense upplics/Materials anticipant Support Costs ostage/Telephone	Calculation 306 days x 50 Classform su 306 days x 51 306 days x 51	TOTAL SU 2.44 rais plus any addition ipport: 22 @ \$1,000 each 2.68 rais plus any addition 3.18 rais plus any and add	BCONTRACTS BCONTRACTS III training III postego costa Illional printing co		\$6.00 \$0.00 Reguest \$3,885.00 \$22,000.00 \$2,769,00 \$2,861.00) Dinăre Dinare	10tel 33.185 32.7000 \$2.709 \$2.305
Sogram Materials Rogram Materials Spense upples/Materials 'articipant Support Costs ostage/Teleptone rinting/Graphics articipant Support Costs	Calculation 306 days x 50 Classform su 306 days x 51 306 days x 51	TOTAL SU 0.44 rais plus any addition pport: 22 (3) \$1,000 each 1.68 rais plus any addition 1.18 rais plus any addition 1.19 rais plus any and add Materials: 30 (3) \$300 eac	BCONTRACTS BCONTRACTS III training III postego costa Illional printing co		\$6.00 50.00 Reguest \$3,585.00 \$22,000.00 \$2,769.00) Dinăre Dinare	Total

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xpense	
Project Specific Direct	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Diroct Socupancy	Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Specific Program	Includea admin sorvices such as HR, purchasing, insurance, legal, membership dues and program services such as afait
lupport	planning, quality review, staff development, work planning, staff evaluation and library assistance.
roject Specific Travel	Aurare and todging are based on current avorage rates. Per diem is \$45/day or \$11.25/quarier day. For local travel, per
	diem is as follows: breakfast-39, lunch-\$12, dinner-\$24. Other expenses include ground transportation (abuiltis, taxis or
	trains), parking, tolls, and inordentals. Mileage is charged at CA's approved reimbursement rate.
SEFEL Training	(CSEFEL) Includes program services, materiale for training participenta, and logistics for training.
roject Specific Direct	Computer equipment for QIS Coaches. IT support and network/equipment costs.
Fechnology	Includos administervices such as HR, purchasing, insurance, legal, mombership dues and program services such as staff
roject Speelfic Program Support	process commission as not, polynasing, insurance, regal, incrucership buce and program bei vicea soon as man (planning, quality roview, staff developmont, work planning, staff evaluation and library assistance.
roject Specific Travol	Airfare and lodging are based on current average rates. Per diem is \$45rday or \$11,25/quarter day. For local travel, per
	diam is as follows: breaktast-59, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxis or
	traina), parking, tolts, and incidentals. Mileage is charged at CA's approved reinburasment rate,

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Ì	Total Admin Costs	Includus Board/Board support, Executive Diractor's Office, Resource Development, Communications, Contracta, and
ļ		Accounting/Finance Services. Additional admin costs are applied at a rate of 1%.
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WestEd PITC Coaching 2013-2014 Budget Narrative

a outreach, supervise QIS Coordinator, arrange training QFCCN Coordinator, assign programs to QIS coaches S training, and cosch a limited number of providers in teachers to increase the quality of the programs, is analysis, and report preparation, and QIS Website if participant support materials, support in data tracking, Regular and Tempotery Employces. Below is a
OFCON Coordinator, assign programs to QIS coaches 5 training, and coach a limited number of providers In teachers to increase the quality of the programs, to analysis, and report preparation, and QIS Website I participant support materials, support in data tracking,
OFCON Coordinator, assign programs to QIS coaches 5 training, and coach a limited number of providers In teachers to increase the quality of the programs, to analysis, and report preparation, and QIS Website I participant support materials, support in data tracking,
S training, and coach a limited number of providera In teachers to increase the quality of the programs, is analysis, and report preparation, and QIS Website f participant support materials, support in data tracking,
S training, and coach a limited number of providera In teachers to increase the quality of the programs, is analysis, and report preparation, and QIS Website f participant support materials, support in data tracking,
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Carl Martine Carl Carl Carl Carl State Con-
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and other training materials.
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CLASS, QRIS and other training events as well as
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C providers engaging in PITC training.
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Ехрепас	Calculatione		Omeral Social
Project Specific Direct	306 days x \$47.99 rate	\$14.885.00	\$14,665.0
Technology			
Project Specific Direct	306 days x \$13,50 rsle	\$4,131,00	N (\$10)
Project Specific Program	306 days x \$53.61 rate	\$16,468,00	318 4160
Support	· · · · ·		
Project Specific Travel	Conch Travel 5 staff, 8B local inps @ \$22 per bip	\$9,680,00	\$9,690.0
CSEFEL Training	-/ · · ·	\$73,000.00	2873.000.0
Project Specific Direct	72 days.x \$45,85 rate	\$3,301.00	2535030
l'echnology			
Project Specific Program	172 days x \$63.81 rate	\$3,874.00	CERTIFICATION OF THE PARTY OF T
Support			
Project Specific Travel	Coach Travel: 3 staff, 30 local trips @ \$35 per trip	\$8,400.00	28 ABO.00
4			
	TOTAL OTHER PROGRAM EXPENSES	\$133,537,60	
ADMINISTRATIVE COST			
		Other	a state of the second stat
Cost Name Total Admin Costs	5283,865 x 14,03%	Request Cash	
Unor Aumin Costs	azes,ees x 14,us70	\$99,827,00	3 39 827(0)
	TOTAC ADMINISTRATIVE COSTS	\$39,827.00	
TOTAL BUDGET		\$395,692.00	

WestEd PITC Coaching 2013-14 BUDGET - CMS FORM 4

PERSONNEL	and the second second second	in the second		ZETE 200		MH6222	fRaifw	
			ara ana an	(FTE) (%)		Other D		Salary
itle.	Name	Function	<u>assanan assis</u> ta			Ween of the	<u>90:38</u>	\$2,444
ienior Program Associate		Co-program Director	i	2%	\$2,444,00		• 5	
Program Associate II	R Larraburo,	QIS Coordenator	<u>:</u>	22%	\$16,688.00			\$18,888
чоўным мааосные н	Yudy			£2.70	\$ 10,000,00	1		
Coaches (Temp)	TBD	PITC Coaching		51%	\$54,720.00			654 720
Coaches (Temp)	TBD	PITC Cohorts		\$2%	\$34,560.00	— i		\$\$4,580
218 Cosch	Croasley,	QIS Coach		10%	\$7,084.00			\$7 084
	Janeile L		•	7		' {	l)	
2/S Cosch	Chevarin,	QIS Coach		10%	\$8,785.00	·····	1	258,785
	Joya L						1	
QIS Coach	Barleit,	QIS Coach		10%	\$7,361.00	1	. 1	87.36 I.
	Margaret L		i			•		
Program Coordinator II	Camp,	Data Analyst		4%	\$2,611,00			\$251
-	Susanna H	-	· .			1		
Program Assistant	:TBD	Program Support		27%	\$13,982,00			\$10,982
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	in a start a s	TOTAL P	ERSONNEL		\$146,216.00	a dhalla an		Saleho
Fringe Benefits								
	in and the second			116 - D. R.		Other 20	thior 😒	
Benefit Name	Galculations		Salary 👯	1.16	Request	Gash	Jn: S	Jotal
Total Benefits	.36.4017% of n	sgular employees' salarles 🛛 🤅	\$148,215.00	23.33%	\$94,578.00	<u></u>		\$94 578
		14.7% for temporary						
	employees			20				
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a balan sa sa sa sa sa sa sa sa sa sa sa sa sa	. st Krista stas	TOTAL FRINGE	BENEFITS	<u></u>	\$34,578.00	agen de la co	36-08-5	en en en en en en en en en en en en en e
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ROFESSIONAL SERVIC	ES de la companya							
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		TOTAL PROFESSIONAL	SERVICES	- 45	\$0.00			<u></u>
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Nope PRDGRAM MATERIALS		Calculation	\$0.00	Cicels 0,00	\$0.0P	DinamaOi	hðissi	
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Nope INDGRAM MATERIALS Supplics/Materiats	Çaculationa. S06 daya x \$0,	Cabulation TOTAL SUBC	\$0.003 ONTRACTS	0,00 -;	\$0.00 Request \$3,885.00	DinamaOi	hers:	
None PROGRAM MATERIALS Supplice/Materials Participant Support Opets	<u>Çalculationa ;</u> 306 daya x \$0, Classroom sup	Cabulation TOTAL SUBCE 44 rate plus any additional frain port: 22 @ \$1,000 each	\$0.003 ONTRACTS	0,00 -	\$0.00 Request \$3,865,00 \$22,000,00	DinamaOi	hers:	[ota] \$8,845,0
None PROGRAM MATERIALS Supplics/Materials Participant Support Costs Postage/Telephone	Calcolabona. 306 daya x 50. Classroom sup 308 daya x 42.	Calculation TOTAL SUPER TOTAL SUPER 44 rate plus any additional train port: 22 @ \$1,000 each. 58 rate plus any additional pos	\$0.003 OMTRACTS	0,00	\$0.00 Request \$3,885.00 \$22,000.00 \$2,789.00	DinamaOi	hers:	[ota] \$8,865.0
None PROGRAM MATERIALS Supense Supplica/Materials Participant Support Costs	Calcolabona. 306 daya x 50. Classroom sup 308 daya x 42.	Cabulation TOTAL SUBCE 44 rate plus any additional frain port: 22 @ \$1,000 each	\$0.003 OMTRACTS	0,00	\$0.00 Request \$3,865,00 \$22,000,00	DinamaOi	hers:	[ota] \$8,865.0
None PROGRAM MATERIALS Expense Supplice/Materials Participant Support Costs Postage/Telophone Printing/Graphics	Calculationa 306 daya x 50. Classroom sup 306 daya x \$2. 306 daya x \$1.	Calculation TOTAL SUBC TOTAL SUBC 44 rate plus any additional Irali port: 22 @ \$1,000 each 58 rate plus any additional pos 68 rate plus any additional pos	\$0.003 OMTRACTS	0,00	\$0.00 Request \$3,885.00 <u>\$22,000.00</u> <u>\$2,769.00</u> \$2,361.00	DinamaOi	hers:	Total (\$8,645.0 \$22,000.0 \$22,769.0 \$2,361.0
Nope Kogram Materials Supples/Materials Participant Support Costs Postage/Telephone	Calculationa 306 daya x 50. Classroom sup 306 daya x \$2. 306 daya x \$1.	Calculation TOTAL SUBC TOTAL SUBC At rate plus any additional frain port: 22 @ \$1,000 each 58 rate plus any additional pos 18 rate plus any additional port at plus any additional port at a plus any additional port at a plus any additional port at a plus any additional port at a plus any additional	\$0.003 OMTRACTS	0.00	\$0.00 Request \$3,885.00 \$22,000.00 \$2,789.00	DinamaOi	hərs in	[ota] \$8,865.0

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New Appendix B

GENCY NAME M2-2018 Budget Narrative

THER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
	Computer couloment for QIS Coastics, I'l support and network/equipment costs.
reject Specific Diroct Occupancy	Renifeccueacey for project affice space for Co-Directors; Dete Analyst and Izainers.
oject Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, guality review, staff development, werk planning, staff evaluation and library assistance.
oject Specific Travel	Alriero and lodging are based on current everage rates. Per diem is \$45/day or \$11.25/quarter day. For local travel, per diem is (
	as follows: breakfast-\$9, lunch-\$12, oliner-\$24. Other expenses include ground transportation (shuttle, texts or trains), parking, tolla, and incidentals. Mileage is charged at CA's approved mimbursoment rate.

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DMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
ost Name and Advertised and Advertis	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
· · · · · · · · · · · · · · · · · · ·	Accounting/rinance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

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AGENCY NAME 2012-2013 Budget Narrative

PERSONNEL	PERSONNEL MARRATIVE
110	
r, Program Associate II	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager,
	oversee outreach, oversee subcartract with Children's Council of BF, oversee QIS portion of SFQRS web-site, supervise QIS
	Coordinator, arrange training of QIS staff with content experts, and davelop training materials
rogram Associate II	Will supervise OIS coapters, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS coaches
	based on language needs and geography, conduct ERS and SFORS training, and coach a limited number of providers
Program Associate	
	Will provide coaching to classroom teachers and family civild care providers to increase the quality of the programs and faces
ragram Associate []	ERS scores, work closely with peer memory on developing family child care pohists and conduct for purposes of training and
rogram Associala	
Interans Appapint-1 (T)	Will track expenditures of salaries, benefila, travel, resource materials, and subcontract payments to Children's Council of SF
rogram Associate I (Temp)	and peer mentors
Program Coordinator I	Will support QIS Coordinator and Coaches on data submissions, data sisalysis, and report preparation, and will overses
Lagrant poor analog M	allocation of resource materials
RINGE BENEFITS	FRINGE BENEFITS NARRATIVE
enefit Name	
olal Benefits	A blendad rate is used in call E28 due to the varying rates between Regular and Temporary Employees. Befow is a breakdow
and benefits .	of all benefits for regular employees:
	Total DentaVMedical at 16.134%
	Workers' Comp at 0,519%
	Life Insurance/ADD at 0.323%
	S.T.D. Insurance at 0.084%
	L.T.D. Insurance at 0.226%
	EAP/Cafeteria at 0.092%
	Rollrement at 14,753%
	Supplemental at 1,674%
•.	Staff Benefits/Related Costa at 0.134%
•	Unemployment Tax at 0.510%
•	FICA at 1,883%
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ROFESSIONAL SERVICES	PROFESSIONAL SERVICES WARRATIVE
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UBCONTRACTS	SUBCONTRACTS NARRATIVE
WHICH AND A WARD READ AND A WARD READ AND A READ AND A READ AND A READ AND A READ AND A READ AND A READ AND A R	
gency.	
hildren's Council of SF	Children's Council staff will assist with recruitment, technical assistance for colline programs and video equipment, case
· · · · ·	management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and approximating My feaching
	Partner assessors and coachos, includes implementation for 60 presence) teachers and family child care providers to
	participate in the s0 month program.
ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
ENGER CONTRACTOR	
pense	
undies@latertals	Stalinger age with a tableta markaw allow notang di nataria and aber training metangin

 Expense
 Stationery, pons, witting isblete, markere, ellps, notepada, föp charts and other training materials.

 Supplies/Materials
 Stationery, pons, witting isblete, markere, ellps, notepada, föp charts and other training materials.

 Classroom Resource Materials
 Materials needed for participants.

 Postage/Telephone
 General/bulk malling and itelecommunications costs.

 Printing/Graphics
 General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as markeling materials. An outside vondor will be used for bulk printing.

 Subsistance
 Confiloantial Breakfast and Lunch for alterdee's at 4 Samirais, approximately 40 ettendees per event

SENCY NAME 12-13 BUDGET - GMS FORM 4

HER PROGRAM EXPENSES		e sa sa sa sa sa sa sa sa sa sa sa sa sa	en La gradational de la	
Pense	enipolations	Request	eoihine Cash	Othins: In:Kind storals:
stadt Specific Direct	B49 hrs x \$4,78 rate	\$4,061.00	\$0.00	\$0.03 \$34 [[6][00
chnology	> 			
ajent Specific Direct Occupancy		\$875.00	\$0.00	\$0,00 \$875,00
pject Specific Program Support	848 hrs x \$7,53 rate	\$6,393,00	\$0.00	\$0.00
-		·	·	
ojact Specific Travel	Coach travel; 3 coaches x 255 trips x \$25/lip	\$20,075,00	\$0.00	80.00 \$20,075.00
	Seminar travol: 4 stati x 2 trips x \$25%rip	-		
		İ		
	Total Other Program Expenses	331,464,00	and the second	Sector and a

MINISTRATIVE COSTS			andro e se pre <u>se inte</u> rior per e	
				C Other Set Other Set Set Set Set
st Namo	Chiculations		Request	Cash In-Kind Total
tal Admin Costs	1(\$115,263 - \$10,88B) x 14.4	4%	\$15,039.00	50.00 \$0.00 \$15.030.00
	3	•	1	
		TOTAL ADMINISTRATIVE CO	STS \$15,030.00	
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TOTAL OU	DOET BEOUESTED	and the second second second second second second second second second second second second second second second	nn 500 N659	Carlos a constante de la constante de la constante de la constante de la constante de la constante de la const

AGENCY NAME 2012-13 BUDGET - CMS FORM 4

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2012-13 BUDGET CMS FORM	14							
PERSONNEL								
πile		Function		PAFTEOR	Roquest	Other 34	other and	Total Salar
Sr. Program Associate II	Arleno R. Paxton	Go-program Director	<u>(1999-98799899</u> 9	4%	\$4,878,00	\$0.00 ¹	\$0.00	
		, 			ļ	}		
Program Associate	Yudy Lanaburo	QIS Coordinator		4%	\$3,057.00	\$0.00	- <u>\$0.00</u>	\$9,007
elabosaA matgor	Naranjo	Qis Coach	, <u>.i</u>	L	\$9,787.00		50.00	191787
Program Associate 1	Laura Y. Cheng	(12%	\$6,825,00		\$0.00	Z. 87
				·!		i		
Program Asaociate L	Shepardson, Susan F	QIS Coach		12%	\$8,870.00	\$0,00	\$0.00	
Program Associate I (Temp)	Janet P. Kinoshlia	Plaçal Analysi		- [1%6) 	\$980,00	\$0.00	\$D.00	4,5960 (1997)
Program Coordinator II	Sussana H. Camp	Dala Analyst		4%	\$2,499.00	\$0.00	<u>\$0.00</u>	\$2,499
			PERSONNEL		\$36,286.00			×
	· · · · · · · · · · · · · · · · · · ·	····						•
RINGE BENEFITS						Otherson	STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET, STREET,	Anne de la composition de la composition de la composition de la composition de la composition de la compositio
enefit Neme	Calculations		Selary	81 0 9	Request	Cesh	in Kipd	Total
Total Benefits	36,4017% of regular er and \$4.7% for tempora	mployees' sateries plus teave	\$36,205,00	╡ ╣╔╣╣╣ ╫╫	\$11,563.00	\$0,001	\$0.06	11,583
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				2017 2				
		TOTAL FRING	E BEMERITS		511,563.00			
ROFESSIONAL SERVICES			a sa patria i	Taga				
							Other - Second	
	Function 200		<u></u>	<u>ESTONESSE</u>	Request 285	<u>XCB</u> EN <u>CAR</u>	1 <u>n-Rind</u>	Total \$0,\$0
		TOTAL PROFESSIONAL	SERVICES		\$0.00			
UBCONTRACTS	and the second second					1 (by - c).		
			· · · · · · · · · · · · · · · · · · ·	< Adm(ril)			Other	
geney	Class+ and casching		\$10,888.00	0.00)% (100-00)%	_ReqUCst \$\$10,868.00	\$0,00	l <u>n-Kind</u> a Tai sa ooksii	
		through costs and does not irigger any administrative costs		i Chi		f I		2.5
		bełow,		×				
		TOTAL SUBC	ONTRACTS	1	\$10,868.00	- Bally Secula	Alderic (1993)	**.
ROGRAM MATERIALS	and the second							
xpenad	Calculations				Requests		Other n Kind	Total
upplics/Materials	849 hrs x \$0.02 rate plu	alique pulntert lanoïlioba vna a	s/inaterials		\$480,00	\$0.00	\$0,0p	\$490,0
iassroom Reapurce Materiala ostage/Telephone	18 C2855r00755 @ \$1,0	a any additional training supplie	s/materials		\$18,000.00. \$164.00	\$0.00	\$0.00 \$0.00	
rintling/Graphics	849 hrs x \$0.06 rate plu	is any additional training supple	s/materiels		\$1,878.00	50.00	\$0.00 K \$	
ubsistence	(160 participanta @ \$20			;	\$4,800,00	\$0.00		4.800.0
		TOTAL PROGRAM I	ATERIALS		\$25,122.00			

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 a	fo one let	10 houre	aach Tot	tal 540 h	ours		CMS Activity
	ronage vit	50 N0013			0419	,	Set-up
and the second second second second second second second second second second second second second second second							
	6 26 01 8	20% Q2 70%	199 03 099	\$%Q4-\$%	and the second division of the second divisio	Reporting instructions, way with the	SData Source
Number of PFA IT Classrooms Served	- f		18	0	18	Enter number of PFA Infant Toddler classroom receiving	Roster
						coaching services from SF QI	<u> </u>
Number of Administrators Served			10	1	10	Enter number of administrators informed about and/or participating in	Roster
Number of Infant/Toddler Teachers Served	1]	54	Q	54	Enter number of IT teachers served through onsite coaching.	Roster
Number of Coaching hours provided	1]	300	360	660	Enter number of onsite coaching hourse provided,	Coaching
Number of IT classrooms receiving tangible resources			18	Ó	18	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs
							GMS ACTIVIC
Service: Community Seminars (4)	-		تحسيل أيرمه		dim	kept	Set-up
Seminars will be provided in the community						best practice for infants and toddlers based on the ling the Infant/Toddler Foundations, CSEFEL.	
Seminars will be provided in the community California State Department of Education Ea	rly Learnir	ng and De	evelopme	int Syste	m inclue	ling the Infant/Toddler Foundations, CSEFEL,	Set-up
Seminars will be provided in the community California State Department of Education Ea	rly Learnir	ng and De	evelopme	int Syste	m inclue		Set-up
Seminars will be provided in the community California State Department of Education Ea	rly Learnir	ng and De	evelopme	int Syste	m inclue	ling the Infant/Toddler Foundations, CSEFEL,	Set-up
Seminars will be provided in the community California State Department of Education Ea	rly Learnir	ng and De	evelopme	int Syste	m incluc <u>*</u> Annual 4	Ing the Infant/Toddier Foundations, CSEFEL,	Set-up
Seminars will be provided in the community California State Department of Education Ea Section Seminars Provided	rly Learnir	ng and De	evelopme	nt Syste	m inclue	ling the Infant/Toddier Foundations, CSEFEL,	Set-up
Seminars will be provided in the community California State Department of Education Ea Section Seminars Provided	rly Learnir	ng and De	evelopme	ent Syste SQ483 3	m incluc <u>×Annua</u> 4 10	Ing the Infant/Toddier Foundations, CSEFEL,	Set-up
Seminars will be provided in the community California State Department of Education Ea Performance Measures Number of Seminars Provided Number of administrators participating	rly Learnir	ng and De	avelopme Page 2000 1 1 5	ent Syste SQ483 3	m incluc <u>×Annua</u> 4 10	Ing the Infant/Toddier Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter Enter number of administrators participating	Set-up
Seminars will be provided in the community California State Department of Education Ea Renformance Measures Number of Seminars Provided Number of administrators participating Number of Teachers Participating	rly Learnir 19901	1g and Dr 1977 Q2555	2 velopme 2033 1 5 40	ent Syste SQ483 3	m incluc <u>×Annua</u> 4 10	Ing the Infant/Toddier Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter Enter number of administrators participating	Set-up
Seminars will be provided in the community California State Department of Education Ea Performance Measures Number of Seminars Provided Number of administrators participating	rly Learnir 19901	1g and Dr 1977 Q2555	2 velopme 2033 1 5 40	ent Syste SQ483 3	m incluc <u>×Annua</u> 4 10	Ing the Infant/Toddier Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter Enter number of administrators participating	Set-up
Seminars will be provided in the community California State Department of Education Ea New Performance Measures Number of Seminars Provided Number of Administrators participating Number of Teachers Participating Service: Onsite CLASS Training for Prescho	rly Learnir Michael Not for All F	ng and De Providers	2velopme 2033 1 5 40	ent Syste 39 0480 3 5	m inclue [<u>*Annual</u> 4 10. 160	Enter number of administrators participating Enter number of seminars completed each quarter	Set-up
Seminars will be provided in the community California State Department of Education Ea Service: Onsite CLASS Training for Prescho	rly Learnir Michael Not for All F	ng and De Providers	2velopme 2033 1 5 40	ent Syste 330482 5 120	m inclue Annual 4 10 160	Ing the Infant/Toddier Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter Enter number of administrators participating	Set-up
Seminars will be provided in the community California State Department of Education Ea New Performance Measures Number of Seminars Provided Number of Administrators participating Number of Teachers Participating Service: Onsite CLASS Training for Prescho	rly Learnir Michael Not for All F	ng and De Providers	2velopme 2033 1 5 40	ent Syste 3 3 120	m inclue <u>*Annual</u> 4 10 160 *	Enter number of seminars completed each quarter Enter number of administrators participating Enter number of teachers participating Enter number of teachers participating.	Set-up
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WestEd Center for Children and Family Studia 2012-2013 Budget Narrativo

PERSONNEL	PERSONNEL NARRATIVE
TILIC Senior Research Associate (Managa migralion of review data to ORIS data base. Secure and train additional (CLABS ascessors), and oversee
PDUIDI Keseaich Associaté I	Regard a more and the region of social to this to the total offer a second and the social socia
Resourch Associate	Manage daily project operations such as scheduling of additional assessments, support additional assessors in conducting Toddior CLASS assessments, and apdates to wabailo content and documents.
Program Assistant I	Data entry of addillonal assessments, process schoduling and reports for additional assessments.
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Names Total Beacilis	A blanded refe is used in co8 E28 due to the varying refea between Rebular and Tompotary Employees. Below is a Sreakdown of all bacefils for regular employees; Total Dantal/Medical of 16,134% Workers' Comp at 0.519% [Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L,T.D. Insurance at 0.026%
•	EAP/Cafeteria el 0.092% Reliremont el 14.763% Supplementa el 1.674% Staff Banclisk/Rejated Costa el 0.134% Unemployment Tax al 0.510% F/CA el 1.863%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
VBCONTRACTS	SUBCONTRACTS MARRATIVE
цвіс). . D	
ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Apenee Apenee Apple siVa ki k	Stationary, pens, writing Vablets, markers, clips, notepads, flip charts and other training materials,
ostage/Telephone rinting/Graphica	General/bulk mailing and tolocommunications costs. General office copying and printing of training motocials as well as markeling materials.
THER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES NARRATIVE
xpense	
	Computer equipment for OIS Coaches, IT support and network/equipment coefs.
	Rentrocsupuncy for project office apace for project staff.
	Sncludes admin sorvices such as HR, purcheeing, insurance, legal, momborship dues and program services such as start planning, quality review, stalf development, work planning, start evenation and farary sestatation.
	Teeshalone Todolor CLASS isolning (ee, materials for taining participants, eend baisfus for training, Transfallon of updalos of wobsite content and documents posted on project website into Chinoso and Spanists.
DWINISTRATIVE COSTS	ADMINISTRATIVE COST\$ NARIATIVE
sat Name dal Admin Costs	includes:90ant/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services.
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WestEd Conter for Children and Family Studios 2012-13 BUDGET - CMS FORM 4

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PERSONNEL				ATE		ollie	(Olindi See	STOBIC:
Title Sanjoz Resoarch Associate 1	Nametra - Satura - Aliana Lopez, Gabriela S	Quality Raview Manager		25% 25%	\$22,972.00	Ceen. \$9,00	10-Kind \$0.00	\$22,972:00
	· · · · · · · · · · · · · · · · · · ·						2000	
Rezearch Asséclate I	Schelbe, Jocalya A	Project Menager		20%	\$18,\$47,0D; ;	\$0.00	\$0.00 6	5 818 147 00
Program: Assistant I	·Baiocohi, Alicia L	Quality Review Assistant		15%	\$7.932.00	\$0,00	\$0.00	\$7,862.00
		TOTAL	PERSONNEL		\$49,081.00		i	ة. مرب المربي
FRINGE BENERITS			Salary .S.		Requester	Other	Other	Total
Benefit Name	36.40\$7% of regular omploy and 14.7% for temporary an	sea, asistea bris lesse boleus	\$48,081.00		\$17,080,00	\$0.00	50,00	\$17,866.00
		· · ·		10 P				
		:		The second				
				17.626				
		TOTAL FRIM	E BENEFITS		\$17,366.00			
PROFESSIONAL SERVICES		an the an end of the second of						
The	Linclon			KATE Kal <u>u - j</u>	Request	Cash	Other In Kind	Total
		TOTAL PROFESSIONA	L SERVICES	· · · · · ·	50.00	\$0.00	50,00 <u>3</u> 73	Sector Contraction
SUBGONTRACTS			2 Proprime	a Addillar		Oheres	ONGCOM	
Agency	- Function	Calculation	Соби	COSts	Request		In KIBE TO	GALLER FOLDO
PROGRAM MATERIALS	· · · · · · · · · · · · · · · · · · ·	TDTAL SUBI	CONTRACTS	тан. -	\$0.00	<u>. 6 6 9</u> .		
Ехрапач	Calculations				Request	Oillar Dash	Olhions In-Klaidesse	Tobil
Suppies/Malerials Postage/Telephova	1,065.6 hrs x \$0,23 rate			···	\$246.00 \$1,439.00	\$0.00 \$0,00	\$0.00 \$0.00	\$245.0D
Printing/Graphics	1,095,8 hrs x \$0.62 rate	TOTAL PROGRAM	MATERIALO		\$551,00: \$2,345.00	\$0.00	\$0.00 B	STATES (OD
OTHER PROGRAM EXPENSES						QIG	Other	
Expense Project Specific Direct Technology	Calculation 1.005.6 hrs x \$6.00 rate				SG, 394, OD	4.Cash(6.24)(80.00;		Total 18,394,00
Project Specific Organicy	1,665,6 hra x \$7.15 rate	, ¹ *	, ·		\$7,6:200	\$0,00	\$0.00	57,619.00
Project Specific Program Support	1,0%5,6 hrs x \$6.63 rate	· · · · · · · · · · · · · · · · · · ·	····		57,035,00	80.00	SOLDO	\$7,086,00
CLASS Trelaing Trenslation	\$0,30/word	OTAL OTHER PROGRAM	EXPENSES		\$9,000.00 \$15,000.00 \$45,078.00	\$0.00: \$0,00	60.00 \$0.00	\$\$,000.00 \$\$15,000,00
ADMINISTRATIVE GOSTS							an santan an	
Cost Name	Galculations				Requestant	Cash		
Tols! Admin Costs	(\$114,370) x 15.66%	TOTAL ADMINISTRAT	WE COSTE		\$17,910.00 \$17,910.00	\$0.00	\$0,00	\$17,910,00
					•			
TOTAL E	BUDGET REQUESTED:			5	132,260.00			

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

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

Two updates to data files in preparation for upload to database system 2 2 Enter new data fields as discussed with funders Uploadable docadable d	Somice: Development and Migration of elfe rev	dow data		databas	o evetor			CMS Activity
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Service: 2013-2014 Queue preparation and development based on local program and funding requirements. CMS Activity Set-up Service: 2013-2014 Queue preparation and development based on local program and funding requirements. CMS Activity Set-up Queue for CB and FCC programs in Quality 1 1 Delivery of proposed queue document	Number of Toddler CLASS accessments						Enter number of Toddlor CLASS approach	
Service: 2013-2014 Queue preparation and development based on local program and funding requirements. CMS Activity Set-up CMS Activity Set-up Queue for CB and FCC programs in Quality document	Induiner of roddier of rod assessments				21	1 20		
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Sat-up Sat-up Queue for CB and FCC programs in Quality 1 1 Delivery of proposed queue document			L					
Security Queue for CB and FCC programs in Quality 1 1 Delivery of proposed queue document	Service: 2013-2014 Queue preparation and de	velopme	nt baser	on local	hronrar	n and fu	nding requirements.	CMS Activity
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	Dueue for CB and ECC programs in Ousette	***********	SARASAN	1 Ser U 368	1885 CI425			
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		<u>+</u>	<u> </u>		<u> </u>	+	·	
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WESTED, CENTER FOR CHILD AND FAMIL

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UALITY RATING SERVICES

WESTED, CENTER FOR CHIL 2012-2013 Budget Narrative	D AND FAMIL UALITY RATING SERVICES
FCCRS Reliability Training	Includes annual renowal of week-long Intersater reliability trianing with authorized trainers at the University of North
CLASS Reliability Training	Carolipa - Chapel Hill and travel costs for 1 FCCERS-R Instrument sucher. Includes annual renewal of internater reliability training for all assessors by solhorized CLASS trainers.
TERS Reliability Training	Includes annual renewal of weak-long informatic reliability trianing with authorized trainers at the University of North Caroling - Chapat Hill and taxel costs for 1 TERS-R Instrument andron
Project Spacific Fingerprinting	Aséassor fingerprinting (\$75 sach x 7 assessors).
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs -	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
Aseossments	Accounting/Finance Services, Additional admin costs are applied at a rate of 1%. [\$499,169 x 13,67% = \$58,239
Total Admin Costs - General	Snaludaa 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%.

Accounting/Finance Services, Additional admin costs Rasty-up = \$21,894 x (3.57% = \$3,008 Full Year Operation: SF FIRST & (\$126,912,~\$4,500) x 13.67% = \$16,734 HAAS: \$209,835 x 19.67% = \$28,654

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WESTED 'TER FOR CHILD AND FAMIL' 2012-201、 Jget Narrative

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Supplies/Matartals	The Supplies and Malerials category includes general office items such as stationery, pens, writing tablets, markers, oilp notepads, flip charts and other training materials. Special purchases in addition to the pooled ocets will be charged direct to the project and are explained below.
	Rennp-UD:
	ECERS-R material - \$65.96 x 9 easessors + 560,25 shipping = \$481.96
	(TERS-R materia) - \$≎8,85 x 6 335039 ors ÷ \$60,26 alvipping = \$461.95
	HERS-R Rating Scale - \$21.95 + \$5 shipping x 6 assessors = \$101.70
	GLASS Mānual FreK @ \$49.95 x 6 assessors and CLASS Dimansions Guide PreK - \$12,95 x 6 assessors + \$45.29 shipping = \$422,69
-	Popled Costs: 145,6 hour and x \$0,2600 rsts = \$36
· .	Full Year Operation:
	File foldere – \$1 x 549 assessments = \$549
) :	File folders - \$1 x 55 flerater assessments = \$55
	Assessment rating sheet photocopies - \$0.20/psgp × 12 pgs x 549 assessmenta = \$1,316
-	Interreter reliability assessment rating sheet photocopies - \$0.20/pege x 12 pgs x 65 filemater assessmenta = \$150
	Assessor Blorage clipbcards - \$21.35 x 6 BEassors - \$128
l .	SF First 5 Period Costs: 536 hour units x \$0,1884 = \$101
	HAAS Pooled Costs: 2,593.6 hour units x \$0,1882 = \$468
Postage/Telephone	Postage and telephone expenses include general mailing and felecommunication costs. Special purchases in additiona to
	the pooled costs will be charged directly to the project and are explained below.
•	Ramp-to
	Pooled Costs: (45.6 hour units x \$1.2400 rate = \$181
	Full Year Operation:
•	Pre-eesessment packets - \$3 x 548 providers = \$1,547
	Post-aseesement packets - \$3 × 549 providers = \$1,647
	SF First 5 Pooled Coate: 636 hour units x \$0.8767 = \$471
•	HAAS Poplad Costs: 2,593.6 hour units x \$0.9011 = \$2,337
Printing/Oraphics	Printing/Grapsyca expenses include ganeral office copying.
-	Ramp-up:
•	Posled Costa: 145,5 hour units x \$0.8000 = \$87
	Full Year Operation:
	8F First 5 Pooled Costs: 636 hour units x \$0,4347 = \$253
	HAAS Pooled Costa; 2,593.6 hour units x \$0,4941 = \$1,125

OTHER PRICE ON EXPEN	SELOTHER ARCGRAMEXPENSES MARRATIVE
Expense :	
Prolocil Specific Direct	Direct Technology Includes Personal Computers, IT Support, Common Network, and Shared Equipment.
T∋chnology - Aassesmenta	Projed Cosis: 8,544 x \$5,0098 = \$42,778
1 201	\$6393 Is the in-kind amount above max reimburgement
Project Spacific Direct	
Coupancy - Assessments	
Project Spacific Program	Includes admin services such as hit, purchasing, insurance, legal, membership dues and program services such as siz
Support Assassments	planning, quality roview, staff development, work planning, staff evaluation and library assistance,
	Projed Costs: 8,544 x \$7,5281 = \$64,320
Project Specific Direct	Direct Technology includes Parsonal Computers, IT Support, Common Network, and Sharad Equipment.
fechnology - General	Remp-up
	Poplad cosis; 145.6 hour units x \$5.8876 = \$828
·	Full Year Operation.
	(SF First 5 Poded Costs: 536 hour unlis x \$6.2631 = \$2,821
	HAAS Poplad Costa: 2,693,6 hour units x \$5,2826 = \$13,649
roject Spacific Direct	Direct Docupancy represents the rent ant/or occupancy of project office space at a specific WastEd togetion.
ccupancy - General	Ramp-up:
-	(Pooled Cosis; 145.6 hour units x \$7.0520 = \$1,028
	Full Year Operation;
	SF First 6 Poctod Costs: 538 hour units x \$4.9907 = \$2,675
	HAAS Pooled Costs: 2,593.6 hour units x <u>\$4,9873 = \$12,936</u>
roject Specific Program	includes admin services such as HR, purchasing, insurance, legal mambership duas and program sarvices such as staf
uopon - General	plenning, quality review, staff development, work planning, staff evaluation and library association.
	Ramp-up,
	Poole6 coste: (46.6 hours unite x 57.4200 = 51.050
	Full Yeat Operation:
·	SF First 5 Poded Costs: 536 hour volte x \$7,5280 = \$4,035
	HAA3 Pooled Coets; 2.503,6 Sour Unite x 87,5291 = 819,525
whet Specific Translation	Trija Indudes the costs of translating provider friendly information into Spanish and Chinase regarding the assessment
	process, report templates, and resource information
	Rampup:
	\$7,802 - 8,447 words Into S languages.
	(Sull Year Operation)
	\$12,000 - 13,333 words Into 3 [anguages
oject Specific Travel	All travel expense rolmbuseaments are based on the Agency's polloy. For each trip, other expanses include ground
·	transportation (including personal car or public transportation) and parking, Where appropriate, milaage is charged at the
	State of California's approved reimburg ment rale, \$25,000 in travel costs is estimated. Travel costs are estimated for
	travel beginning and anxing in San Francisco County at a rate of \$40 per two x 625 trips.
ERS Reliability Training	Includes annual ranewal of week-long internation reliability thaning with authorized balance at the University of North
	Cercline - Chapel Hill and inavel costs for 1 ECERS-R Insigument enchor.

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WESTED, CENTER FOR CHILD AND FAMIL. · 2012-2013 Budget Narrativo

UALITY RATING SERVICES

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PERSONNEL	PERSONNEL NARRATIVE
Tiliə	
Evaluation Director	Provide oversight and leadership to the project and ensure that the project has appropriate and adequate
Sr. Research Associate	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 a QIS Coaches on assessment protocols; ensure that all protocols and procedures are carefully and consistently follows
•	and larghemented across Assessors; review assessment reports; provide populates are originary and consistently private and implemented across Assessors; review assessment reports; provide population grating training, supervision, and support to Assessors; and communicate with the client, includes 86,031 for ramp-up.
Project Managar	Dedicated to day-to-day implementation of sasassment services; operations managament and administrative support; monitor the timeline and ensure that all deliverables are completed on time; overses scheduling of program assessme oversee assessment data entry; oversee the maintenance of external communications vesicies (website, voicemail,
Research Assistant	email); manage the roporting to funders; and coordinato internal project meetings. For many-up only, Review and finalize translation of materials into Chinese,
Duallty Revi⊇w Aesistant	Dedicated to sending latters and postara to programs prior to assessment; antor scores into the Cala system; frack Interrater reliability; print and mail assessment reports to each assessed program; and provide general administrativo support to the project, including maintaining project files, photocopying and filing of documents, and general office sup;
roject Coordinator	Conduct community oullreach regarding assessment processes
rogram Quality Assessors (6)	ERS - 365 sessions at \$1,127/session CLASS - 184 sessions at \$845/session SX assessors at \$23,15/nr. dericated 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
	competely following all project protects and procedures.
RINGE BENEFITS	FRINGE BENEFITS NARRATIVE
enelit Name	
otal Benefits - Assessmente	Total Dantal/Modical at 16.134% Workers' Comp at 0.55%
	Life Instrance/ADD at 0.343% S.T.D. Seurance at 0.034% JLT.D. Issurance at 0.228%
	EAP/Cafeferta at 0.020% Rede-ment at 14.763%
, · ·	Supplamental at 1.674% Sizff Banefils/Related-Costs at 0.134% Unemployment Yax at 0.510%
xal Banelīts - General	FRCA al 1,683%
•	Workers' Comp at 0.519% Life [neurance/ADD at 0.393% 8.1.D. Insurance at 0.084%
	LT.D. Issurance at 0.225% EAP/Cofeiera at 0.092%
	Retirument #1 14.763% Supplement#1 at 1.674%
ł	Staff Benofills/Related Costa et 0.134% Unemployment Tax et 0.510% FICA et 1.383%
INGE BENEFITS	The benefits rate is 30.4% of regular employings' unloaded sateries, inclusive of leave. Benefits include worker's compensation, unsurployment tax, and FICA for both employee classifications. Regular comployees also receive refinement, medical/dental, life insurance, disability insurance, and other stati benefits.
OFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
le	
spare Danepbar	The Websits Developer will steate a QRS/QIS websits for the project, to be accessed by Providers, QIS Coaches, and QRS Assessors. The Websild Developer will work with the WestEd project jeam to define the apeciateations of the site, as and refine a design, and input content. The Websild Developer will also train and provide websild consulting to
	need allo teme a design, and input combine the weater or overclose was also freith and provide wasaite consuming MestEd as needed.
BCOWTRACTS	SUBCONTRACTS NARRATIVE
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ancy	
18	RDGRAM MATERIALS NARRATIVE

WESTED, CENTE & CHILD AND FAMILY STUDI. ALITY RATING SERVICES 2012-13 BUDGET - UMS FORM 4

CCRS Reliability Training]	,,,,,,,		\$9,000.00			\$9,000.D
CLASS Reliability Training				\$9,000,00			\$9,000.01
TERS Reliability Training				\$9,000.00			\$9,000,0
Project Specific Fingerprinting	(S75 x 7 assessors			\$526.00			\$525,00
		IUTAL OTHER PROGRAM EXPE	NSES	\$200,057.00	\$46,109.00	\$\$93.00	\$246,206.00
ADIMINISTRATIVE COSTS							
· · · · · · · · · · · · · · · · · · ·			·····		Other-	Othar -	· · · ·
Jost Name	Calculations		•	Reqüe _{st}	Cäsh.	In Kind	Total
otal Admin Costs - Assesaments	13.67% nate	· · · ·		\$58,239,0D			\$88,239,0
ratal Admin Costs - Genaral	13.87% rats	<u>_</u>	······	\$19,740.00	\$28,654,00	±,	<u>{</u> \$48,424,00
•]	
		TOTAL ADMINISTRATIVE CO	28TS	\$87.9 7 5.00	\$28,664.00		; \$115,663.00
TOTAL BI	JDGET REQUEST			735,481,00	\$238,519.00	\$593.00	\$974,000.00

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/ESTED, CENTER FOR O 012-13 BUDGET - GMS F	HILD AND FAMILY ST ORM 4	rud <u>ki</u> Ja., R	ATING SERVICES					· (
upplies@laterials	see namaliye				\$3,863.00	\$488.00		{ * \$4,351.0
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lage/Telephone	see narrailve	i=	••••		\$8,945.00	\$2,837.00	<u>. </u>	\$6,269,0
		•			. [
ling/Grephics	203 687/38/48	·			\$320,00	\$1,128.00	r	\$1,446.0
•								
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er program expens	The start of the start	TOTAL PR			38,129,00	\$3,551.0D		\$12,080.0p
4050 .	Calculations			· · · · · · · · · · · · · · · · · · ·	Request	Oiher - Cash	Other In Kind	
ect Sp∋cific Direct nology - Assessments					\$42,186.00	j ; [\$593.00 <u>{</u>	\$42,\$85.00
of Speallo Direct pancy - Assessmenta of Specific Program					\$0,00			50.00
orf - Assessmenta					\$64,320.00			\$64,320,00
et Spácific Direct nology - Caparal					\$3,64 <u>9,00</u>	\$19, 549.00		\$17,298.00
	, i 1			1]	Ī	
	ŕ				2.			· · ·
ot Specific Direct, pancy - Canaral		<u> </u>			\$9,701.00	\$12,985.00		\$16,636.00
ol Specific Direct. parxoy - Ganaral		,,,,,,,		<u> </u>	\$3,701,00	\$12,955.00	·	\$18,638.00
xanxy - Gənərəl X Specific Program		' ' ' '			\$\$,701,00 \$\$,115,00	\$12,935.00 \$12,935.00 \$19,526,00	·	•
xanxy - Gənərəl X Specific Program							·	\$16,638.00 \$24,640.00
xanxy - Ganaral K Specific Program							· · · · · · · · · · · · · · · · · · ·	•
xanxy - Gənərəl K Specific Program xt - General	60.30/word			······································				•
xanxy - Qənərəl (Specific Program xt - General	80.30/word				\$6,115.00			\$24,840.00
xanxy - Ganeral It Specific Program xt - General					\$6,115.00 \$19,602.00			\$24,840.00 \$19,602.00
xanxy - Gənərəl K Specific Program xt - General	50.30/word Estimated at \$40/trip	x 925 irips/year			\$6,115.00			\$24,840.00

WESTED, CENTE, JR CHILD AND FAMILY STUL." 2012-13 BUDGET - CMS FORM 4

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PERSONNEL				FTE		Other -	Other	Total
Title	Name	Function		(%)	Request	Cash	in-King	Selaty
Evaluation Director	Kerry L, Kilener-Althen	Provide projact eve	ersight	Q.050	\$1,856,00	\$8,750,00	· · ī	\$10,808.
Sr. Research Associate	Gebriala S. Lopez	Quebiy Review Ma	nager	0.684	\$15,515.00	545,835.0D		\$61,350,
		1					[
C Project Manager	Joselyn A. Sphelbe	Project Manager	<u></u> ,	0,450	\$8,812,00	\$83,268,00	┝ ⁻ ᢤ	\$40,070,
· · ·								
Research Assistant	Min Chen	ากสายอย่อน	·······	.ao17	\$1,032.00	\$0.03		\$1,039.0
Quality Review Assistant	ТВО	Quality Review		0.608	\$4,314.00	\$20,893,00		\$25,207,0
Project Coordinator	TBD	Project Coordinato		Q.517	\$1,768.00	\$8,899.00	 	\$10,157.
Program Quelity Assassors (8)	TBD	Quality Assassor		4,800		\$1.00		\$287,454.(
	·							
		TOTAI	PERSONNEL		\$318,748.00	\$117,135.00		3435,863.00
FRINGE BENEFITS								
Benefit Name	Calculations		Selary	%	Request	Other - Cash	Other 4 in-King	Total
Total Benefits - Assessmente	36.4% of regular employe	sulq salalica 'sa	\$287,454,00		\$104,037.00			\$104,637.0
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	\$ \$. (
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atal Benefits - Ganaral	.36,4% of regular amployed	si salariaa jius	\$146,428,00	0.394019;	\$11,391.00}	\$42,640,00	<u>i</u>	\$54,091.00
	leeva							, • - · • - • • • •
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			; ;		_			
		TOTAL FRING	e Benefits	\$	116,028.00	\$42,640,00		\$158,668.00
1								
ROFESSIONAL SERVICES								
tle	Function			FTE (%)	Request		Qtfier - In-Kind	Total
/abeita Doveloper		,		<u></u> ;	\$4,500.00	, [\$4,506.00
	· ·			ļ	Í		•	.
		TAL PROFESSIONA	- ENTERNAL SAMON		Darno Do		[
		INC FILL COST DIVE			\$4,500.00			\$4,500.00
JECONTRACTE			Program .	Ádmin		Other -	Other-	
		Jaleulation	Costs		Request		n-Kind Tot:	
one :		TOTAL SUBC	ONTRACTS	1	\$0.00(\$0.00		(\$0.00 \$0.00
					ADADD			SULUL
OGRAM MATERIALS			jan ja j		<u>- 19 - 19 - 19 - 19 - 19 - 19 - 19 - 19</u>	Other - · · ·	Other - *	

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Service: Convene regular Rating Advisory Grou	o meetin	ច្រេន					Up
	ल्याः विश्व स्टब्स्	202 R. A.	AB 0388	200 Qdatini	₩ÅRNUS 😽	Essenting Instructions and a second	CatalSources
Number of Rating Advisory Group meetings held	1	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		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	ʻ0	1	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	ņ	0	D	2	Enter a 1 for each of the key activities completed around fee-for- service plan development (draft document and review) .	Written procedure -
Number of member surveys conducted annually	Ū	Û	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				-		itakeholder Mætings	CMS Activity Set-
Land a construction of the state of the stat	370Q1#6	· %企口2示的	5 (FFS Q3)66	WKQ4%	a I⊈Annual∺	A segment and the second and the second second second second second second second second second second second s	W.Data Sourceita
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	- 1	2	1	6	Report on number of meetings atlended 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 will 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	٥	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
Made a second Reformance Measures for a course of	1999 1 146	a sta O2#P	C GREQ320	5 75%Q4 av	Sisunna:	and the second states and the	States Sounce
ixumber of dutreach plans developed	Ď	1	0	Ç	1	Report on number of plans developed by Quality Connections, Note: this will involve the joint efforts of both QIS and QRS.	Qutreach 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 QIS and QRS.	
Number of Fee for Service Plans marketed		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.	Databass
· ·	l	<u></u>	<u></u>		<u> </u>		
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First 5 San Francisco Performance Measures Form - Ver 2/3/10

Service: Conduct program quality reviews with reliability for eligible programs during the 2012-2013 fiscal year CMS Activity Setսը Same System Reporting Instructions Data Source Enter number of ERS assessment completed each quarter. Database # of ERS assessments are completed. 80 95 95 95 365 Tracking file Enter number of ERS assessment completed each quarter. # of CLASS Assessments are completed. Database/ 30 51 51 52184 Tracking file Target of 198 generated from the likelihood of receiving 248 Number of satisfaction survey responses rating Survey/Databas surveys and anticipated 80% high satisfaction rate the assessment process as "satisfactory" (248x.8=198). In quarter four, report the actual number of 0 ٠D 0 198 198 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). Target of 494 generated from the likelihood of completing 549 Survey/Dalabas Number of assessments conducted in a assessments and an anticipated 90% completed in preferred linguistically appropriate way. le. language (549x 9=494). In quarter four, report the actual D. Ċ, 0 494 494 number of assessments completed in preferred language, Include in the comments section the actual total number of assessments (i.e. sample size). Enter number of ice-for-service ERS assessment completed Database/ Number of ERS assessments completed for fee-1 1 1 2 5 each quarter. Tracking file for-service **CMS** Activity Set-Service: Provide information about the assessment instruments and assessment process to the provider community uп The Q2 and the Q3 and the Manual & Commences of the Reporting Instructions and the Manual Annual Commences analogical sector Performance Measures response to and Clarge 1 Lata Source Report the unduplicated number of TA providers who attend Number of TA providers participating in training Sian in Sheets 1 training sessions. Report quantitative information in comment 30 20 session and quarterly follow-up meetings 1 52 section about efficacy of braining sessions. Enter the number of information/ training sessions provided in Number of Information/ Training Sessions to TA Agenda/ minutes $\dot{2}$ 5 4 2 5 each quarter. Provider Community Enter the number of in-person or video conference calls Number of monthly in-person or video Agenda/ minutes 3 3 3 3 12 provided in each quarter. conference calls with TA providers Enter number of FCC and Center-based information Number of FCC and Center-based information Training Agenda meetings and training sessions conducted jointly with meetings and training sessions conducted jointly 3 D 0 3 n Quality Connections QIS Team with Quality Connections QIS Team Target of 52 generated from the 52 participating TA providers Survey/ Number of TA provider responses rating that and an anticipated 100% success rate (52x1.0=52). In quarter Database they are knowledgeable about assessment four, report the actual number of providers reporting knowledge ٥ ۵ Ö 52 52 Drodes9 increase, include in the comments section the actual total number of surveys (i.e. sample size). Target of 52 generated from the 52 participating TA providers Number of TA provider responses rating that Survey and an anticipated 100% success rate (52x1.0=52). In quarter Database they know where to direct providers/programs for four, report the actual number of providers reporting knowledge Ö Ω 0 52 52 assessment increase. Include in the comments section the actual total number of surveys (i.e. sample size),

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

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Printing/Graphica	General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as
	Imarkeiing materials. An ouiside vendor will be used for bulk printing.
OTHER PROGRAM EXPENS	E OTHER PROGRAM EXPENSES NARRATIVE
Experise	
Project Specific Direct	Computer equipment for QIS Coaches, IT support and hetwork/equipment costs.
Tecanology	
Project Specific Direct	Rantoccupancy for project office space for Co-Directors, Data Analyst and trainers.
Occupancy	
Project Specific Program	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as slaft
Sucort	planning, quality raview, staff dovelopment, work planning, staff evaluation and storary assistance.
feaching Pyramid Modal	WestEd Centor for Child & Family Studies, San Marcos Offica (WestEd) will work with selected trainers and
Taining	coecties to support confinued implementation for cohorts trained during the 2011-2012 school year and complete
	the Teaching Pyramid model training to Preschool For All (PFA) siles in San Francisco as slarted in 2011-12,
•	lepindest bas containing obviore of survivation like bas sets gradeened and isorque of betwinning or e all between
	assistance to the cohorts throughout the year. Food will be provided for alt full days.
Project Specific Travel	Airfare and lodging are based on current everage rates. Per diam is \$45/day or 811.25/quarter day. For local travel, per
- war of man to	diem is as follows: breakfast \$9, lunch \$12, dinter 624, Other expenses include ground transportation (shuftle, taxis or
	formity a reliable processing of the second se
	nona); perming, unal and and an incertas. Minorgo is an again a certa appresso runnoù dancene rena.
1 department of the second	
IDMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
ost Namp	
Viel Admin Costs	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.

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First 5 San Francisco Scope of Work Narrative

Agency:	WestEd	Center for C	hild and Family	Studies	Grant Year:	2012-2013	•
			ality Rating Se				

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 retontion, higher rates of school completion, greater likelihood of attending college, and higher lifetime carnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality carly 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 uusafe, 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 carly 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

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 <u>SEVEN-HUNDRED THIRTY-FIVE THOUSAND FOUR-HUNDRED AND</u> <u>EIGHTY-ONE</u> 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.

P-550 (7-11)	1 of	3/15/13

Nor shall the amount of Grant Funds disbursed hereunder exceed <u>FOUR-MILLION SIX-HUNDRED FORTY-ONE THOUSAND AND FIVE-HUNDRED AND FIVE</u> 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 EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE 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</u> <u>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-</u> <u>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

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

GRANTEE

Recommended by:

Laurel Kloomok

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Executive Director First 5 San Francisco

Approved as to Form:

Michael eyenfeldt Director of Finance and Contracts

WestEd, Center for Child & Family Studies

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Dennis J. Herrera City Attorney

By:

Virginia Dario-Elizondo Deputy City Attorney

P-550 (7-11)

3/15/13

Old Appendix B

Appendix B--Definition of Grant Plan

The torm "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 domographic 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.

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

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A growing body of rescarch 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 carly 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 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 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.

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- 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.

6/1/2012

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 so for an average of 2 x a month at 2 hours each.	ervices to	increase	e quality a	is measu:	red by El	RS scores to providers/classrooms in Q1, Q2, Q3, and Q4	CMS Activity Set-up
如此是你已经有些PerformanceiMeasures研究计划的任何注	100 (16-16)	***QZ();}	****	111045	≣Annual3	session and the second s	*Data:Source)
Number of FCC providers who have scores of 3 and below (1st priority) and 4 and below (2nd priority).	40	4	21	0	65	Report the unduplicated number of FCC providers receiving coaching	Established Data System
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	5	1	0	0	6	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	50	21	D	71	Report on the number of QIP's (FCC and classrooms)	Established Data System
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 coaching	45	81 .	81.	81	288	Report on the total number of hours provided on-site for all sites/classrooms.	Established Data System
Number of providers demonstrating improved quality as measured through assessment	ů .	0	0	57	57	Target of 57 is generated from the expected 71 providers/classrooms receiving TA and an 80% improvement rate (71x.8=57). In guarter 4 enter the <u>number</u> of providers who are able to demonstrate improved quality through reassessment; include in comments the total providers/ classrooms served during year (i.e. total sample size).	Established Data System
measures will be tracked on separate CMS account	int for CL	ASS Plu	s Progran	п)		C, center-based, and TA providers and mentors. Note: CMS	Set-up
Number of training sessions in multiple languages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	6	6	8	8	28	Report the number of trainings. Report quantitative information in comment section about efficacy of braining 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	50	50	200	Report the number of Center-based Preschool and Infant Toddler teachers who participate in training.	Sign in sheet:
Number of FCC providers served through ERS training.	50	50	75	50	250	Report the number of FCC providers who participate in training.	Sign in sheet
Number of TA providers and mentors served through ERS training supports and information	50	D	0	0	50	Report the number of TA providers who perticipate in training.	Sign-in sheets, agendas
Number of CLASS Coordination meetings with						Report the number of meetings.	

Service: Provide access to additional TA resource	es (DRD	P, CSEFI	EL, Learn	ing Foun	idations) i	used in SFQRIS for ECE TA specialists, FCC and center-	CMS Activity
pased providers.							Set-up
non www.exectates.enformance:Measurean enversements	<u>3799</u> 01:299	<u> </u>	and O form	4. 29 44.200	*Annuals	and the second	&Data Source
Provide four training sessions to inform practice with DRDP	Q	D	1	2	3	Report number of community trainings	Sign-in sheels, agendas
Number of attendees participating in DRDP training.	0	ā	20	40	60	Report number of participants	Sign-in sheels, agendas
Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese)	D	· 0	1	2	3	Report on number of CSEFEL Webiners	sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	o	٥	30	60	âû	Report on number of participants in CSEFEL Webiners	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 levaraged funds from PITC state contract. This is levaraged funds from the PITC state contract.	PITC Data
Number of FCC Providers participating in PITC training	0	14	Q	٥	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	Ŭ	7	0	Ū	· 7	Enter unduplicated number of center-based providers. These are centers using leveraged funds.	PITC Data system
Service: Participation in SF-QRIS Developmen	t Meeting	s and SF	-QRIS St	akeholde	er Meeting	5	CMS Activity Sct-up
	¥67.015马	(#3 02 ()#	19月Q319月	感04 殭	Annual	[view] Reporting Instructions (view)	©Data Source
Number of SF-QRIS Development Meetings attended (including both local and regional)	2	z	1	0	5	Report on number of meetings atlended 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	0	Û	Û	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Development and implementation of a p	plan to gu	ide Qualii	ty Connec	ctions' ac	tivities ou	treach and information activities for QRIS.	CMS Activity Set-up
national and Measures and Andrews	(4: 7 Q1. 4: 2:	~~Q2	5887Q33363	seit-114	Jaunna A		gData;Source,
Number of outreach plans developed	0	1	0	û	1	Report on number of plans developed by Quality Connections.	Outreach Plan
Number of community informational meetings convened to assist providers in understanding the development of the SF-QRIS	Û	D	2	2	4	Report on number of community informational meetings provided,	sign-in sheets/meetin g minutes

Number of providers who participate in the						[]	sign-iń
community informational meetings on SF-QRIS	0	ο.	60	60	120	informational meetings	sheets/meetin
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Number of presentations made to CPAC on the	4	4	4	-	4.	Report on number of CPAC presentations made. Note: this will	Meeting sign-
development of the SF-QRIS.		I				involve the joint efforts of QIS and QRS.	līh
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Wested, center for child and family studies . SF quality connections - quality improvement $s_{\rm LN}$ and 2012-13 Budget - CMS form 4

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roject Specific Direct	/3F F 5' 6,623 hrs x \$0.26 rate	\$1,722.00	\$1,618.98	\$3,340,9
Cacupancy	CDE: 2,453 hrs x \$0,66 rate	! [; ,
reject Specific Program	SF FB: 6,623 hrs.x \$7.52 rate	\$48,805,0D	\$18,471.09	568,276.0
3upport	CDE: 2,453 hrs x \$7,53 reta	1		
Feaching Pyramid Model	Completed Cahort Activities - \$6,000; Second Half Activities - \$ 23,500;	\$93,600,00		, \$93,500.0
Talning	Addillonal Activilles - \$69,000; Training Materials - \$8,000. This line liem	i · 1		1
- ·	amount is fixed price upon completion and does not trigger any additional]		
	administrative costa below,		[[· .
-	· · · · · · · · · · · · · · · · · · ·			
Project Specific Travel	5 coaches × 200 lilps/yr × \$20/lilp	\$23,705.00	\$10,000.00	\$33,705.0
	For Preachool Foundations/Outriculum Frameworks/DRDP, 3 people for a 3			
	day/2 night (yonlocal the @ \$3,705 nin Year 1,			
	CDE: 5 Specialists x 100 trps/yr x \$20/r/p		1	
	TOTAL OTHER PROBRAM EXPENSES	\$200,191.00	C. Constant and C.	
UNINISTRATIVE COSTS	en de la construcción de la construcción de la construcción de la construcción de la construcción de la constru		state in the state of the state	<u> </u>
			Other Öther	•
ost Nama	Calculations	Request	Cash In-Kind	Total
olal Admin Costa	35F F5: (\$811,420 - \$83,500 - \$165,000) x 14,4%	\$79,620.00	\$31,286,33	\$≤10,008.55
	CDE: \$189,366.27 x 15.772%		·	•
	TOTAL ADMINISTRATIVE COSTS	\$79,620.00	and the second s	·
		·······	(1) ······	
TOTALE	UDGET REQUESTED:	\$891,040.00		
				and the second second

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PERSONNEL	PERSONNELNARRATIVE
Titlo	Will overses QIS project, collaborate with QRS Coordinator, Quelity Family Child Care Network Coordinator and Macage
Program Director II	oversee outreach, oversee subconfred with Children's Council of SF, oversee OIS portion of SFQRS web-site, supervise
Sr. Program Associate II	QIS Coordinator, arrange instring of QIS staff with contant exports, and develop instaining materials
Research Associate II	Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QtS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers
Program Associate I	Will provide coaching to desertation teachers and family child care providers to increase the quality of the programs and
Program Associate II	-lingrease ERS scores, work closely with oper mentors on developing family child care cohorts and conduct for purposes o
Program Assistant	-Inaining and peer support meetings, colleborate with QFCCN advisors easigned to family child care programe, and
Program Associate I Specialist (Temp)	- participate in training
Sr. Program Associate II	· · · · · · · · · · · · · · · · · · ·
Research Associate II	
Sr. Prouram Associate I	- Foundations, program guidalines, and curriculum frameworks
Sr. Program Associate I	
Program Coordinator Program Associate (Temp)	Will track expenditures of splattes, benefits, travel, resource materials, and subcontract payments to Children's Council of
• • •	SF and peer meniors
Program Assistent I	Will support QIS Coordinator and Coeches in processing timesheets, travel claims, ordering supplies and materials, compliing and printing training materials, and processing stipends for pear mentors and resource materials for providers
•	compiling and printing materials, and processing superior for pear manified and resource materials for providers
Program Coordinator 1	Will support QIS Coordinator and Coachos on data submissions, data analysis, and report preparation, and will oversee
······································	
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Zamništ blaze	
Scholit Namp Totel Benefils	A blended rate is used in cell E29 due to the varying rates between Regular and Tomporary Employees. Below is a
, nie neilfiliß	breakdown of all banails for fegulat employees:
•	Worksvs' Comp at 0.519%
	Life Insurance/ADD at 0,88%
	S.T.D., Insurance at 0.084%
	L.T.D. Insurance at 0.226% EAP/Careteria at 0.022%
	Retirement at 14,753%
	Supplemental at 1.674%
	Staff Bone/Its/Related Coats at 0.134%
	Uhempiayment Tax at 0.510%
	FICA at 1,883%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
litle	
amily Child Care Peer	Incentives of an average of \$1,800 cach will be provided to a cadro of 9 to 19 family child care paer mentors. Weaking with
Viantors	the QIS Coordinator, QIS Coaches, the Quality Family child Care Network Coordinator and Advisors, the family child care
	peer menters will conduct outreach and develop cohort groups of family childcare providers to participate in &FQR8, ERS and other related training.
	Terra sailet Litelen mentili fit
UBCONTRACTS	SUBCONTRACTS NARRATIVE
igency hildren's Council of SF	Childron's Council staff will assist with recruitment, technical assistance for online programs and video oquipment, case
newson a monton of St.	I childron's Council star will assist will recruitment, recruited assistance for online programs and video optigment, case I management, monitoring reports, enforing and updating data into First 5 CA's PROOF database, and coordinating
	My Teaching Pariner assessors and exactors. Includes implamentation for 60 proschool teachers and contestantly
	providens to participate in the 10 movies program.
•	
ROGRAMMATERIALS	PROGRAM MATERIALS NARRATIVE
храляв	
upplies/iviateriate	Stationary, pens, writing tablels, markers, crips, notapads, illp charts and other training materials.
articipant Resource Materlats	Materiala headed for participanta.
ataganalophone	General/bulk mailing and telecommunications costs.
	And A Construction of the Astronomy

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Printing/Graphics	General office copying and printing of iraining materials for the ERS, CLASS, QRIS and other training events as well as markeling materials. An outside vendor will be used for bulk printing.
OTHER PROGRAM EXPEN	SE OTHER PROGRAM EXPENSES NARRATIVE
Ехрапае	
Project Specific Direct	Gampulor equipment for QIS Coachos, 11 support and network/adulpment costs.
Technology	
Project Spacific Ofrect Occupancy	Renifocaupancy for project office space for Co-Directors, Data Analyst and trainers.
Project Spacific Program	includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff
Support	planning, quality review, statt development, work planning, staff evaluation and library assistance.
feaching Pyramid Model	WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected frainers and
Training	coaches to support continued implementation for cohorts trained during the 2011-2012 school year and complete
-	the Teaching Pyramid model (reining to Preschool For All (PFA) sites in San Frenceco 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 hull days.
Project Specific Travel	Airfare and odging are based on current average ratas. Par diom is \$46/day or \$11.20/uunter day. For local traval, per
	diam is a follows: breaktast-\$9, ionch-\$12, dinner-\$24. Other expenses include ground transportation (shutle, taxis or
	trains), parking, tolis, and incidentals. Millsage is charged at CA's approved reliabursement rate.
	v
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Fotal Admin Cosis	Includes Board/Board support, Executivo Director's Office, Resource Development, Communications, Confracts, and
·	Accounting/Finance Services, Additional admin costs are applied at a rate of 2%. Excludes pass-through costs,

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AT SERVICES .

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 leatning 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. Harre, 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

Service: Conduct program quality reviews with re	liability fo	r eligible (programs	i during th	e 2012-20	113 fiscal year	CMS Activity Set up
(Versite and Renformance Measures and Articles and	39.6 0.1 333	11月02月31	98803333	323Q4375	S Aniualit	The porting instructions services and the service services and the service services and the service services and the service services and the service services and the service services and the service services and the service services and the service services and the service services and the service service services and the service services and the service service services and the service service services and the service service service service services and the service s	as Data 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	D		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/Databas ₽
Number of assessments conducted in a inguistically appropriate way.	o ·	Ō	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.	Databasa/ Tracking file
Service: Provide information about the assessme				-			CMS Activity Sa up
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 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	Ċ.	0	3	Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	Training Ageods
Number of TA provider responses rating that they are knowledgeable about essessment process	O	0	o	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	D	0	o	52	52	Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.D=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

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

Service: Convene regular Rating Advisory Gro	up meetir	ງជិន					CMS Activity Set-
CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR	2005 CL 17233	333.02335	0303	:231,04,860	& Annual #	NUMBER OF THE PROPERTY OF THE	3時Data :Source题f
Number of Rating Advisory Group meetings hald	1	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 stekeholders participating in advisory meetings	Roster
Number of activities conducted around grievence 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		û	o	2	Enter a 1 for each of the key activities completed around fee-for- service plan development (draft document and review).	Written procedure
Number of member surveys conducted annually	0	0	D	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 S	F-QRIS D)evelopm	ent.Meeti	ngs and {	SF-QRIS S	takeholder Meetings	CMS Activity Set-
an de mar de la construir de la construir de la construir de la construir de la construir de la construir de la	54cQ1:055	8% Q2.21	H40335	@Q.Q4%1	s Annu∋l∂	FREW States Reporting Instructions were subject to the second	Re 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 will start as a funder initiated meeting and then over time Quality Connections will assume greater responsibility in convening and leading.	Meeរing sign-in
Deliver QRS Report to funders and make a presentation to stakeholder groups	Ð	0	Û	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Complet a d Report
Service: Development and implementation of a p	plan to gu	ide Quali	ly Connec	ctions' acl	ivities out	each and information activities for QRIS.	CNIS Activity Set- up
anguana Anton Performance Measures company and the	260 Q 132	EG QŽ305	26. C3275	3×6 Q4 268	Annual3	STATAS AND AND Reporting Instituctions and a second states	Sestata Sourcese
Number of outreach plans developed	o	1.	Ū	o	1	Report on humber of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS.	Ouireach Pian
Number of presentations made to CPAC on the development of the SF-QRIS.	1	1	1	i	4	Report on number of CPAC presentations made. Note: this will Involve the joint ciforts of QIS and QRS.	
Number of Fee for Service Plans marketed	D	1	o	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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WESTED, CENTER FOR CHILD AND FAMILY STUL. (2012-13 BUDGET - CMS FORM 4

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<u>'titlo</u>	Name	Function		(%)	Request	Cash	In-Kind	Salary
Evaluation Director	Kerry L. Kriener-Althen	Provida project over	sight	0.090	\$1,856.00	\$8,750,00	1 .	\$10,600
Sr. Research Associate	Gabriala S. Lopez	Quality Review Man	aðas.	0,664	\$15,516.00	\$45,835.00		\$61,360.
<u> </u>	······	·····		- 10-			<u>]</u>	
Project Manager	Jocelyn A. Schelbo	(Project Managor		0.460	\$6,812.00	\$33,258,00	<u>.</u>	\$40,070
Research Assistent	Min Chen			0.017	\$1,039.00?	\$0,00	···	\$1,039.
Quality Review Assistant	твр	Quality Review	••	0.505	\$4,314.00	. \$20,893.90		\$25,207.
	70-			0.647		<u></u>		
Preject Coordinator Pregram Quality Assessors (6)	ТВО	Project Coordinator Quality Assessor		0.117 4.800	\$1,758.00 \$287,454.00	\$8,399,00 \$0.00		<u>\$10,157.</u> \$287,454.
Lighting control vanessors (c)				1 1.000	92012404,00	φ 0. 00		9291,404,
						144 7 107 00		
FRINGE BENEFITS			PERSONNEL		\$318,748.00	\$117 <u>,</u> 125,00		5435,383.0
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Benefit Name	Calculations	·	Şelery	<u></u> %	Request	Cash	In-Kind	Total
	36.4% of regular employe larve	aas, saisusa bioa	\$287,454.00	0,384013	\$104,837.00		-	\$104,637.0
	38.4% of regular omploye leave	≠¢' ealarius plus {	\$148,429.00	0.364019	\$11,391.00	\$42,640.00		\$64,0\$1.0
		•••						
		TOTAL FRING	e Benefits		116,029.00	\$42, 6 40.00		\$152,668.00
ROFESSIONAL SERVICES			·					
	<u> </u>			FTE	· · · · · · · · · · · · · · · · · · ·	Othor -	Ofhier -	
itie F	Function			(%)	Request	Cash	In-Kind	Total
reusite Developer			.		\$4,500.00			\$4,500.00
	TÖ	TAL PROFESSIONAL	SERVICES	2010 - 2015 - 1015	\$4,600.00			\$4,500.00
UBCONTRACTS								
	unction C	Salçulation	Program Costs	Admin Costs	Request		Olher In-Kliid To	tef
			<u> </u>	}	\$0.00			\$0.00
oțe		TOTAL SUBC	ONTRACTS	the production of	\$0.00			\$0.00
		TOTAL SUBC	ONTRACTS		50.00	Other -	Other -	

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WESTED, CENTER FOR CHILD AND FAMILY STUDIL 2012-13 BUDGET - CMS FORM 4

see narrative

Supplies/Materials

\$3,863.00

\$488.00]

\$4,951.00

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Postage/Telephone	Bea Sanalivo		. "		\$8,\$40.00	\$2,\$37.00		\$6,283.0
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Printing/Graphics	see namative	•	—		\$320.00	\$\$,126,00		
	· ·							
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		TOTAL PROGRAM	MATERIALS		\$3,129.00	\$3,951,0D	:	\$12,080.00
OTHER PROGRAM EXPENSE	R	<u>k</u>				Othor -	Other -	finne <mark>hy</mark> faith
						Other =	1 11 11 11 11 1	
					Request		In-Kind	Total
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Expanse					Request \$42,156,00		_in-Kind	Totel \$42,185.00
Expanse Project Spesifio Direct Fachnology - Assessments Project Specific Direct					Request \$42,156,00 \$0.00		_in-Kind	\$42,185.0
Expanse Project Specific Direct Tachnology - Assessments Project Specific Direct		<u> </u>	· ·		\$42,156.00 \$0.00		_in-Kind	\$42,185.00
Expanse Project Specific Direct Tachnology - Assessments		,			\$42,156.00		_in-Kind	\$42,185.00
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Expanse Project Specific Direct Facturalogy - Assessments Project Specific Direct Decupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct		,,,,,			\$42,156.00 \$0.00		_in-Kind	\$42,185.00
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Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Decupancy - Assessments Project Specific Program Support - Assessments troject Specific Direct achnology - General		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	\$42,186.00 \$0.00 564,320.00; \$3,649.00	Cash 	_in-Kind	\$42,185.00 50,02 \$84,320.00 517,295.00
Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Decupancy - Assessments Project Specific Program Support - Assessments troject Specific Direct achnology - General			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	\$42,156,00 \$0.00 \$64,320,00;	Cash	_in-Kind	\$42,185.00 50,02 \$84,320.00 517,295.00
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Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Fachnology - General			·····		\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,649.00	Caeh	_in-Kind	\$42,185.00 \$0,02 \$84,320.00 \$17,299.00 \$16,638,00
Expanse Project Specific Direct Project Specific Direct			· · · · · · · · · · · · · · · · · · ·		\$42,186.00 \$0.00 564,320.00; \$3,649.00	Cash 	_in-Kind	\$42,185.00 50,02 \$84,320.00 517,295.00
Expanse Project Specific Direct Tachnology - Assessments Project Specific Direct Docupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Docupancy - General			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,649.00	Caeh	_in-Kind	\$42,185.00 \$0,02 \$84,320.00 \$17,299.00 \$16,638,00
Expanse Project Specific Direct Tachnology - Assessments Project Specific Direct Docupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Docupancy - General			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,649.00	Caeh	_in-Kind	\$42,185.00 \$0,02 \$84,320.00 \$17,299.00 \$16,638,00
Expanse Project Specific Direct Project Specific Direct			· · · · · · · · · · · · · · · · · · ·		\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,649.00	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00
Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Project Specific Program Support - Assessments Project Specific Direct aconology - General Project Specific Direct Project Specific Direct Project Specific Direct Project Specific Program Project Project P	Galquiations				\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,701.00; \$3,701.00;	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00 \$16,638,00
Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Project Specific Program Support - Assessments Project Specific Direct aconology - General Project Specific Direct Project Specific Direct Project Specific Direct Project Specific Program Project Project P			· · · · · · · · · · · · · · · · · · ·		\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,649.00	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00
Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Project Specific Program Support - Assessments Project Specific Direct aconology - General Project Specific Direct Project Specific Direct Project Specific Direct Project Specific Program Project Project P	Galquiations				\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,701.00; \$3,701.00;	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00 \$16,638,00
Expanse Project Specific Direct Fachnology - Assessments Project Specific Direct Project Specific Program Project Specific Program	Galquiations		· · · · · · · · · · · · · · · · · · ·		\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,701.00; \$3,701.00;	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00 \$16,638,00
Expanse Project Specific Direct Facturatory - Assessments Project Specific Direct Project Specific Direct Project Specific Direct Rechnology - General Project Specific Direct Decupancy - General Project Specific Program upport - General Project Specific Program Project Program Project Speci	Galquiations	· · · · · · · · · · · · · · · · · · ·			\$42,156.00 \$0.00 564,320.00; 33,649,00 \$3,649,00 \$3,701.00; \$3,701.00; \$3,701.00; \$19,502,00;	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00 \$24,640.00 \$19,602.00
Expanse Project Specific Direct Facturatory - Assessments Project Specific Direct Project Specific Direct Project Specific Direct Rechnology - General Project Specific Direct Decupancy - General Project Specific Program upport - General Project Specific Program Project Program Project Speci	Galquiations				\$42,156.00 \$0.00 564,320.00; \$3,649.00 \$3,701.00; \$3,701.00;	Caeh	_in-Kind	\$42,185.0 \$0,0 \$84,320.0 \$17,295.00 \$16,638,00 \$16,638,00
Expanse Project Specific Direct Facturatory - Assessments Project Specific Direct Project Specific Direct Project Specific Direct Rechnology - General Project Specific Direct Decupancy - General Project Specific Program upport - General Project Specific Program Project Program Project Speci	Galquiations				\$42,156.00 \$0.00 564,320.00; 33,649,00 \$3,649,00 \$3,701.00; \$3,701.00; \$3,701.00; \$19,502,00;	Caeh	_in-Kind	\$42,185.00 \$0,02 \$84,320.00 \$17,298.00 \$16,638,00 \$16,638,00 \$24,540,00 \$19,602.09
Expanse Project Specific Direct Tachinology - Assessments Project Specific Direct Decupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct	Galquiations				\$42,156.00 \$0.00 564,320.00; 33,649,00 \$3,649,00 \$3,701.00; \$3,701.00; \$3,701.00; \$19,502,00;	Caeh	_in-Kind	\$42,185,00 \$0,02 \$84,320,00 \$17,299,00 \$16,638,00 \$16,638,00 \$16,638,00 \$16,638,00

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WESTED, CENTER FOR CHILD AND FAMILY STUDI. 4

JALITY RATING SERVICES

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FCCRS Reliability Training	-1	,,,,,,	\$9,000.00	 į	\$9,000,0
CLASS Rellability Training		· · · · · · · · · · · · · · · · · · ·	\$9,000,00 \$9,000,00		\$9,000,0 \$9,000,0
Project Specific Fingenzinting	\$75 x 7 assessors	TOTAL OTHER PROGRAM EXPENSES	\$525.00 \$200,097.00	\$46,109.00 \$	593.00 \$246,306.0
ADMINISTRATIVE COSTS				÷Øther- ∵o	Újer -
Cost Namy Yotal Admin Costs - Assessments	Calculations 13.67% rate		Request \$88,238,00		Kind Total \$68,839,0
Total Admin Costa - General	13.67% rate	1 <u></u>	\$19,740.00	\$28,684.00	\$48,424,6
		TOTAL ADMINISTRATIVE COSTS	\$87,979.00	528,084.00	\$118,883.01

TOTAL BUDGET REQUESTED:

\$735,481.00 \$230,519.00 \$593,00 \$974,000.00

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WESTED, CENTER FOR CHILD AND FAMIL. 2012-2013 Budget Namative

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STES - QUALITY RATING SERVICES

[Itle 2valuallon Director	
Evaluation Director	
·	Provide 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
br. Research Associato	Develop training content (including online training) and assessment protocols and procedures; train ORS Assessors and QIS Coophes on essessment protocols; ensure that all protocols and procedures are determined and consistently followed and implemented across Assessors; review assessment reports; provide ongoing training, supervision, and support to Assessors; and communicate with the client. Includes \$6,031 for ramp-up.
roject Manager	Dedicated to day-to-day implementation of assessment services; operations management and administrative support; monitor to dimeline and ensure that all deliverables are completed on time; oversee scheduling of program assessment oversee assessment data entry; oversee the maintenance of external communications vehicles (wobsile, volcemail, email); manage the reporting to funders; and coordinate internal project modifies.
Research Assistant	For samp-up only, Review and finalize transfation of materials into Chinase.
Quality Revlow Assistant	Dedicated to sending latters and posters to programs prior to assessment, enter scores into the data system, track internative 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 administrative supports.
rojact Coordinator	Conduct community pulreach regarding assessment processes
regram Quality Assessors (6)	ERS - 366 sessions at \$1,127/session
	CLASS - 184 sessions at \$545/seesion Six assessors at \$28,15/hr: dedicated to achieving and maintaining rollability on each of the assessment instruments.
•	conducting program quality assosaments, accurately completing ecore shoots and summary reports, and carefully and completely following all project protocols and procedures.
RINGE BENEFITS	FRINGR BENEFITS NARRATIVE
ionofit Name	
otal Benefits - Assessmenta	Total Dents/Medical at 15.134% Workers' Comp at 0.519%
	Life Insurance/ADD at 0.303% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.228%
	EAF/Czietena at 0.052% Retirament at 14,753%
	Supplemental at 1.674% Staff Benefita/Related-Costa et 0.134% Unemployment Tax at 0.610%
otal B∋nefila - Genera∣	FICA st 1.883%
	Lifa Insu:ance/ADD at 0.395% S.T.D. Insurance at 0,084%
	I.,T.D. Insurance et 0.226% EAP/Cefetoxia.at 0.092% Retirement at 14.753%
	Suplemental at 1.674%
	Staff Benefite/Refailed Costs et 0.134%
	Unemployment Tax at 0.510% FIDA at 1.888%
	The benefile rate is 39,4% of regular employees' unloaded salaries, inclusive of leave. Benefits include workers
RINGE BENEFITS	compensation, unemployment tax, and PICA for both employee desalitications. Regular employees also recolve retrament, medical/danial, life insurance, disability insurance, and other staff benefite.
ROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
tio	
aballa Dovetoper	The Websita Developer will create a QRSVQI8 wobsite for the project, to be accessed by Providers, QIS Coaches, and
•	QitS Assessors. The Website Developer will work with the WestEd project isam to define the specifications of the site, coloct and refine a design, and input content. The Website Developer will also train and provide website consulting to
	WestEd Baneaded.
JBCONTRACTS	SUBCONTRACTS NARRATIVE
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DIES - QUALITY	RATING SERVICES
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Supplies/Materials	The Supplies and Materials category includes general office litera such as stationery, pane, writing tablets, markers, clip
	notepads, flip charts and other training materials. Spodal purchases in addition to the pooled casts will be charged direct
	to the buoject and are exbigined perow.
	Ramp-up:
	ECERE-R material - \$66,95 × 6 assessors + \$60,26 shipping = \$4\$1,96
	ITERS-R meterial - \$66.95 x 6 assessors + \$50.26 shipping = \$481.96
	ITERS-R Rating Scale - \$21.95 4 \$5 shipping × 6 assessors = \$161,70
	CLASS Manual Prek @ \$48.95 x 6 assessors and CLASS Dimensions Guide Prek - \$12.96 x 8 essences + \$45.29
	shtpping = #422.69
	Pooled Costs: 145,6 hour unlits x \$0,2600 mto = \$38
	FuN Year Operallon: File folders - \$1 x 549 assesements = \$549
	File lokiers - \$1 x 55 herraier assesements - \$55
	Assessment reling shaet photocopies - 60.20/page x 12 pgs x 549 assessments = \$1,318
	Interratar rollability assessment rating sheet photocopias - \$0,20/page x 12 pgs x 66 literater assossments = \$156
	Assessor storage clipboarda - \$21.33 x 6 assessora = \$128
	SF First 5 Pooled Costs: 538 hour units x \$0.1864 = \$101
	HAAS Popled Casts: 2,593.6 hour unlis x \$0.1882 = \$488
ostage/Telephone	Postage and telephone expenses include general malang and telephonenunicallon costs. Spacial purchases in additional
	the porced costs will be charged directly to the project and are explained below.
	Ramp-up:
	Popled Coals: 145.6 hour units x \$1.2400 rate = \$181
	Full Year Operation: Pra-assessment peckats - 53 x 549 providers = \$1,847
	Post-assessment packate - 63 x 646 providers = 61,647
	SF First 5 Pooled Costs; 538 hour units x \$0,8787 = \$471
	HAAS Pooled Coeta: 2,598.6 hour Unlis x \$0.9011 = \$2,337
rinting/Graphics	Printing/Graphics expenses include general office copying,
	Ramovop
	Popled 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 Costs: 2,593.6 hour Unlis x \$0.4341 = \$1,126
· · · · · · · ·	ser other program expenses narrative
xpenae	
xpense roject Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 9,544 x \$5,0068 = \$42,778
xpense rojaat Spacific Direct echnology - Assassments	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment.
xpense rojaat Spacific Direct echnology - Assassments rojaat Spacific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 9,544 x \$5,0068 = \$42,778
xpense rojaat Spacific Direct echnology - Assassments rojaat Spacific Direct iccupancy - Assassments	: Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pocked Coata: 1,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement
xpense rojaat Spacific Direct echnology - Assassments rojaat Spacific Direct ccupancy - Assassments roject Spacific Program	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbureament includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as slaff
xpense rojaat Spacific Direct echnology - Assassments rojaat Spacific Direct ccupancy - Assassments roject Spacific Program	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as Fit2, purchasing, insurance, legal, membership duos and program services such as shaff planning, quality review, staff development, work planning, staff evaluation and library assistance.
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct ccupancy - Assessments roject Specific Program upport - Assessments	if Direct Technology includes Personal Computers, If Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount abave max reimbursement includes admin services such as HR, purchasing, insurance, legal, messbership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$544 x \$7.6281 = \$64,320
ixpense rojact Spacific Direct echnology - Assassments rojact Spacific Direct roject Specific Program upport - Assassments roject Specific Direct	Olrect Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as HR, purchasing, insurance, legal, membership duos and program services such as staff pranning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6281 = \$64,320 Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment,
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff pranning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6261 = \$64,320 Direct Technology includes Personal Computers, IT Suppord, Common Network, and Shared Equipment, Ramp-up:
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff pranning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6261 = \$64,320 Direct Technology Includes Personal Computers, IT Suppord, Common Network, and Shared Equipment, Ramp-up: Pooled costs: 145.6 hour units x \$5,8876 = \$828
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff pranning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6261 = \$64,320 Direct Technology includes Personal Computers, IT Suppord, Common Network, and Shared Equipment, Ramp-up:
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct <u>ocupancy - Assessments</u> roject Specific Program upport - Assessments roject Specific Direct echnology - General	 Direct Technology includes Personal Computers, If Support, Common Metwork, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FiR, purchasing, insurance, legal, membership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6281 = \$64,320 Direct Technology includes Personal Computers. IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$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 \$5.2631 = \$2,821
izpense roject Spacific Direct echnology - Assessments roject Specific Direct iccupancy - Assessments roject Specific Direct echnology - General roject Specific Direct	 Direct Technology includes Personal Computers, If Support, Common Metwork, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FiR, purchasing, insurance, legal, membership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: 8,544 x \$7.6281 = \$64,320 Direct Technology includes Personal Computers, IT Support, Common Natwork, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$5.6876 = \$828 Full Year Operation; SF First 5 Pooled Costs: 2,593.6 hour units x \$5.2631 = \$2,821 Direct Occupancy represents the reat and/or occupancy of project office space at a spacific WestEd location.
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct echnology - General	Direct Technology includes Personal Computers, If Support, Common Network, and Shared Equipment. Posted Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount shave max reimbursement Includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff development, work planning, staff evaluation and library assistance. Posted Costs: \$,544 x \$7.6281 = \$64,320 Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$5.6876 = \$828 Full Year Operation; SF First 5 Pooled Costs: 586 hour units x \$5.2631 = \$2,821 HAAS Pooled Costs: 2,593.6 hour units x \$5.2630 = \$13,649 Direct Cocupancy represents the reat and/or occupancy of project office space at a spacific WestEd location. Ramp-up:
xpense roject Spacific Direct echnology - Assassments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct echnology - General	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Posted Coats: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount abave max reimbursement includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Posted Coats: \$544 x \$7.6281 = \$64,320 Direct Technology includes Personal Domputers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Coats: \$544 x \$7.6281 = \$64,320 Direct Technology includes Personal Domputers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled coats: 145.6 hour units x \$5.6876 = \$828 Full Year Operation; SF First 5 Pooled Coats: 536 hour units x \$5.2631 = \$2,821 HAAS Pooled Coats: 536 hour units x \$5.2630 = \$13,649 Direct Cocupancy represents the rent and/or occupancy of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$7,0600 = \$1,028
izpense roject Spacific Direct echnology - Assessments roject Specific Direct iccupancy - Assessments roject Specific Direct echnology - General roject Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin sorvices such as FIR, purchasing, insurance, legal, meabership duos and program services such as slaff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$544 x \$7.0281 = \$64,320 Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled costs: 145.6 hour units x \$5.6876 = \$628 Full Year Operation: SF First 5 Pooled Costs: 538 hour units x \$5.2631 = \$2,821 HAAS Pooled Costs: 2,593.6 hour units x \$5.2636 = \$13,648 Direct Cocupancy represents the rent and/or occupancy of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$7,0500 = \$1,028 Full Year Operation:
izpense roject Spacific Direct echnology - Assessments roject Specific Direct iccupancy - Assessments roject Specific Direct echnology - General roject Specific Direct	Direct Technology inductes Personal Computers, IT Support, Common Metwork, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin condex such as FiR, purchasing, insurance, legal, membership duos and program sorvices such as shaff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.6281 = \$64,320 Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$5.6876 = \$828 Full Year Operation; SF First 5 Pooled Costs: 536 hour units x \$5.2631 = \$2,821 HAAS Pooled Costs: 145.6 hour units x \$5.000 option of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$5.000 option occupancy of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$7.0000 = \$1,028 Biract Cocupancy represents fire rent and/or occupancy of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$7.0600 = \$1,028 Full Year Operation: SP First 5 Pooled Costs: 539 hour units x \$4,9907 = \$2,875
xpense roject Spacific Direct echnology - Assessments roject Spacific Direct coupancy - Assessments roject Specific Program upport - Assessments roject Specific Direct echnology - General	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Costs: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FIR, purchasing, insurance, legal, measbership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.628 i = \$64,320 Direct Technology includes Personal Demputers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: \$,544 x \$7.628 i = \$64,320 Direct Technology includes Personal Demputers, IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$5.8876 = \$828 Full Year Operation: SF First 5 Pooled Costs: 536 hour units x \$5.8876 = \$2,821 HAAS Pooled Costs: 145.6 hour units x \$5,0600 = \$1,028 Direct Occupancy represents the rent and/or occupancy of project office space at a spacific WestEd location. Ramp-up: Pooled Costs: 145.6 hour units x \$7,0600 = \$1,028 Full Year Operation: SF First 5 Pooled Costs: 539 hour units x \$7,0600 = \$1,028 Full Year Operation: SF First 5 Pooled Costs: 539 hour units x \$4,9879 = \$2,975 HAAB Pooled Costs: 2,693,6 hour units x \$4,9879 = \$12,996
xpense roject Spacific Direct echnology - Assessments roject Spacific Direct coupancy - Assessments roject Specific Program roject Specific Direct echnology - General	Direct Technology inductes Personal Computers, IT Support, Common Network, and Shared Equipment. Pooled Coats: 8,544 x \$5,0068 = \$42,778 \$593 is the in-kind amount above max reimbursement includes admin services such as FIR, purchasing, insurance, legal, membership duos and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Pooled Costs: \$,544 x \$7.628 t = \$64,320 Direct Technology includes Personal Computers. IT Support, Common Network, and Shared Equipment, Ramp-up: Pooled Costs: 145.6 hour units x \$5.6876 = \$928 Full Year Operation: SF First 5 Pooled Costs: 2,593.6 hour units x \$6.2631 = \$2,821 HAAS Pooled Costs: 145.6 hour units x \$7,0500 = \$1,025 Full Year Operation: SF First 5 Pooled Costs: 539 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 2,593.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 2,593.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 3,563.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 3,593.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 539.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$2,675 HAAB Pooled Costs: 549.6 hour units x \$4,9907 = \$12,936 Includes admin services such as HR, purchasing, Insurance, Jagal, membership duits and program services such as abat
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WESTED, CENTER FOR CHILD AND FAMIL 2012-2013 Budget Narrative

IES - QUALITY RATING SERVICES

FCCR6 Reliability Training	Includes annual renewal of waek-long internation remability intering with authorized trainers at the University of North
[Carolina - Chapet Hill and travel costs for 1 FCCERS-R Instrument anchor.
CLASS Reliability Training	Includes appual renawal of Interreter refability training for eli essessors by authorized CLASS kainers.
ITERS Reliability Training	Includes annual renewal of week-long internatar reliability trianing wills authorized trainers at the University of North
	Carolina - Chapel Hill and travel costs for 1 ITERS-R instrument and vor.
Project Specific Fingerprinting	Assessor fingerprinting (975 each x 7 assessors),
· · ·	
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS MARRATIVE
· · · · · · · · · · · · · · · · · · ·	
Cost Name	
Totel Admin Costs -	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
Assessments	Accounting/Finance Sorvices, Additional admits cosis are applied at a rate of 1%.
	\$499,180 × 13,67% = \$68,259
Totel 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 = \$21,094 x 13.67% = \$3,006
	Full Year Operation:
	SF FIRST 5: (\$126,912-\$4,500) x 13.67% = \$18,734
	HAAS: \$209,835 x 13,87% = \$28,884

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New Appendix B

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Appendix B--Definition of Grant Plan

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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 ou 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 SI' 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

First 5 San Francisco Scope of Work Narrative

Agency: WestEd,	Center for Child and Pamily Studies	Grant Year:	2012-2013
Project/Initiative:	QRIS - Quality Improvement Servi	ces	·

Project Description and Goals

A growing body of research confirms that high quality carly 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 carly care and education options to families, First 5 San Francisco, its partner eity 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 childbood 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 Hatms 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 s for an average of 2 x a month at 2 hours each.	ervices (d	increase	e quality e	is measu	red by Ef	RS scores to providers/classrooms in Q1, Q2, Q3, and Q4	CMS Activity Set-up
Rest (1999) Performance Measures (1999)	1880 L 1888	SA 0274	\$\$Q325	100 Q4155	2Anniuals	Reporting Instructions and an and an and	5Data:Source
Number of FCC providers who have scores of 3 and below (1st priority) and 4 and below (2nd priority).	40	4	21	D	65	Report the unduplicated number of FCC providers receiving coaching	Established Data System
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	5	1	j D	0	6	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	50	21	Ō	71	Report on the number of QIP's (FCC and classrooms)	Established Data System
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 coaching	45	81	81.	81	288	Report on the total number of hours provided on-sits for all sites/classrooms.	Established Data System
Number of providers demonstrating improved quality as measured through assessment	0	0	D	57	57	Target of 57 is generated from the expected 71 providers/classrooms receiving TA and an 80% improvement rate (71x.8=57). In quarter 4 enter the <u>number</u> of providers who are able to demonstrate improved quality through reassessment, include in comments the total providers/ classrooms served during year (i.e. total sample size).	Established Data System
neasures will be tracked on separate CMS accor	unt for Cl	LASS Plu	s Prograr	n)		C, center-based, and TA providers and mentors. Note: CMS	Set-up
Number of training sessions in multiple	108-0893	1 Star Land	1988.000	\$6.447H	: Senting B		
languages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	B	8	8	8	28	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	. 50	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	50	250	Report the number of FCC providers who participate in training.	Sign in sheets
Number of TA providers and mentors served through ERS training supports and information	50	¢	٥	٥	50	Report the number of TA providers who participate in training.	Sign-in sheets, agendas
Number of CLASS Coordination meetings with	} .	1 .	1	1	7	Report the number of meetings.	Sign-in

Service: Provide access to additional TA resource based providers.	es (DRD	P, CSEF	EL, Leårn	ing Found	dations) ι	used in SFQRIS for ECE TA specialists, FCC and center-	CMS Activity Set-up
optexts and the Performance Measures Kales and the second states and the second s	8235 Q 12-04	<u> </u>	1942 D 3489	243-Q4.00	₹Aπnµal∡	mussions and Reporting Instructions and an antipation and	SData:Source
Provide four training sessions to inform practice with DRDP	0	Ð	4	2	3	Report number of community trainings	Sign-in sheets, agendas
Number of attendees participating in DRDP raining.	0	Q	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	·0	1	2	3	Report on number of CSEFEL Webinars	sign-in sheats, 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 system
Number of FCC Providers participating in PITC training	D	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.	O ,	7	D	Q	7	Enter unduplicated number of center-based providers. These are centers using leveraged funds.	PITC Data system
Service: Participation in SF-QRIS Developmen					_		GMS Activi Set-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 an 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	O	<u>a</u>	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report
Service: Development and implementation of a p			-				CMS Activit Set-up
	395 Q1 (85	1.000 QZ:3800	\$60-U36%		Annuals	Annum structure and an an an an an an an an an an an an an	EData@ourc
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/meet g minutes

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Number of providers who participate in the community informational meetings on SF-QRIS	0	0	60	60	120	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.	Meeting sign 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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PERSONNEL		Fundate -	,	Fte (%)	U	. Olifiar ^{ye}	Otliar - In-Kind	
Titlo Program Director II	Name Uanet L. Poole	Function	 vr	0,007	Request \$1,208.00	Cash \$8,141.93		\$9,949.0
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Sr. Program Associate II	Arlene R. Paxlon	Co-program Diracio	ป	0.054	\$7,017.00	\$5,911.47	9	\$12,928,4
Research Associate II	Marcla J. Walsh	QIS Coordinator		0.600	\$42,924.00	\$21,696.44	4	\$64,619,4
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Program Associate I	Mergaret L. Bartelt	QIS Coach		0,500	\$38 419 00	\$ \$18,407.60		\$54,826.0
Program Associate II	Laura Y, Cheng	QIS Coach		0,800		\$13,401.26		\$66,466,2
Program Assistant I	Yedy Larraburo Naranlo	QIS Coach		0.800				\$96,498.2
Program Associața (Temarra Barroll	QIS Cozon		D.800				\$68,466.2
Specialist (Temp) Sr. Program Associate II	TBD Melinda Broskehise	DIS Cosch		0.113			<u></u>	\$22,800.0
Research Associate II	Cherl J. Longeker	Trainar	• • • • • • • • • •	0,018			+	\$1,091.0
Sr. Program Associate I	Janice K. Davis	Traln≥r		0.032			1	\$3,274.0
Sr, Program Associata I	Allen K. Young	Trainer		0.023	\$2,319.00	L	1	\$2,319,0
Program Coordinator I	Talia J, Leehy	Trainer		0.014			ļ	\$886.(
Program Associate I (Temp)	Janel P. Kinoshita	Flace! Analyst		0.007	\$720,00	1		\$720,6
Program Assistent t	Matthew E, Gunnison	Administrative Supp	ort	0.000	\$0.00	\$2,562.89		\$2,562.6
							ļ	<u> ·</u>
Program Coordinator II	Susanna H. Camp	Data Analyst		0.054	\$3,748.00	\$3,167.23	ý.	\$10,000,0
		TOTAL	PERSONNEL	New York States	\$272,359.00			
RINGE BENEFITS								
		•	·		_	Other -	Other -	
Senefit Name	Celculations		Salary	<u>%</u>	Request	Cash	In-Kind	Total
OITI DEMBINA	36.4017% of regular empl Jeava and 14.7% for temp		\$272,359.00	0.863908	\$96,384.00	\$40,302.Bi		\$1\$8,888.6
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		TOTAL FRIN	GE BENEFITS		\$96,394.00		1.111.200	
ROFESSIONAL SERVICES								
449		•	•	FTE	· .	Other -	Other -	
itio emily Child Care Poer	Function	····		(%)	Request \$16,200.00	Cash	In Kind	Total
leniora	Innoviniyus			j	\$15,200.00)	j	\$16,200.00
T. N.L.L.	i i				•			•
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	T	TAL PROFESSION	L SERVICES	and Advert	\$10,200.00	NEW DATE OF	은 한 영화 영화	
JECONTRACTS	a de la companya de la companya de la companya de la companya de la companya de la companya de la companya de l			No. 1	والمحمد المحمد			
000000		•	Program	Adınlırı		Other-	Other -	
soncy	Function	Catculation	Costa	Costa	Regrest	Cash		Total
hildren's Council of SF		This line liam	\$165,000.00		\$100.000	·		\$165,000.00
		amount is pass						4 radiantina
		hrough costs and		•	1		ļ	· ·
		ioas not ingger enví administrativa costa	. 7	ì		i		1
		xelow.	•		•]			. [
		TOTAL SUB	CONTRACTS	5	165,000.00			
OGRAMMATERIALS						2 Y Y Y		
DATEA .	Coloufafles-						Other -	
penso pplice/Materials	Celculations SF F5: 0,523 hrs x \$0.01 rat	a Mue pevreddillocet	Imining putpeli	(mmintine -	Request		In-Kind	Total
httanteraliele 1	GDE; 2,453 hrs x \$0.03 rate	bius any additional in	aplau suchasu an an naledala :	\$12,042.00	85,073.59		517,115,59	
	200 participanta @ \$169 ear	· · · · · · · · · · · · · · · · · · ·			\$3\$,800.00			499 600 00
	Low souls a too And at too And	-11			****I*****	1	J	\$53,800,00
iteriale				•	.)	1
tarlala stage/Telephone	SF F5; 3,623 hrs x \$0.06 rate CDE: 2,463 hrs x \$0,12 rate		xosiage cosis	·	\$2,295.00	\$204,96	<u> </u>	\$2,589,36

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Printing/Graphics	EF F6: 5,823 hrs x \$0.03 rate plus any and additional printing costs (CDE: 2,453 trs x \$0.06	\$13,149.00	\$147.18		515,296,1
	TOTAL PROGRAM MATERIALS	\$61,266,00		et se Mar	S. ANTER
OTHER PROGRAM EXPEN			e		
			• • •		
Ехреляя	Calculations	Request	Cash	h-Kind	Total
Project Specific Direct	SF F5: 0.823 hra x \$4.76 reta	\$31,459,0D	\$11,678.16		\$43,037.9
Technology	CDE: 2,453 hrs x \$4.72 rate		<u> </u>		
Project Specific Direct	SF F5: 8,623 hrs x \$0.26 rate	\$1,722.00	\$4,818,882		\$3,940,9
Declapancy	GDE: 2,463 hrs x \$0,66 rate				•
Project Specific Program	SF F5: 6,623 brs X \$7.52 rate	\$49,805.00	\$18,471.09		\$38,276.09
Support	CDE: 2,453 hra x \$7.55 rata			· į	
Teaching Pyrainid Model	Completed Cohort Activities - \$5,009; Second Half Activities - \$ 23,500;	\$93,500,00			\$93,500.00
Training	Additional Activities - 569,000; Training Materials - 56,000. This line item				
	amount is fixed price upon completion and does but nigger any additional		×	[•
	edministrative costs balow.			ſ	•
•			-		. '
Project Specific Trevel	5 ocachas x 200 trips/yr x \$20/trip	\$23,705.00	\$10,000.00	+	\$33,705.00
Tolter opposite Travel	For Preschool Foundations/Custiculium Frameworks/DRDP, 3 people for a 3		4.121-0.001		42431 00.00
	iday/2 night nonlocal trip @ \$3,705 rin Year 1.		J	l	
	CDE: 5 Specialists x 100 (rips/yr x \$20/trip			(
				<u> </u>	<u></u>
	TOTAL OTHER PROGRAM EXPENSES	5200,191.00	. <u> </u>	<u>n konsek</u> ti	and a state of the second
UMINISTRATIVE COSTS			and a star		under an alfaber
•		•	Other -	Othor -	•
Cost Name	Calculations	Request	Cash	In-Kind	Total
Iolal Admin Coais	8F F5: (\$811,420 - \$99,500 - \$165,000) x 14,4%	\$79,620.00	\$91,2B6.33		\$110,908.58
	CDE: \$198, 366, 27 x 15, 772%	[]		•	
	TOTAL ADMINISTRATIVE COSTS	\$79,620.00			
TOTALB	UDGET REQUESTED:	\$891,040.00			

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First 5 San Francisco Scope of Work Narrative

Agency:	WestEd,	Center for Child	and Family Studies	Grant Year:	2012-2013	•
Project/In	nitiative:	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 positivo 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 fundors 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 (WestHd 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, cortified 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

WESTED, CENTER FOR CHILD AND FAMIL (UDIES - SF QUALITY CONNECTIONS - QUALITY IMPRÉ INT SERVICES 2012-2013 Budget Nerrative

PERSONNEL	PERSONNEL NARRATIVE
Server i eye	
Title	*
Program Director II	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager, - oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS partice of SFQRS web-site, supervise
Br, Program Associate II	QIS Coordinator, arrange training of QIS staff with contant expense, and develop training materials
Research Associate II	Will supervise QIS poschere, colleborate with QRS Coordinator and QFCCN Coordinator, easing programs to QIS conduct ERS and SFQRS training; and coach a limited number of providers
Program Associate I	Will provide cosching to clearpoon teachers and family child care providers to increase the quality of the programs and
Program Associate II	Increase ERS scores, work closely with peer meniors on developing family child care cohorts and conduct for purposes of
Program Assistant I	training and peer support meetings, collaborate with QFCCN advisors assigned to family onlid care programs, and
Program Associate 1	
Spacialitat (Temp)	-] participate in training
Sr. Program Associate II	· · · · · · · · · · · · · · · · · · ·
Research Associate II	
Sr. Program Associate I	Foundations, program guidelines, and curriculum frameworks
Sr. Program Associate I	rouidstolis, plografit guidsinias, and contoxion name consist
Program Coordinator	
Program Associate I (Temp)	Will frack expenditures of salaries, banefits, travel, resource materials, and subcontract payments to Children's Council of SF and pase mentors
Program Assistant I	Will support QIS Coordinator and Coaches in processing timeshatic, travet claims, ordering supplies and materials, compliing and printing fraining materials, and processing stipends for peer mentors and resource materials for providers and classrooms
Program Goordinator II	Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and will oversee afteration of resource materials
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE

Benefit Nøme	
Total Benefits	A blended rate is used in coll E29 due to the varying rates betwash Regular and Temporary Employees. Below is s
[breakdown of all benefits for regular employees:
	Total Dontal Medical at 18,134%
í .	Warkers Comp at 0,519%
	Life Insurance/ADD at 0.393%
	S.T.O. Insurance at 0.084%
]	L.T.D. Insurance et 0,226%
	EAP/Caluterta at 9.092%
	Retirement at 14,753%
1	Supplemental at 1.674%
	Staff Benefits/Related Coats at 0.134%
	Unemployment Tax at 0.510%
	FICA at 1.883%

 PROFESSIONAL SERVICES
 PROFESSIONAL SERVICES
 PROFESSIONAL SERVICES

 Title
 Incentives of an everage of \$1,800 each will be provided to a cadre of 9 to 13 family child care peer mentors. Working with the QIS Coordinator, QIB Coaches, the Quality Pamily child Care Network Coordinator and Advisors, the family child care providers to participate in SPQRS, ERS and other related training.

SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Ageney	
Children's Council of 6F	Utilitizen's Council staff will easist with recruitment, technical assistance for online programs and video equipment, case management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTasching Partner assessors and coaches. Includes implementation for ap preschool teachers and family child cans providers to participate in the 10 month program.
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PROGRAM MATERIALS	PROGRAM MATERIALS WARRATIVE
Expense Suppliea/Mateulais	Stationary, pana, writing tablets, markers, clips, notepade, filp charts and other training materials.
Participant Rescurpa Materiala	Mataifals needed for participants.
Postage/Telephone	General/bulk mailing and telecommunications costs.

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WESTED, CENTER FOR CHILD AND FAMILY _ JDIES - SF QUALITY CONNECTIONS - QUALITY IMPROV. JT SERVICES 2012-2013 Budget Nametive

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rinting/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 yendor will be used for bulk printing.
THEK FROGRAM EXPENS	S other program expenses marrative
Expenso	
roject Spacific Direct	Computer equipment for QIS Coaches, IT support and network/equipment costs.
rechnology	De Mangemennet for a selent ettime, as as fas On Die stern. Date date i star a selenteren.
roject Spacific Direct	Rent/occupancy for project office apace for Co-Directors, Data Analyst and malners.
COUPARcy	tuli deg adapta meter guto an 100 personaging la company land, such and a such as a such as the such as the
voject Specific Program	includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as sta
Support	plenning, quality review, staff development, work plenning, staff evaluation and fibrary assistance,
eaching Pyramid Model	WeetEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with adjacted trainers and
rahhng	coaches to support continued implamentation for cohorts trained during the 2011-2012 school year and complete
	the Teaching Pyramid model training to Preschool For Alt (PPA) sites in San Francisco as started in 2011-12.
	WestEd is also committed to support the implementing altes and will continue to provide guideace and technical
	assistance to the cohorts throughout the year. Food will be provided for all full days.
roject Specific Travel	Airfars and lodging are based on current average rates. Per diam is \$45/day or \$11.25/quarter day. For local travel, par
	diem is as follows; braskiast-\$9, lunch-\$12, dinner-\$24. Other expenses indude ground transportation (shuille, taxis or
•	trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate.
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DMINISTRATIVE COSTS	ADUINISTRATIVE COSTS NARRATIVE
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otal Admin Coats	Includes Board/Board support Executive Director's Office, Resource Development, Communications, Commands, and
	Accounting/Finance Services, Additional admin costs are applied at a rate of 2%. Excludes pass-through costs.

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Service: Conduct program quality reviews with re	liability fo	r eligible :	programs	during th	le 2012-20	13 fiscal year	CMS Activity Set- up
Manuel Measures Performancel Measures manuel	201988	科法Q2条约	942Q3655	322042.4	<u>≽:</u> Annual:§	STRATE Provide Strate Constraint Strate Constraint Strate	a#Data}Sources
# of ERS assessments are completed.	80	95	95	95	365	Enter number of ERS essessment 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"	D	0	o	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/Databas ¢
Number of assessments conducted in a ling histically appropriate way.	0 ·	Q	C	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 e.
Number of ERS assessments completed for fee- for-service	1.	1	1	2	5	Enter number of fae-for-servica ERS assassment completed each quarter.	Database/ Tracking file
Service: Provide information about the assessme							CMS Activity Sel
	<u>⊋≋</u> 01 <u>2,4</u> -	27× Q2	755 Q3 825	.em 04		State Action States Reporting Instructions and a substate and a substat	Jiz 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 quantilative 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	5	Enter the number of information/ training sessions provided in each quarter.	Agenda/ minute
Number of monthly in-person or video	- 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	7	}	1	7			
	3	0	0	D	а	Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	Training Agenda
meetings and training sessions conducted jointly with Quality Connections QIS Team Number of TA provider responses rating that they are knowledgeable about assessment process	3	0 	D D	0 52	52	meetings and training sessions conducted jointly with	Training Agenda Survey/ Dalabase

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

Service: Convene regular Rating Advisory Grou	-	-					CMS Activity Set-
	274Q1362	\$\$\$.023¥£	3750358	¥9:04,998	SAnnual	a percension and the posting of the provide statements and the second statements and the	a se Data (Sourcesse
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	Ģ	1	1	ĩ	9	Enter the unduplicated number of stakeholders participating in advisory meetings	Roster
Number of activities conducted around grievance		<u> </u>		1	ļ	Enter a 1 for each of the three key activities completed around	Wifiten
procedure development (draft document, draft review, update on process to funders)	1	1	1	'0'	3	grievance procedure development (draft document, review, and update to funders) .	
Number of activities conducted around (ee-for- service plan development (draft document and review)	2	L D	O	0	2	Enter a 1 for each of the key activities completed around fee-for service plan development (draft document and review) .	Written procedure
Number of member surveys conducted annually	۵	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)evelopmi	ent Meeti	ngs and S	F-QRIS	Stakeholder Mædtings	CMS Activity Set- up
Art Activity International States and States a	595 Q 1885	5/202677	345Q330	04XQ4	©Annual»	S Ramazan Street Reporting Instructions Report Street Street	MData Sourcess
Number of SF-QRIS Development Meetings atlended (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	_					Report on number of SF-ORIS Stakeholder Meetings attended and/or convened. Note this will start as a funder initiated	Meeting sign-in
	2	1	2	1	6	meeting and then over time Quality Connections will assume greater responsibility in convening and leading.	
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	an to gu	ide Qualit	y Conner	ctions' act	ivities out	reach and information activities for QRIS.	CMS Activity Set- up
#Expression Redormance Messures ## %% %% % % %	\$9.Q1;\$3;	S#02.84	1550 O 3255		Annual	s sun and survey and the porting of the providence of the survey of the	# #PataSoucess
Number of outreach plans developed	D	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 QIS and QRS.	í Meeting sign-in
Number of Fee for Service Plans marketed	, 0	1	D	٥	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.	Daiabase
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PERSONNEL				FTE		Othar •	Other:	Tolal
Tílig	Name	Function		(96)	Request	Cash	In-Kind	Salary
Evaluation Director	Kany L, Kriener-Althen	Provide project ove	ərsight	0.090	\$1,858.00	\$8,750,00		\$10,608.0
Sr. Rasearch Associate	Gabriela S. Lopez	Quality Review Ma	падег	0.684	\$15,515.00	\$45,835.00		\$81,350,0
				0.750		+44.050.00	ļ	
Project Manager	Jecalyn A. Schelbe	Project Manager		0,450	\$B,812.0D	\$33,258,00		\$40,070.0
Research Assistent	Min Chen	Translation		.0.017	\$1,039.00	\$0.00) 	\$1,039,4
Quality Review Assistant	ТВО	Quality Review		0,505	\$4,314.00	\$20,893,00	 	\$25,207.0
Profect Coordinator	TBD	Project Coordinate	r	0,117	\$1,758.00	\$8,399,00		\$10,157,1
Program Quality Assessors (6)	TBD	Quality Assessor		4.800	\$287,454,00	\$0.00		\$287,454.1
								Ì
		TOTAL	PERSONNEL		\$318,746.00	\$117,135.00		\$435,683.00
-RINGE BENEFITS						Other:	Qthiệr -	
Benefit Name	Calculations		Salary	%	Xequest	Cash	In-Kind	Total
Tofel Benafila - Assessmenta	36.4% of regular employe leave	ees' salaries plus	\$287 , 454,00	0.264013	\$104,837.00	Ĩ	•	\$104,637.0
						•		
•	.' .		1	{				
• • •								
otal Benefits - General	36.4% of regular employe leave	os' solarles plus	\$148,429.00	0.364019	\$11,391.00	\$42,640.00		\$54,031.00
		•				. (
		•				 	•	
		÷						
		TOTAL FRING	se benefits	ş	416,029,00	\$42,640.0D		\$158,669.0D
ROFESSIONAL SERVICES								
•				FTE	· Da	Other -	Differ -	
itfei Vebsile Developeri	Function			<u>(%)</u>	<u>Request</u> \$4,500.00	Cash	In Kind	<u>Total</u> \$4,500.00
[•	•			}			
	07	tal professiona	l services		\$4,500.09			\$4,500.00
JBCONTRACTS			Program	Admin			Other -	
na 1	Unction	Calculation TOTAL SUB	Costa	<u>Costs</u>	Roquest \$D.00	Gash	In-Klīnd j	fotal \$0.00 \$0.00
OGRAM MATERIALS		일 같은 것 같은 것 같은 것						

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riniting/Graphics Reminanzalive \$320,00 \$1,120,00 \$1,440,0 T11ER PROCESSAN EXPERIES 532,000 \$1,200,00 \$14,440,0 \$14,440,0 T11ER PROCESSAN EXPERIES Color of the second	Supplies/Materials	tae narrative		\$3,853.00	\$488,0D	1	\$4,361.0
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Including - Assessments \$64,320,00 \$13,649,00 \$13,649,00 \$13,649,00 \$13,649,00 \$13,649,00 \$13,649,00 \$17,288,00 \$13,649,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,659,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00 \$13,650,00					,		
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coupancy - General ising for the specific Program coject Specific Program \$5,116.00 ipport - General \$19,525.00 ipport - General \$19,525.00 ipport - General \$19,602.00 ipport - General \$19,602.00 ipport - General \$19,602.00			•			İ	
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	osupancy - General			\$5,116.CO	\$19,5 <u>25.0</u> 0		\$24,640,09
	osupancy - General		· · · · · · · · · · · · · · · · · · ·	\$5,116.CO	\$19,525.00	.	\$24,640.09
	osupancy - General			\$5,116.CO	\$19,525.00	.	\$24,640.00
pject Specific Travel Estimated at \$40/trip x 625 trips/year 825,000.00	oged Spocific Program oped Spocific Program oport - Géneral		·		\$19,525.00		
pject Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 \$25,000.00	ocupancy - General ojeci Spocific Program oport - General	50,30/word			\$19,525.00		
Joer execute 1 tener 2020/00/00 \$25,000.00	ocupancy - General Ojeci Spocijilo Prograci oport - General	50,30/word			\$19,525.00	·	
	ojeci Spocijio Program ojeci Spocijio Program oport - General			\$19,602.00	\$19,525.00	·	\$19,002.00
ERS Reliability Training \$9,000.00	ocupatoy - General ojeci Spocific Program upport - General cjønt Spectfic Transletion			\$19,602.00	\$19,525.00	· .	\$19,002.00

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

FCCRS Reliability Training	•	•	\$9,000.00			\$9,000.01
CLASS Reliability Training		······································	\$9,000.00	,		\$9,000,00
TER8 Reliability Training			\$9,000.00	•		\$9,000,00
Project Specific Fingerprinting	\$75 x 7 355655015	······································	\$525,00		<u>. </u>	1: \$525,01
	TOTAL	OTHER PROGRAM EXPENSES	\$200,097.00	\$46,109.00	\$\$93.00	\$246,206,00
DMNISTRATIVE COSTS						
· · · · · · · · · · · · · · · · · · ·		· · · · ·		Othiar -	Other -	
Cost Name	Calculations	·`-	Request	Căsh	In Kind	Total
Fotal Admin Costs - Assessmenta	13,67% rate	•	\$68,239.00			565,239,01
fotal Admin Costs - General	18.67% rate		\$19,740.00	\$25,684.00	••	\$48,424,00
						•
		DTAL ADMINISTRATIVE COSTS	587,979.00	\$12,684.00		\$116,6£3.00
TÓTAI A	UDGET REQUESTED:		\$735,481.00	6238,519.00	\$593,00	\$974,000.0p

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PERSONNEL	PERSONNEL NARRATIVE
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Evaluation Director	Provide overall oversight and leadership to the project and ensure that the project has appropriate and adequate resources to affactively and efficiently carry out the work with the hiphast standards of guality
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 aports; provide ongoing training, supervision, and support to Assessors; and communicate with the client, includes \$5,0\$1 for ramp-up.
Project Manage:	Dedicated to day to day implementation of assessment services; operations management and administrative support; monitor the (implimentation of assessment services; operations management and administrative support; monitor the (implimentation of assessment services; operations management and administrative support; oversee assessment data only; oversee the maintemence of otterns; communications vehicles (website, volcement, email); manage the reporting to funders; and coordingte internal project meetings.
Research Assistant	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 easessment; enter scores into the data system; track interater reliability; print and mail assessment reports to each assessed program; and provide ganeral administrativa support to the project, including maintaining project files, photocopylog and fixing of documents, and general office support
Prolect Coardinator	Conduct community of leach regarding assessment processes
Program Quality Assessore (6)	ERS - 365 sessions at \$1,127/session CLASS - 154 seasions at \$445/session 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 completely following all project protocols and procedures,
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Bonefil Name Total Bonefils - Areessments	Total Depta/Medical at 16,134% Workars' Comp at 0.519% Life inaurance/ADD at 0.563% S.T.D. Insurance at 0.094% L.T.D. Insurance at 0.220% EAP/Cafeteria at 0.092%

	Supplemental at 1,674%
1	Staff Benedits/Rolated Costs at 0, 134%
	Unemployment Tax al 9,510%
·	FIGA at 1,863%
Total Benefita - Goneral	Total Dental/Medical at 16,134%
t	Workers' Comp at 0.519%
	Life insufanca/ADD at 0.393%
	S.T.D. Insurance at 0.084%
	2.T.D. Baurance at 0.726%
	EAP/Coleteria at 0.092%
	Reilrament at 14.758%
1	Supplemental at 1.874%
· · ·	Staff Benedits/Related Costs at 0.534%
	Uremployment Tax B10 510%
	FICA at 1.883%
	The benefits rate is 36.4% of regular employaes' unloaded salaries, inclusive of leave, Benefits include worker's
FRINGE BENEFITS	concensation, unamployment tax, and FICA for both employee classifications. Regular emptoyees also noted to
1.1214.000.000.4001.44.0	
······································	retirement, medical/dental, life insurance, disability listgrance, and other staff bonefits,
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
INCO-BOOLONAL SERVICES	
Tille	
	The Mich 2. Operations
Website Developer	The Website Doveloper will create a QRS/DIS website for the project, to be accessed by Providers, QIS Coephas, and

e Devalopar	The Website Developer will create a QRS/ QRS Assessors. The Website Developer was select and refine a design, and input contar	ill work with the WestEd project lea	im to deding the specification	ons of the allei,
	langer ster teiline einesiñit' eur tiher ensel	IC THE AREASTE DEACIONEL MILLERED.	arginitatile blokine wenalari	consuming va
	 WastEd as needed.			
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SUBCONTRACTS	SUBCONTRACTS NARRATIVE		
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	<u>an an an an an an an an an an an an an a</u>		<u> </u>
PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE		
Expense	-		

7.	,
Supplies/Materials	The Supplies and Materials category includes general office items such as stationory, pens, writing tablets, markara, dip
	notepads, flip charts and other training meterials. Special purchases in addition to the pooled costs will be charged direct
	to the project and are explained balow.
	Ramp-up;
•	ECERS-R material - \$66.95 x 6 easessors + \$60.25 shipping = \$461.96
	ITERS-R meterial - \$66.95 x 6 asseasona + \$60.26 shipping = \$461,96
	ITERS-R Rating Scale - 521.95 + \$5 shipping x 6 saseboxs = \$161.70
	CLASS Manual PreK @ \$49,95 x 8 assessors and CLASS Dimensions Guide PreK - \$12,95 x 6 assessors + \$45,29
	(shipping = \$422.89
	Popled Costs; 145,6 hour units x \$0,2800 rate = \$38
	Full Year Operation:
	File (clders - \$1 x 549 appesements = \$649
	File folders - St x 66 literater assessments = \$85
	Assessment reling sheet photocopies - \$0.20/page x 12 pge x 549 essessments = \$1,318
	interrater reliability assessment rating sheet photocoples - \$0,20/page x 12 pgs x 66 literrater assessments = \$956
	Assessor slorage dipboards - \$21.33 x 8 PEREsons = \$128
	SF First 5 Pocted Costs: 536 hour units x \$0.1884 = \$101
	HAAS Pooled Costs: 2,699,6 hour units x \$0,1882 ⊨ \$488
Postage/Telephorx9	Postage and telephona exponses include general malling and telecommunication costs. Special purchases in additions to
- and for Lond house	the pooled costs will be charged directly to the project and are explained below.
•	
•	Ramp-op;
•	Ponled Costs; 145.6 hour units x \$1.2400 rate = \$ [51
	Full Year Operation:
	Pre-assessment packets - \$3 x 549 providers = \$1,647
	Post-assessment packets - \$3 x 549 providers = \$1,647
	SF First 5 Pooled Costs: 536 hour units x \$0.8787 = \$471
	НААВ Pcoled Costa: 2,598,6 hour unita x \$0.9011 ≈ \$2,337
vinting/Graphics	Printing/Greating expenses include general office copying.
rating eropined	Ramo-up
•	Posled Costs; 145,6 hour units x \$0,6000 = \$87
	Full Year Operation:
	SF First 5 Pacied Costs: 536 hour units x \$0.4347 = \$233
	HAAS Pooled Costs: 2,693,6 hour units x \$0,4341 = \$1,128
승규는 물건 것이 가지 않는 것을 하는 것을 했다.	
	el other program expenses narrative
or shagt of <u>Tur</u> i Taga a	
хрепве	
roject Specific Direct	Direct Tuchnology includes Personal Computers, IT Support, Common Network, and Shared Equipment.
echnology - Assessments	Popled Gosts: 8,544 x \$5.0068 = \$42,778
	\$693 Is the in-kind amount above max reimbursoment
rojeci Specific Direct	
ccupancy - Assesaments	
	Tradente la la constructione en la la constructione de la construc
roject Specific Program	Includes admin services such as HR, purchasing, insurance, logal, membarahip dues and program sorvices such as staff
upport - Assessments	planning, quetily raview, staff development, work planning, staff avaluation and library assistance.
	Papied Costs: 6,544 x §7.5281 = \$64,320
reject Specific Direct	Direct Technology includes Personal Computers, IT Support Common Network, and Sharad Equipment.
estinology - General	Remp-up;
a, .	Pooled coats: 146,8 hour units x \$5,6375 = \$828
	Full Year Operation
	ISF First § Ponied Cosis; 538 hour units x \$5,2631 = \$2,821
	HAAS Pooled Costs: 2,593.6 hour triks x \$5,2626 = \$13,649
aject Spocific Direct	Direct Occupancy represents the rent end/or occupancy of project office space at a specific WestEd location,
ccupancy - General	(Ramp-up)
	Pooled Costa: 145.6 hour units x \$7.0500 = \$1,023
	Full Year Operation:
	SF First 5 Posled Coats: 536 hour units x \$4.9907 = \$2,675
	HAAS Pooled Costs: 2,593.6 hour units x 84.9873 = \$12,935
ningt Ennellie Brattan	
vject Specifio Program ipport - General	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff
ionort - Iseneral	planning, quality review, staff development, work planning, staff evaluation and library assistance.
where any and a	
richhote ann an	Rвлр-up: Pocied costs; 145.6 hours units x \$7,4200 = \$1,050

Support - General	planning, quality review, staff development, work planning, staff evaluation and library assistance.
1	Ramp-up;
	Potted costs; 145.6 hours Units x \$7,4200 = \$1,050
	Full Year Operation:
· ·	SF First 5 Pooled Costs: 539 hour units x \$7,5280 = \$4,035
	HAAS Pooled Costs: 2,683,6 hour units x \$7,5281 = \$19,525
Project Specific Translation	This includes the costs of translating provider friendly information into Spanish and Chinese regarding the assessment
	process, report templatas, and resource information
	Ramp-up:
	\$7,802 - 8,447 words into S leaguages.
	Full Year Operation:
	\$12,000 - 13,333 words into \$ languages.
Project Specific Travel	All travel expense reimbursaments are based on the Agency's policy. For each trip, other expenses include ground
	transportation (including personal car or public transportation) and perxing. Where appropriate, missage is charged at the
	Stelle of California's approved reimbursament rate, \$25,000 in travel costs is estimated. Travel costs are estimated for
	travel beginning and ending in San Frencisco County at a rate of \$40 per trip x 625 trips.
ECERS Reliability Training	Includes annual renewal of week-long Interrater reliability trianing with autorized trainers at the University of North
	Carolina - Chapel Hill and travel costs for 1 ECERS-R Instrument anchor,

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FCCRS Reliablity Training	Inocudes annual renewal of week-long Interater reliability trianing with authorized trainers at the University of No.13 Carolina - Chapel Hill and travel costs for 1 FCCERS-R instrument anchor.
CLASS Reliability Training	Includes annust renewal of intervaler reliability training for all assassors by authorized CLASS trainers.
ITERS Reviebility Training	includes annual renewal of week-long interneter reliability includes with authorized irainers at the University of North
	Cateling - Chapel Hill and travel costs for 1 ITERS-R instrument another.
Project Specific Fingarprinting	Assassor fingerpritting (975 apch x 7 assessors).
-	
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs -	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
ASSessments	Accounting/Finance Services. Additional admin costs are applied at a rate of 1%.
	\$499,169 x 13,67% = \$58,239
Total Admin Costs - General	Includes Board/Board support, Executive Diractor's Office, Rosource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 1%, Racto-up = 521,994 x 13.67% = \$3,605
	Full Year Operation:
	SF FIRST 6: (\$120,912-\$4,500) x 18.67% = \$18,734
]HAAS: 8209,835 x 13.87% = \$26,684
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Agency/Program Name: WestEd - San Francisco Quality Rating Services

Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Performance Measures	hat su	pport im	1 3 uplementa	0 2 3 tion of S	1 2 6 FQRS	Reporting/Instructions Enter previous and current review scores and other related data Enter new data fields as discussed with funders Enter data meetings Reporting/Instructions Report the number of documents translated and content uploaded to SFQC website	excel spreadsheet Uploadable excel spreadsheet Mtg agendas CMS Activity Set-up
Formatted excel spreadsheets created and maintained Two updates to data files in preparation for upload to database system Data configuration/migration meetings Service: Translation of SFQC website materials th Reformance Measures Reformance Additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Reformance Measures	hat su	pport im	1 3 uplementa	0 2 3 tion of S	1 2 6 FQRS	Enter previous and current review scores and other related data Enter new data fields as discussed with funders Enter data meetings Reporting Instructions Report the number of documents translated and content	Uploadable excel Uploadable excel spreadsheet Mtg agendas CMS Activity Set-up
maintained Two updates to data files in preparation for upload to database system Data configuration/migration meetings Service: Translation of SFQC website materials th Renomance Measures Renomance Measures Renomance and Spanish Service: Additional Pre-K and Toddler CLASS As Renomance Measures	Q1	\$\$\$ \$\$	plementa	ition of S	2 6 FQRS	data Enter new data fields as discussed with funders Enter data meetings Reporting Instructions Report the number of documents translated and content	excel spreadsheet Uploadable excel spreadsheet Mtg agendas CMS Activity Set-up
Two updates to data files in preparation for upload to database system Data configuration/migration meetings Service: Translation of SFQC website materials th Reformance Measures Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Reformance Measures	Q1	\$\$\$ \$\$	plementa	ition of S	6 FQRS	Enter new data fields as discussed with funders Enter data meetings Reporting Instructions Report the number of documents translated and content	spreadsheet Uploadable excel spreadsheet Mtg agendas CMS Activity Set-up
Apload to database system Data configuration/migration meetings Service: Translation of SFQC website materials th Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Rerformance Measures	Q1	\$\$\$ \$\$	plementa	ition of S	6 FQRS	Enter data meetings Reporting Instructions Report the number of documents translated and content	Uploadable excel spreadsheet Mtg agendas CMS Activity Set-up
Upload to database system Data configuration/migration meetings Service: Translation of SFQC website materials th Reformance Measures Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Reformance Measures	Q1	\$\$\$ \$\$	plementa	ition of S	6 FQRS	Enter data meetings Reporting Instructions Report the number of documents translated and content	excel spreadsheet Mtg agendas CMS Activity Set-up
Data configuration/migration meetings Service: Translation of SFQC website materials th Reformance Measures Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$	plementa	ition of S	FQRS	Reporting Instructions	spreadsheet Mtg agendas CMS Activity Set-up
Service: Translation of SFQC website materials th Reformance Measures Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$	plementa	ition of S	FQRS	Reporting Instructions	Mtg agendas CMS Activity Set-up
Service: Translation of SFQC website materials th Reformance Measures Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$	plementa	ition of S	FQRS	Reporting Instructions	CMS Activity Set-up
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$			Annual	Report the number of documents translated and content	Set-up
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$			Annual	Report the number of documents translated and content	Set-up
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As	Q1	\$\$\$ \$\$			Annual	Report the number of documents translated and content	Set-up
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Performance Measures			5 5	<u>***</u> Q4*** 5		Report the number of documents translated and content	
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Performance Measures			5 5	<u>****</u> 24**** 5		Report the number of documents translated and content	وبالمتحديق المتحديق التناجي والمتحد
Translation of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As Performance Measures			5	<u>*#8,64</u> 4%) 5		Report the number of documents translated and content	وبالمتحديق المتحديق التناجي والمتحد
content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS As			Ð	3	10		Documents
Service: Additional Pre-K and Toddler CLASS As		·			·	uploaded to SFQC website	[
Performance Measures		L	J.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	L			1
Performance Measures							
Performance Measures					_		CMS ACTIVITY
Performance Measures	9-262-24	nems					Set-up
Performance Measures		•					
	Q1889	4(0 02 \3)	469 Q3 588	≷\$\$ Q4 %≶;	Annual		Data Source
Recruit additional CLASS observers			. 3	0	· · ·	Enter number of onsite training provided each quarter	eventbrite
Conduct CLASS training for new observers			1	10	20	Enter number of training participants	Sign în
	······	<u> </u>					sheets
Number of Toddler CLASS assessments		l		20	20	Enter number of Toddler CLASS assessments	Database/Tra
		 	<u> </u>				cking file
Services 2042 2044 Output	K	4.5					I CMS ACUVIN
Service: 2013-2014 Queue preparation and develo	lopme	nt based	i on local	program	i and fun	iding requirements.	Set-up
		•					
	S Q1 937	02	()%Q3%	%%Q4 %%	[SAnaual)	Reporting Instructions	Data Source
Queue for CB and FCC programs in Quality			1	1	1	Delivery of proposed queue	document
Circle	•.						
		}	1	1	r		

WestEd Center for Children and Family Studies 2012-13 BUDGET - CMS FORM 4

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PERSONNEL			ow 0.85965656			S.Ofhor		
Title Senior Research Associate (Name Lopoz, Gabricia S	Furici On Quality Review Manager			Request. \$22,972.00	Cath		Salarji \$22,972.00
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
Research Associate I	Schellie, Jocelyn A	Project M≊nager		20%	810,147.00	\$ä.oo.	\$0.00	\$18,147.00
		Auguli Baulan Augula			\$7.062.00	\$g.pp;	\$0.00	\$7.962.K
Program Asalelant	Baiocchi, Alici _a L	Quality Review Assistant	PERSONNEL	15%	\$7,962.00 \$49,081.00	οų.uų,	\$0.00	gr, baz ik Siza pais
FRINGE BENEFITS				· · ·			- de	
	Calculations				Rapuest	Other Cash	Olher In-Kind	Total
Benofil Name Total Benefits	36.4017% of regular amploy and 14.7% for temporary em		\$49,081,00		\$17,868,00	\$0.00	\$0.00	\$17,888,00
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		• •						
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	and the second second second second second second second second second second second second second second second	TOTAL FRIN	GE BENEFITS		517,866.0D	·		
PROFESSIONAL SERVICES			pia ang	•	and and the second			
Tilie	Function			(%) FTE (%)	Request	Contract	Other In-Klod	Total
		TOTAL PROFESSION	AL SERVICES		\$0.00 \$0.00	\$0.00	\$0.00	0.00
SUBCONTRACTS	Strange on Strange					New York		
Agency	Function	Calch)ation	Costs		Request		In Kind To	
		TOTAL SUB	CONTRACTS	<u>.</u>	50,00 \$0.00	\$0.DD!	\$0.00	\$0,00
PROGRAM MATERIALS	and the second second			•				
Ехрепае	Calculations				Request		in-Kind	Total
	1,065.5 hrs x 90.23 sale 1,085.6 hrs x 90.23 sale	· · · ·		 	\$246.001 \$1,439.00	\$0.00 \$0.00	\$0.00	\$245.00 \$1,439.00
Prinling/Graphics	1,066,8 hrs x \$0.62 rais	TOTAL PROGRAM	MATERIALS		\$661.00 \$2,345.00	\$0.00	\$0.00 <u>8,8</u> 2	2003 1661 Do
OTHER PROGRAM EXPENSES			م م م م م م م م م م م م م					
Expanse Project Specific Direct Technology	Celculations 1.006.8 hts x SE.OD rste				Request	SC118		Total
Project Specific Direct Jechnology	1,000.6 hrs x \$2.90 rste 1,085.6 hrs x \$7.95 rste				\$8,394.00 \$7,619.00	\$0.00 \$0.00	\$0,00 \$0,00	56 (194 (00) \$7,619,00
Project Specific Program Support	1,065,6 1/19 X \$8.63 rate		·		\$7,045.00	\$0.00	\$0.00	\$7 065 00
CLASS Training	!	••••	<i>.</i>	·	00,000,68	\$0.00	\$0.00	\$9,0 00,00
Translation	\$0.30/word	OTAL OTHER PROGRAM	A EXPENSES		\$15,000.00 \$45,078.00	\$0,00	\$0.00	2815,000,00
ADMINISTRATIVE COSTS								
	Calculations				Réquest		Other n-Kind	Total
	(\$114,570) x 15.66%		<u></u>		\$17,910.00	\$0.00	\$0.DD	\$17,910,00
		See TOTAL ADMINISTRA	TIVE COSTS		\$17,010.00			
TOTAL	BUDGET REQUESTED:				\$132,280.00			

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WestEd Center for Children and Family Studie 2012-2013 Budget Narrative .

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lle - Contra de Contra de Contra de Contra de Contra de Contra de Contra de Contra de Contra de Contra de Contra	
enior Research Associale 1	Manage migration of review data to QRIS data base. Secure and train additional (CLASS sasesaors), and oversoe additional translation of documents and website content.
escarch Associate I	Manage daily project operations such as scheeniking of additional assessments, support additional assessors in conduct Toddler CLASS assessements, and updates to website content and documents.
rogram Assistant]	Dals entry of additional assessments, process schoduling and reports for additional assessments.
RINGE BENEFITS	FRINGE BENEFITS NARRATIVE
ena nt Na me dal Benefits	A blended rate is used at coll E28 due to the verying rates between Regular and Temporary Employees. Selow is a preakdown of all benefits for regular employees: Total Dental/Medical at 16.134% Warkers' Comp et 0.519% Life insurance at 0.084% L.T.D. Insurance at 0.084% L.T.D. Insurance at 0.084% L.T.D. Insurance at 0.082% Rolirement at 14.753% Supplemental at 1.074% Stalf Benefits/Related Costs at 0.134% Unsumployment Tax at 0.510%
ROFESSIONAL SERVICES	FICA at 1.98335 PROPESSIONAL SERVICES NARRATIVE
UBCONTRACTS	
jency (
CORAM MATERIALS	PROGRAM MATERIALS NARRATIVE
ROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE Stationary, pens, writing tablets, markers, clips, notepads. The charts and other travising materials. General/bulk mailing and teleconsmunications costs.
COGRAM MATERIALS Dense price/Melorials stege/Telephone	PROGRAM MATERIALS NARRATIVE
COGRAMMATERIALS penss pries/Melerials stege/Telephone nling/Graphics	PROGRAM MAYERIALS NARRATIVE Stationary, pens, writing tablets, markers, clips, notepads, fip charts and other travicg materials. General/bulk mailing and telecommunications costs.
COGRAM MATERIALS PERSE pries/Materials stage/Telephone ntino/Graphics THER PROGRAM EXPENSES MERSE	PROGRAM MATERIALS MARRATIVE Stationally, pena, widing tablets, markers, clips, notopeds, flip charts and other travision materials. General bulk mailing and telecommunications costs. General office copying and painting of training materials as well as marketing materials.
COGRAM MATERIALS press price/Meborials stage/Telephone Inteo/Graphics HER PROGRAM EXPENSES MERGE Ject Specific Direct Technology	PROGRAM MATERIALS MARRATIVE Stationary, pens, writing tablets, markers, clips, notegiads, flip charts and other traiving materials. General/bulk mailing and teleconsmunications costs. General office copying and painting of training materials as well as marketing materials. OTHER PROGRAM EXPENSES MARRATIVE
COGRAM MATERIALS press prices/Meterials stage/Telephone Inteo/Graphics HER PROGRAM EXPENSES PROGRAM EXPENSES PROGRAM EXPENSES plact Specific Direct Technology plact Specific Direct Occupency	PROGRAM WATERIALS MARRATIVE Stationary, pens, writing tablets, markers, clips, notopads, flip charts and other traiving matarials. General/bulk mailing and teleconamunications costs. General/bulk mailing and teleconamunications costs. Ceneral office copying and painting of training materials as well as marketing materials. OTHER PROGRAM EXPENSES MARRATIVE Computer equivament for QIS Coaches, IT support and network/equipment costs. Rent/occupancy for project office space for project staff. Indudes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as stat planning, quality review, staff development, work planning, attric evaluation and Errary assistance. Teachistone Teddler CLASS training fee, malexials for training participents, and legisles for training.
COGRAM MATERIALS prense uppliea/Meterials setsgaff alephone integ/Graphics THER PROGRAM EXPENSES PENSE uperse ofect Specific Direct Technology afect Specific Direct Occupency	PROGRAM WATERIALS MARRATIVE Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other traiving matarials. General/bulk mailing and teleconaminications costs. General/bulk mailing and teleconaminications costs. Computer exprisement for QIS Cosches, IT support and network/squipment costs. Rent/occupancy for project office space for project staff. Indudes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as stat planding, quality review, staff development, work plenning, atsif evaluation and Exercise assistance.
ROGRAM MATERIALS RPERSE IPPÄGer/Melorials	PROGRAM WATERIALS MARRATIVE Stationary, pens, writing tablets, markers, clips, notopads, flip charts and other traiving matarials. General/bulk mailing and teleconamunications costs. General/bulk mailing and teleconamunications costs. Ceneral office copying and painting of training materials as well as marketing materials. OTHER PROGRAM EXPENSES MARRATIVE Computer equivament for QIS Coaches, IT support and network/equipment costs. Rent/occupancy for project office space for project staff. Indudes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as stat planning, quality review, staff development, work planning, attric evaluation and Errary assistance. Teach-stone Teddler CLASS training fee, malexials for training participants, and legisles for training.

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

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Service: Coaching for 18 classrooms @ an a	verage of ?	30 hours	each. To	tal 540 h/	ours		CMS Activity Set-up
		() () () () () () () () () () () () () (400388	28 04 889	Annual	Reporting Instructions	Data Source
Number of PFA IT Classrooms Served			18			Enter number of PFA Infant Toddler classroom receiving coaching services from SF QI	Roster
Number of Administrators Served		······································	10	1	10	Enter number of administrators informed about and/or participating in	Roster
Number of Infant/Toddler Teachers Served			54	0	54	Enter number of IT teachers served through onsite coaching.	Roster
Number of Coaching hours provided			300	. 360	660	Enter number of onsite coaching hourse provided,	Coaching logs
Number of IT classrooms receiving tangible resources			18	0	18	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs
California State Department of Education Ea	rly Learnin	ig and Di	evelopme	int Syste	m incluc	best practice for Infants and toddlers based on the ling the Infant/Toddler Foundations, CSEFEL, Reporting Instructions	CMS Activity Set-up
Number of Seminars Provided			1	3	4	Enter number of seminars completed each quarter	Flyers
Number of administrators participating			. 5	5	10	Enter number of administrators participating	Rosters
Number of Teachers Participating.				1			
1			40	120	160	Enter number of teachers participating.	Şign In sheets
Service: Onsite CLASS Training for Prescho	ol for All P	roviders		120	160	Enter number of teachers participating.	sheets
Service: Onsite CLASS Training for Prescho]‰¤Q3,‰ï		Annual	The second second second second second second second second second second second second second second second se	Sheets CMS Activity Set-up
Service: Onsite CLASS Training for Prescho Manual Content of Seminars Provided			10 10	04	SAppual	Reporting Instructions	sheets CMS Activity Set-up Date Spurce eventbrite
Service: Onsite CLASS Training for Prescho]‰¤Q3,‰ï	04	SAppual	The second second second second second second second second second second second second second second second se	sheets CMS Activity Set-up Date Spurce eventbrite Sign in
Service: Onsite CLASS Training for Prescho Manual Content of Seminars Provided			10 10	04 10 10	(Annual) 20 20	Reporting Instructions	sheets CMS Activity Set-up Date Spurce eventbrite

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	NCY NAME	- CMS FORM 4						

PERSONNEL			land means with which			C O (her s	Other	300 Tötäli
[fie	Name	Function			Request		In-Kind	8alary
37, Program Associaba II	Arlene R. Paxton	Co-program Director		4%		\$0,00	\$0,00	\$4,678
						<u>`</u>		
rogram Associate II	Yudy Larraburo Naranjo	QIS Coordinator		4%	\$3,057,00	\$0,00	\$0.00	\$7,067
Program Associate I	Joya Chavailn	QIS Coach		11%	\$9,787,00	\$0,90	50.00	\$9,787
Program Associato II	Laura Y. Cheng	QIS Coach		12%	\$6,625.00	\$0.00	\$0.00	568,825
Program Associate I	Shepardson, Susan F	: ?QIS Coach		. 12%	\$8.670.00		\$0,00	\$8.670
rogram Associate 1 (Temp)	Janet P. Kinoshila	i Filical Analyst		296	\$980.00	\$0.00	\$0,00	\$960
								S. 4409
Program Coordinator II	Susanno H. Camp	Data Analyst	:	4%	\$2,499.00	\$0.0D	\$0.00	\$2,498
		TOT	AL PERSONNEL		\$35,286.00			
RINGE BENEFITS								
		land year of gradient and the second second second second second second second second second second second second				//J	.Olher	
enefit Name		mployees' salarisa plus loaV		114111111 1141111111	Request \$11,563.00	Cash. \$0.00,	<u>h-Xund</u> \$0.00	511;583
	and 14.7% for tempora							
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		TOTAL FRI	NGE BENEFITS		\$11,663.00			
ROFESSIONAL SERVICES								
				FTE		Other	Other	
ite solo in the solo in the solo in the solo in the solo in the solo in the solo in the solo in the solo in the		<u> </u>	<u> 19</u> 28 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929 - 1929	29 1%) ***	Request	KGash		≶ <u>⊺otal</u> ≶≶\$0
		TOTAL PROFESSIO	NAL SERVICES		\$0.00			···· ··· ··· ··· ···
UBCONTRACTS	•		• •					
			Frogram	Administ		Other	Other	
	Function	Calculation	Coste	Costs	Request			
hildren's Council of SF	Class > and coaching	This line item amount is pay through costs and does not	\$10,888.00	0.00	5 10 886 00	so os	\$D.00	510,868,
		trigger any edministrative or				1		
	4 52	below.	BCONTRACTS		51D,828.0D			
	•				Q104000300			
ROGRAM MATERIALS	- Sector and Sector Advantages	Str.Z. Constant of Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual A	ann a brain Zhain			ALL WEIGHT	011	
XDBNBE	Calculations				Request	Other S Cash	Other Solution	Total
upplies/Materials	849 hrs x \$0.02 rato plu	is any additional training sup	plieskaaturiole		\$480.00	\$0.00	\$0.00	\$480.0
assroom Resource Materials	18 Classrooms @ \$1,0	00 each			\$18,000.00	\$0,00		\$ 18,000 (
oslago/l'elephone		is any additional training aup is any additional training sup		- <u> </u>	\$164,00 \$1,678.00	\$0.00 \$0,00	50,00 50,00	
				. 1	81,010,000		ao,00	,φ.(1U/ D.)
ubsistence	160 participants @ \$30	each			\$4,800.00	50.00	\$D,0U	\$4,800,0
		TOTAL PROGRA	IN MATERIALS		\$25,122.00			

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AGENCY NAME 2012-13 BUDGET - CMS FORM 4

OTHER PROGRAM EXPENSES

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UTHER PROGRAM EAPENDES				or a VI war a sub-
			- Otnor Charles	- <u>In-Kind</u> s-Stotal
Project Specific Direct	049 hrs x \$4.78 rate	54,081,00	\$0,00	\$0.00
Technology			<u>i</u>	
Project Specific Direct Occupancy	849 hts x \$1.03 rate	\$875.00		\$0.00 88750
Project Specific Program Support	849 hrs x \$7.53 rata	\$6,393,00	\$0.00	\$0.0D 555:393.0
Project Specific Travel	Coach travel; 3 coaches x 265 trips x \$25/trap	\$20,075.00	\$0,00'	\$0.03 \$20,075.0
	Seminar travel: 4 staff x 2 tripe x \$25/trip			
			1	
	TOTAL OTHER PROGRAM EXPENSES	\$31,404.00	1.111100	

TOTAL BUDGET REQUESTED:		\$130,293.00	•	
	TOTAL ADMINISTRATIVE COSTS	\$15,030.00		
Total Admin Costs (3516,283 - \$10,888) x 1	14,4%	\$15,030.00	\$0,00	\$0.00 \$15 080.00
Cost Name Calculations		Request	Other Cash	Olher - In-Kind Totel
ADMINISTRATIVE COSTS	and the second second second second second second second second second second second second second second second	<u> </u>	<u> </u>	

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AGENCY NAME 2012-2013 Budget Narrative

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PERSONNEL	PERSONNEL NARRATIVE
Title Sr. Program Associate If	Will oversee QIS project, callaborate with QRS Coordinator, Quality Family Child Care Notwork Coordinator and Manager, oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS Goordinator, arrange training of QIS staff with content exports, and develop training materials
Program Associato II	Will supervise OIS 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 Associale 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 montors on developing femily child care cohorts and conduct for purposas of training and peer support meetings, collaborate with QECCN advisors assigned to family child care programs, and participate in training
Program Associate 1	
Program Associate I (Temp)	Will track exponditures of salaries, benefite, travel, resource materials, and subcontract payments to Children's Council of SF and peer mentors
Program Coordinator II	Will support CIS Cookdinator and Coaches on data automissions, data analysis, and report preparation, and will oversee allocation of resource materiats
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Berlefil Name	
Tolai Benefits	A blended rate is used in Coll £28 due to the varying rates betwoon, Rogular and Temporary Employees. Below is a breakdown of all benefits for regular amployees: Total Dental/Medical at 16.134% Workers' Comp at 0.518% Life Insurance/ADD at 0.393% 3.T.D. Insurance at 0.084% L.T.D. Insurance at 0.026%
	EAP/Cafeteria at 0.002% Retirement at 1.753% Supplomantal at 1.774% Staff Benefils/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.883%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
SUBCONTRACTS	SUBGONTRACTS MARRATIVE
Agency Ghildren's Council of SF	Ghildren's Council staff will sealat with recruitment, technical assistance for online programs and video emipment, case menagemont, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Partner assesses and coaches. Includes implementation for 60 preschool (sections and family child care providers to participate in the 30 tranition areas.
	participate in the 10 ເກດເປັນ program. ການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການເປັນການການການການການການການການການ
PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense States Supplies Materials	Stationary, pena, writing labitats, markers, clips, rotepada, file charts and other training materials.
Classroom Resource Materials	Materials needed for participants.
Postage/Telephone	General/Jxulk mailing and telecommunications costs.
Printing/Graphics	Ganeral office copying and printing of insining 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 par event

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AGENCY NAME 2012-2013 Budget Narrative

OTHER PROGRAM EXPENSES	OTHER PROGRAM EXPENSES WARRATIVE
Expense	
Project Spealite Direct Technology	Computer equipment for QIS Coachos, IT support and network/equipment costs.
Project Specific Direct Occupancy	Rent/occupancy for project office space for Co-Directors; Data Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membarship duas and program services such as staff planning, 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 \$46/day or \$11.25/quarter day. For focal travel, por diem is as follows: breakfast-89, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxls or trains), parking, talla, and incidentats. Milaago is charged at CA's approved reimbursement rate.
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
Total Admin Costs	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.

CITY AND COUNTY OF SAN FRANCISCO SAN FRANCISCO CHILDREN AND FAMILIES FIRST COMMISSION

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

WESTED, CENTER FOR CHILD & FAMILY STUDIES

THIS GRANT AGREEMENT (this "Agreement") is made this JULY 12, 2012, in the City and County of San Francisco, State of California, by and <u>WESTED, CENTER FOR CHILD & FAMILY</u> <u>STUDIES</u> ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through the Agency (as hereinafter defined),

WITNESSETH:

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a QUALITY RATING AND IMPROVEMENT SERVICES grant for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined); and summarized briefly as follows:

WESTED, CENTER FOR CHILD & FAMILY STUDIES WILL PROVIDE CITYWIDE QUALITY RATING AND PROGRAM IMPROVMENT SERVICES TO EARLY CARE AND EDUCATION PROVIDERS, and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein:

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1 DEFINITIONS

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) "ADA" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) "Agency" shall mean <u>SAN FRANCISCO CHILDREN AND FAMILIES FIRST</u> <u>COMMISSION (DBA FIRST 5 SAN FRANCISCO)</u>.

(c) "Application Documents" shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents,

correspondence and other written materials submitted in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

(d) "**Budget**" shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.

(e) "Charter" shall mean the Charter of City.

(f) "Controller" shall mean the Controller of City.

(g) "Eligible Expenses" shall have the meaning set forth in Appendix A.

(h) "Event of Default" shall have the meaning set forth in Section 11.1.

(i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.

(j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.

(k) "Funding Request" shall have the meaning set forth in Section 5.3(a).

(1) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

(m) "Grant Plan" shall have the meaning set forth in Appendix B

or

shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; <u>provided</u>, <u>however</u>, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.

(n) "HRC" shall mean the Human Rights Commission of City.

(o) "Indemnified Parties" shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.

(p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(q) "**Publication**" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Agency. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the

Agency. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," herein or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee also acknowledges that decisions regarding Proposition 10 Tobacco Tax funds are subject to the sole discretion of the Children and Families First Commission. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller; Guaranteed Maximum Costs. No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

2.3 Automatic Termination for Nonappropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

ARTICLE 3 TERM

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Agency has notified Grantee thereof in writing.

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) JULY 1, 2012 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on JUNE 30, 2015.

ARTICLE 4

IMPLEMENTATION OF GRANT PLAN

4.1 Implementation of Grant Plan; Cooperation with Monitoring. Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

4.2 Grantee's Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

4.3 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

4.4 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City

shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

(e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

, In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>SEVEN-HUNDRED THIRTY-FIVE THOUSAND, FOUR-HUNDRED AND EIGHTY-ONE</u> <u>DOLLARS (\$735,481.00)</u> 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>EIGHT-HUNDRED NINETY-ONE THOUSAND AND FORTY</u> Dollars (<u>\$891,040.00</u>) in the period from JULY 1, 2012 to JUNE 30, 2013.

Nor shall the amount of Grant Funds disbursed hereunder exceed <u>FOUR-MILLION SIX-HUNDRED</u> <u>FORTY-ONE THOUSAND AND FIVE-HUNDRED AND FIVE</u> Dollars (\$4,641,505.00) in the period from JULY 1, 2012 to JUNE 30, 2015.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month.

5.4 Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

5.5 Advance of Funds. Grantee shall be entitled to an advance payment in an amount not to exceed 1/6th of the total grant award for the current fiscal year. These funds shall be deemed payable to the Grantee upon execution of this Agreement, certification by the Controller and receipt by Agency of a Funding Request. Any advance payment from Agency shall be returned in whole or in part, by Grantee upon request by Agency or at Agency's sole discretion deducted in whole or in part, by Agency from disbursements rendered to Grantee as described above. The Agency shall have the sole discretion to

determine the timing and amount of each such deduction, but in no event shall any advance payment remain outstanding after June 30, 2013.

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

6.1 Regular Reports. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible. The Grantee shall furnish the Agency with Quarterly Reports describing its activities under this Grant Agreement and a year-end report in a format to be determined by Agency. Quarterly reports will include, but are not limited to a description of those reports described in Appendix G. Quarterly reports must be received by the Agency by the following dates for the previous calendar quarter: Quarter 1 report due April 30th; Quarter 2 report due July 31; Quarter 3 report due October 31; and Quarter 4 report due January 31.

6.2 Organizational Documents. If requested by City, on or before the date of this Agreement, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

6.3 Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

6.4 Financial Statements. Within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

6.6 Inspection and Audit. Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall

remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

6.7 Submitting False Claims; Monetary Penalties. Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at

http://www.municode.com/Library/clientCodePage.aspx?clientID=4201. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim

6.8 Ownership of Results. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

6.9 Works for Hire. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Article 6.

6.10. Compliance with Monitoring: Fiscal Requirements, Performance Assessment, Program Management and Technical Assistance.

(a) Through its Board of Directors, the Grantee shall, as determined by Agency, adopt and comply with all standards, specifications and formats related to project evaluation and planning, including, but not limited to the provisions of individual participant information, project information, data statistics, monitoring reports and monthly and/or quarterly activities conducted or authorized by Agency. The Grantee shall maintain accurate and complete records, reports and statistics necessary for the services under this Agreement and to facilitate planning, monitoring, and evaluation by Agency. Appropriate safeguards as determined by Agency shall be established to protect the confidentiality of records and to minimize the possibility of theft, loss or destruction.

- (b) Grantee shall comply with performance and management assessments and related activities conducted and notified to Grantee by the Agency. Such activities which Grantee is required to attend include quarterly meetings and technical assistance workshops held by Agency.
- (c) Grantee agrees to maintain full and complete employee timesheets related to the services under this Agreement.
 - a. The Board of Directors of Grantee through staff, shall be responsible for the proper recording and expenditure of all funds received under the term of the Agreement.

6.11. Online Requirements. Grantee must utilize Agency's online Contract Management System (CMS) and/or subsequent systems to submit funding requests, monthly invoices and all reports. Agency will provide Grantee's executive director will a unique digital signature. The digital signature shall constitute the authorized signature required for all funding requests, invoices and reports from Grantee. The executive director of Grantee may authorize other employees to use his or her digital signature to submit the documents referenced in this Section 6.11. Grantee must take all actions necessary to maintain the security of the digital signature to prevent its unauthorized use. All CMS username/email addresses must add @first5sf.org to the Safe Senders List in their antispam software settings. Agency will provide training and technical assistance to Grantee on how to use the online CMS and activate the digital signature. In order to access the online CMS, Grantee is required to acquire an internet connection with a valid email account with either one of the following browsers: Internet Explorer 6.0 or above or Mozilla Firefox 1.0 or above.

ARTICLE 7 TAXES

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3. Earned Income Credit (EIC) Forms. Administrative Code section 12O requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found.

(a) Grantee shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty (30) days following the date on which this Agreement becomes effective (unless Grantee has already provided such EIC Forms at least once during the calendar year in which such effective date falls); (ii) promptly after any Eligible Employee is hired by Grantee; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement.

(b) Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Grantee of the terms of this Agreement. If, within thirty (30) days after Grantee receives written notice of such a breach, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty (30) days, Grantee fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law.

(c) Any Subcontract entered into by Grantee shall require the subgrantee to comply, as to the subgrantee's Eligible Employees, with each of the terms of this section.

(d) Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 12O of the San Francisco Administrative Code.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

8.1 Organization; Authorization. Grantee is a Joint Power Authority authorized under California Government Code Section 6500. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection,

"immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof).

8.6 Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan

8.7 Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9

INDEMNIFICATION AND GENERAL LIABILITY

Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the 9.1 Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

9.2 Duty to Defend; Notice of Loss. Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.

(b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

(d) Fidelity Bond. Grantee shall maintain throughout the term of this contract, at its expense a blanket fidelity bond covering all officers and employees, in an amount not less than 15% of the total contract amount, with any deductible not to exceed \$1,000 including City as additional obligee or loss payee as its interests may appear.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as additional insured City and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement**. Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) Failure to Provide Insurance. Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) Failure to Comply with Applicable Laws. Grantee fails to perform or breaches any of the terms or provisions of Article 16.

(d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(e) **Cross Default**. Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(f) Voluntary Insolvency. Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(g) **Involuntary Insolvency**. Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Remedies Upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination**. City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) Withholding of Grant Funds. City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds**. City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

12.1 Proprietary or Confidential Information of City. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

12.2 Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within <u>90</u> days after the end of the Grantee's fiscal year provide to City annual financial statements for the Project, as well as a single audit of Grantee's finances certified by the Grantee as complete and accurate and certified by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

13.1 No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

13.2 Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

13.3 Subcontracting. If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) Limitations. In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E without the prior consent of City; <u>provided</u>, however, that Grantee shall not thereby be relieved from any liability or

obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract**. Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

13.4 Grantee Retains Responsibility. Grantee shall in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 Direction. Any terms in this Agreement referring to direction or instruction from the Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such

Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City:

FIRST 5 SAN FRANCISCO 1390 MARKET STREET, SUITE 318 SAN FRANCISCO, CA 94102 ATTN: LISA LEE

If to Grantee:

WESTED, CENTER FOR CHILD & FAMILY STUDIES 730 HARRISON STREET SAN FRANCISCO, CA 94107 ATTN: MICHAEL J. NEUENFELDT

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent; or the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

15.3 Change of Address. From time to time any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

ARTICLE 16 COMPLIANCE

16.1 Local Business Enterprise Utilization; Liquidated Damages. LEFT BLANK BY AGREEMENT OF THE PARTIES.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts**. Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) Non-Discrimination in Benefits. Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.

(e) Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6 Resource Conservation; Liquidated Damages. If applicable, Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that

the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

16.8. Requiring Minimum Compensation for Employees.

(a) Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

(b) The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractor under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

(c) Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

(d) Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

(e) The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

(f) Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

(g) Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P

(including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

(h) Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

(i) If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

16.9 Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

16.10 First Source Hiring Program.

This section is left blank by mutual agreement of the parties.

16.11 Prohibition on Political Activity with City Funds. In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to

prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Supervision of Minors. Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against the Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Grantee.

16.15 Public Access to Meetings and Records.

If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter; unless Grantee is required to comply with the Bagley Keene Act, then Grantee shall be bound by the Bagley Keene Act.

By executing this Agreement, the Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. The Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Graffiti Removal. Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime: degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Grantee shall remove all graffiti from any real property owned or leased by Grantee in the City and County of San Francisco within forty eight (48) hours of the earlier of Grantee's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Grantee to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Grantee to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

16.17 Food Service Waste Reduction Requirements. Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damage for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this

Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Slavery Era Disclosure. LEFT BLANK BY AGREEMENT OF THE PARTIES.

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Agency of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of the Agency who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Definition of Eligible Expenses

Appendix B, Definition of Grant Plan

Appendix C, Form of Funding Request

Appendix D, Interests in Other City Contracts

Appendix E, Permitted Subgrantees

Appendix F, Tobacco Free Policy.

Appendix G, Program Activity Report Instruction Sheet

Appendix H, Authorized Signature Form

Appendix I, Insurance Waiver

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 6.4	Financial Statements.	Article 12	Disclosure of Information and
Section 6.5	Books and Records.		Documents
Section 6.6	Inspection and Audit.	Section 13.4	Grantee Retains
Section 6.7	Submitting False Claims;		Responsibility.
	Monetary Penalties	Section 14.3	Consequences of
Section 6.8	Ownership of Results.		Recharacterization.
Article 7	Taxes	This Article 17	Miscellaneous
Article 9	Indemnification and General		
	Liability		
Section 10.4	Required Post-Expiration		
	Coverage.		

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure. LEFT BLANK BY AGREEMENT OF THE PARTIES.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY

SAN FRANCISCO CHILDREN AND FAMILIES FIRST COMMISSION

By:

Laurel Kloomok Executive Director

Approved as to Form:

Dennis J. Herrera City Attorney

By: Virginia Dario Elizondo

Deputy City Attorney

GRANTEE:

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 16.3, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride

Principles.

STUDIES By:

WESTED, CENTER FOR CHILD & FAMILY

Print Name: Michael Neuenfeldt_

Title: Director of Finance and Contracts

Federal Tax ID #: ____943233542

City Vendor Number: ____90618_____

Appendix A--Definition of Eligible Expenses

The term "Eligible Expenses" shall mean expenses incurred and paid by Grantee during the term of this Agreement in implementing the terms of the Grant Plan.

All Eligible Expenses *must* be:

- (a) paid by Grantee prior to the submission of the applicable Funding Request
- (b) direct out-of-pocket expenses incurred by Grantee or its officers, directors and employees;
- (c) operating (as opposed to capital) expenses;
- (d) within the scope of the applicable Budget line item; and

(e) directly related to activities performed within the physical boundaries of the City and County of San Francisco, unless approved by First 5 San Francisco staff.

(f) supportive of activities for children ages 0-5 and their families.

Eligible Expenses shall include:

- (1) net salaries and wages
- (2) rent or related fees for equipment, performance or meeting halls or studios;
- (3) telephone charges, stationery and office supplies; and
- (4) advertising and publicity costs.

Eligible Expenses shall specifically exclude:

- (1) fundraising expenses;
- (2) capital expenses;

(3) any costs or expenses which are prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds;

(4) penalties, late charges or interest on any late payments;

(5) taxes or other amounts withheld from wages or salaries which have not actually been paid by Grantee during the term of this Agreement or which relate to periods before or after the term of this Agreement;

(6) accruals of paid time off (e.g., vacation time, sick time) for employees on grant budget; and

(7) out of town personal or business-related costs or expenses related to meals, catering, transportation, lodging, unless approved in writing by Agency.

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.

First 5 San Francisco Scope of Work Narrative

Agency:WestEd, Center for Child and Family StudiesGrant Year:2012-2013Project/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

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 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 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

Service: Provide on-site program Improvement s for an average of 2 x a month at 2 hours each.	ervices to	o increase	e quality a	as measu	red by El	RS scores to providers/classrooms in Q1, Q2, Q3, and Q4	CMS Activity Set-up
Performance Measures	21	Q2	Q3	Q4	Annual	ReportingInstructions	Data Source
Number of FCC providers who have scores of 3 and below (1st priority) and 4 and below (2nd priority).	40	4	21	0	65	Report the unduplicated number of FCC providers receiving coaching	Established Data System
Number of center-based classrooms who have scores of 3 and below (1st priority) and 4 and below (2nd priority)	5	1	0	0	6	Report the number of classrooms receiving coaching	Established Data System
Number of QIP's entered into data system	0	50	21	0	71	Report on the number of QIP's (FCC and classrooms)	Established Data System
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 coaching	45	81 -	81 -	81	288	Report on the total number of hours provided on-site for all sites/classrooms.	Established Data System
Number of providers demonstrating improved quality as measured through assessment	0	0	0	57	57	Target of 57 is generated from the expected 71 providers/classrooms receiving TA and an 80% improvement rate (71x.8=57). In quarter 4 enter the <u>number</u> of providers who are able to demonstrate improved quality through reassessment; include in comments the total providers/ classrooms served during year (i.e. total sample size).	Established Data System
measures will be tracked on separate CMS account	unt for CL	ASS Plu	s Progran	n)		C, center-based, and TA providers and mentors. Note: CMS	CMS Activity Set-up
Number of training sessions in multiple	and a state of the		ANNAL PARAMAN	acan	Contraction of the second second second second second second second second second second second second second s	Report the number of trainings. Report quantitative information	Sign-in
languages on ERS (FCCERS, ITERS, ECERS) and CLASS Tools	6	6	8	8	28	in comment section about efficacy of training sessions. Note: Trainings will involve the joint efforts of QIS and QRS particularly in Quarter 1.	sheets, agendas
Number of center-based providers served through ERS training	50	50	[.] 50	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.	⁵ 50	50	75	50	250	Report the number of FCC providers who participate in training.	Sign in sheets
Number of TA providers and mentors served through ERS training supports and information	50	0	0	0	50	Report the number of TA providers who participate in training.	Sign-in sheets, agendas
Number of CLASS Coordination meetings with the SF Children's Council to monitor activities.	1	1	1	1.	4	Report the number of meetings.	Sign-in sheets, agendas

based providers.	·				-	used in SFQRIS for ECE TA specialists, FCC and center-	Set-up
		Q2	Q3@	15月2042888	Annual	Reporting Instructions	Mota 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	•0	1	2	3	Report on number of CSEFEL Webinars	sign-in sheets, agendas
Number of attendees participating in CSEFEL Webinars	0 Í	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	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 Development	-					IS Reporting Instructions	CMS Activity Set-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.	and the set of the set of the
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	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 p			-				CMS Activity Set-up
Number of outreach plans developed	0	1 1	0	0	Annuala 1	Reporting Instructions Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS.	Outreach
	······	······	· .	-	4	Report on number of community informational meetings provided.	sign-in sheets/meetin

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.	Meeting sign- in
Number of quarterly updates to print and electronic media which include fee for service information	1	1	1	1	4	media. Note: this will involve the joint efforts of QIS and QRS.	Print and electronic media materials

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WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT SERVICES 2012-13 BUDGET - CMS FORM 4

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PERSONNEL				ETE		0.11	<u><u><u></u></u></u>	**±L=1
· · · ·				FTE		Other -	Other -	Total
Title	Name Janet L. Poole	Function	·	(%)	Request \$1,208.00	Cash \$8,141.92	In-Kind	Salary
Program Director II		Co-program Directo	· .	0.007	l			
Sr. Program Associate II	Ariene R. Paxton	Co-program Directo	ſ	D.054	\$7,017.00	\$5,911.47	1	\$12,928,4
Research Associate II	Marcia J. Walsh	QIS Coordinator		0,500	\$42,924.00	\$21,695.44		\$64,619,4
10000101710000101011		dio coordinator			+ 12,02 1.00	42.100001		
•								
Program Associate	Margaret L, Bartelt	QIS Coach		0,500				\$54,828.6
Program Associate II	Laura Y. Cheng	QIS Coach		0.800				\$66,466,2
Program Assistant I	Yudy Larraburo Naranjo	QIS Coach		0,800				\$66,466,2
Program Associate I	Tamarra Barrett	QIS Coach		0.800	\$53,065.00			\$66,466.2
Specialist (Temp)	TBD	QIS Coach		0.113	\$12,000.00	\$10,800.00	<u> </u>	\$22,800.0
Sr. Program Associate II	Melinda Brookshire	Trainer		0.009	\$1,091.00			\$1,091.0
Research Associate II	Cherl J. Longaker	Trainer		. 0.018	\$1,578,00			\$1,578.0
Sr. Program Associate I	Janice K. Davis Allen K. Young	Trainer Trainer		0.032	\$3,274.00 \$2,319,00			\$3,274.0 \$2,319.0
Sr. Program Associate I Program Coordinator I	Talla J. Leahy	Trainer		0.023	\$866.00	··		\$866.0
Program Associate I (Temp)	Janet P. Kinoshita	Fiscal Analyst		0.007	\$720.00		·····	\$720.0
Frogram Associate I (Tomp)	Janet F, Miloshila	Fiscal Analyst		0.007	9720.00			\$720.U
Program Assistant I	Malthew E. Gunnison	Administrative Supp	ort	0.000	\$0.00	\$2,562.89		\$2,582.8
		· · · · · · · · · · · · · · · · · · ·			, ,	42,002.00		
Program Coordinator II	Susanna H. Camp	Data Analyst		0.054	\$3,748.00	\$3,157.23		\$10,000.0
		TOTA	PERSONNEL		\$272,359.00			
					an an an an an an an an an an an an an a			and the second second second second second second second second second second second second second second second
FRINGE BENEFITS								
						Other -	Other -	
Benefit Name	Calculations		Salary	%	Request	Cash .	In-Kind	Total
Total Benefits	36.4017% of regular emp	loyees' salaries plus	\$272,359.00	0,353886	\$96,384.00	\$40,302.61	·	\$136,686,6
	leave and 14.7% for temp	orary employees						
	{		1. [' (1 1	
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						•		
				-				
		TOTAL FRIN	GE BENEEITS		\$96 384 00			
					00,004,00			
PROFESSIONAL SERVICES								
anna an an an an an an an an an an an an				FTE		Other -	Other -	
Title	Function			(%)	Request	Cash	In-Kind	Total
Family Child Care Peer	Incentives				\$16,200,00	Vasii	Inervitor	Total \$16,200.00
Mentors	I I COLITIVOS				\$10,200.00			\$10,200.00
	π	OTAL PROFESSION	AL SERVICES		\$16,200.00			
SUBCONTRACTS								
			Program	Admin		Other -	Other -	and have been been also and the second second second second second second second second second second second s
Agency	Function	Calculation	Costs	Costs	Request	Cash		lotal
Children's Council of SF	Class+ and coaching	This line item	\$165,000.00		\$165,000.00	T	T	\$165,000.00
		amount is pass				. [,,
		through costs and			1			
		does not trigger any				•		
		accounter migger any	1					
, ·		administrative costs	•				(
		administrative costs below.						
		administrative costs below.	CONTRACTS		\$165,000.00			
		administrative costs below.	CONTRACTS		\$165,000.00			
ROGRAM MATERIALS		administrative costs below.	CONTRACTS		\$165,000.00			
		administrative costs below.	CONTRACTS			Other -	Other -	
хреляе	Calculations	administratīve costs below. TOTAL SUB			Request	Cash	Other In-Kind	Total
ROGRAM MATERIALS xpense supplies/Materials	SF F5: 6,623 hrs x \$0.01 rd	administratīve costs below. TOTAL SUB	training supplie	s/materials				<u>Total</u> \$17,115.59
xpense Supplies/Materials	SF F5: 6,623 hrs x \$0.01 re CDE: 2,453 hrs x \$0.03 rat	administrative costs below. TOTALISUE ate plus any additional e plus any additional t	training supplie	s/materials	Request	Cash		
ixpense supplies/Materlals articipant Resource	SF F5: 6,623 hrs x \$0.01 rd	administrative costs below. TOTALISUE ate plus any additional e plus any additional t	training supplie	s/materials	Request	Cash		\$17,115.59
Expense Supplies/Materials Participant Resource Materials	SF F5: 6,623 hrs x \$0.01 r CDE: 2,453 hrs x \$0.03 rat 200 participants @ \$169 e	administrative costs below. TOTALISUE ate plus any additional e plus any additional t ach	training supplie raining supplies/	s/materials	Request \$12,042.00	Cash		
ixpense supplies/Materlals articipant Resource	SF F5: 6,623 hrs x \$0.01 re CDE: 2,453 hrs x \$0.03 rat	administrative costs below. TOTALISUE ate plus any additional e plus any additional tach ate plus any additional	training supplie raining supplies/	s/materials	Request \$12,042.00	Cash		\$17,115.59

WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT SERVICES 2012-13 BUDGET - CMS FORM 4

Printing/Graphics	SF F5: 6,623 hrs x \$0.03 rate plus any and additional printing costs CDE: 2,453 hrs x \$0.06	\$13,149.00	\$147.18		\$13,296.18
	TOTAL PROGRAM MATERIALS	\$61,286.00			
OTHER PROGRAM EXPEN					
	e salah ke di kara di kara kara kara kara kara kara kara kar	· · · · · · · · · · · · · · · · · · ·	Other -	Other -	an Kiran (dar b
Expense	Calculations	Request	Cash	In-Kind	Total
Project Specific Direct	SF F5: 6,623 hrs x \$4.75 rate	\$31,459.00	\$11,578.16		\$43,037.16
Technology	CDE: 2,453 hrs x \$4.72 rate]	
Project Specific Direct	SF F5: 8,623 hrs x \$0,28 rate	\$1,722.00	\$1,618.98		\$3,340.98
Occupancy	CDE: 2,453 hrs x \$0.66 rate			j	
Project Specific Program	SF F5: 6,623 hrs x \$7.52 rate	\$49,805.00	\$18,471.09		\$68,276.09
Support	CDE: 2,453 hrs x \$7.53 rate			1	
Teaching Pyramid Model	Completed Cohort Activities - \$5,000; Second Half Activities - \$ 23,500;	\$93,500.00			\$93,500.00
Training	Additional Activities - \$59,000; Training Materials - \$6,000. This line Item			1	
-	amount is fixed price upon completion and does not trigger any additional		ļ		, + ,• [*]
	administrative costs below.	1		[
	· .				•
Project Specific Travel	5 coaches x 200 trips/yr x \$20/trip	\$23,705.00	\$10,000.00		\$33,705.00
• •	For Preschool Foundations/Curriculum Frameworks/DRDP, 3 people for a 3				
	day/2 night nonlocal trip @ \$3,705 nin Year 1.				
	CDE: 5 Specialists x 100 trips/yr x \$20/trip			ĺ	
	TOTAL OTHER PROGRAM EXPENSES	\$200,191,00			
ADMINISTRATIVE COSTS					
		•	Other -	Other -	
Cost Name	Calculations	Request	Cash	In-Kind	Total
rotal Admin Costs	SF F5: (\$811,420 - \$93,500 - \$165,000) x 14.4%	\$79,620.00	\$31,286.33		\$110,906.33
•	CDE: \$198,366.27 x 15.772%			• •	••••
	TOTAL ADMINISTRATIVE COSTS	\$79,620,00			
		ويهي ومودين ومعمر المعطي			a na anna an an an an an an an an an an
TOTALE	UDGET REQUESTED:	\$891,040.00			

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WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT SERVICES 2012-2013 Budget Narrative

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PERSONNEL	PERSONNEL NARRATIVE
Title	
Program Director II	Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise
Sr. Program Associate II	QIS Coordinator, arrange training of QIS staff with content experts, 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 providers
Program Associate I	-Will provide coaching to classroom teachers and family child care providers to increase the quality of the programs and
Program Associate II	-Increase ERS scores, work closely with peer mentors on developing family child care cohorts and conduct for purposes of
Program Assistant I	-training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs, and
Program Associate I	participate in training
Specialist (Temp)	
Sr. Program Associate II	4
Research Associate II	- Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Development
Sr. Program Associate I Sr. Program Associate I	-Foundations, program guldelines, and curriculum frameworks
Program Coordinator I	
Program Associate I (Temp)	Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council o
Program Assistant I	SF and peer mentors Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials, 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 data submissions, data analysis, and report preparation, and will oversee allocation of resource materials
FRINGE BENEFITS	FRINGE BENEFITS NARRATIVE
Benefit Name	
Total Benefits	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%
• •,	Workers' Comp at 0.519% Life Insurance/ADD at 0.393%
	S.T.D. Insurance at 0.084%
	L.T.D. Insurance at 0.226%
	EAP/Cafeteria at 0.092%
	Retirement at 14,753%
	Supplemental at 1.674%
	Staff Benefits/Related Costs at 0.134%
•	Unemployment Tax at 0.510%
	FICA at 1.883%
PROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
Title	· · · · · · · · · · · · · · · · · · ·
Family Child Care Peer	Incentives of an average of \$1,800 each will be provided to a cadre of 9 to 13 family child care peer mentors. Working will
Mentors	the QIS Coordinator, QIS Coaches, 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.
NIDOANTRAOTA	
SUBCONTRACTS	SUBCONTRACTS NARRATIVE
Agency	
Children's Council of SF	Children's Council staff will assist with recruitment, technical assistance for online programs and video equipment, case
	management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordinating
	MyTeaching Partner assessors and coaches. Includes implementation for 60 preschool teachers and family child care
. .	providers to participate in the 10 month program.
PROGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE
Expense Supplies/Materials	Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials.
Participant Resource Materials	Materials needed for participants.
ostage/Telephone	General/bulk mailing and telecommunications costs.
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WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT SERVICES 2012-2013 Budget Narrative

Printing/Graphics	General office copying 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.
OTHER PROGRAM EXPENSI	OTHER PROGRAM EXPENSES NARRATIVE
Expense	
Project Specific Direct Technology	Computer equipment for QIS Coaches, IT support and network/equipment costs.
Project Specific Direct · Occupancy	Rent/occupancy for project office space for Co-Directors, Dala Analyst and trainers.
Project Specific Program Support	Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as stati planning, quality review, staff development, work planning, staff evaluation and library assistance.
Feaching Pyramid Model Fraining	WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected trainers and 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 based on current average rates. Per diem is \$46/day or \$11.25/quarter day. For local travel, per diem is as follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxis or trains), parking, tolis, and incidentals. Mileage is charged at CA's approved reimbursement rate.
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
Cost Name	
otal Admin Costs	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.
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First 5 San Francisco Scope of Work Narrative

Agency:	WestEd,	Center for Child	and Family Studies	Grant Year:	2012-2013	•
Project/In	nitiative:	QRIS - Quality	y 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-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

	liability fo	r eligible	programs	during ti	ne 2012-20	013 fiscal year	CMS Activity Set
Performance Measures	Q124	Q2	Q3	Q4	Annual	ReportingInstructions	Data Source
# 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	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/Databas 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 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
CARDING LINE (MARKED AND MARKED AND MARKED AND AND AND AND AND AND AND AND AND AN		and the second second second second second second second second second second second second second second second	mer official second of	1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 -		na server e contrata de la construcción de la construcción de construction de la construcción de la construcción	
							ир
Performance Measures	ent instrur					Reporting Instructions	up Mata Source
Performance Measures Number of TA providers participating in training							ир
Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA	Q1	<u></u>	000 Q3	<u> </u>		Reporting Instructions Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment	up Data Source Sign in Sheets
Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA Provider Community Number of monthly in-person or video conference calls with TA providers	Q1 30	20	03	Q4 1	Mannual 52	Reporting Instructions Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions. Enter the number of information/ training sessions provided in each quarter. Enter the number of in-person or video conference calls provided in each quarter.	up Data Source Sign in Sheets Agenda/ minutes
Service: Provide information about the assessme Performance Measures Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA Provider Community Number of monthly in-person or video conference calls with TA providers Number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team	30 5	20 4	2 2	Q4 1 2	52 52	Reporting Instructions Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions. Enter the number of information/ training sessions provided in each quarter. Enter the number of in-person or video conference calls	Data Source
Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA Provider Community Number of monthly in-person or video conference calls with TA providers Number of FCC and Center-based information meetings and training sessions conducted jointly	30 5 3	20 20 4 3	2 3	1 2 3	<u>⊗Annual</u> 52 . 5 12	Reporting Instructions Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions. Enter the number of information/ training sessions provided in 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	up Data Source Sign in Sheets Agenda/ minutes Agenda/ minutes

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

Service: Convene regular Rating Advisory Gro	up meetin	Ids					CMS Activity Set-
	•	•					up
		團約02歲際	03%m	Ama Q4	Annual	ReportingInstructions	Data Source
Number of Rating Advisory Group meetings held	1	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 grevance procedure development (draft document, review, and update to funders).	Written .
Number of activities conducted around fee-for- service plan development (draft document and review)	2	0	0	0	2	Enter a 1 for each of the key activities completed around fee-for service plan development (draft document and review) .	- Written procedure
Number of member surveys conducted annually	Ó Ó	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 SI	F-QRIS D	evelopme	ent Meeti	ngs and S	SF-QRIS S	itakeholder Meetings	CMS Activity Set- up
	深刻Q1200m	编商Q2演算	修經Q3 察翻	國際Q4 約10	Annual	Reporting Instructions	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 will 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 p						each and information activities for QRIS.	CMS Activity Set- up
Performance Measures	·邓和 Q1 和南部	個形 自之刻語	(Mex)Q3	没愿Q4颜色	MAnnual	Reporting Instructions	Data Source
Number of outreach plans developed	Õ-	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 QIS and QRS.	
Number of Fee for Service Plans marketed	0	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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WESTED, CENTER FOR CHILD AND FAMILY STUL. - QUALITY RATING SERVICES 2012-13 BUDGET - CMS FORM 4

PERSONNEL								
	Name	Function	• •;	FTE (%)	Request	Other - Cash	Other - In-Kind	Total Salary
Title Evaluation Director	Kerry L, Kriener-Althen	Provide project over	rsight	0.090		\$8,750.00		\$10,606.00
Sr. Research Associate	Gabriela S. Lopez	Quality Review Man	lager	0.664	\$15,515.00	\$45,835.00		\$61,350.00
			·					
<u> </u>								
Project Manager	Jocelyn A. Schelbe	Project Manager		0.450	\$6,812.00	\$33,258.00		\$40,070.00
• , .	~							
Research Assistant	Min Chen	Translation	•	0.017	\$1,039.00	\$0,00	 	\$1,039.00
Quality Review Assistant	TBD	Quality Review	· · · · · · · · · · · · · · · · · · ·	0.505	\$4,314.00	\$20,893.00		\$25,207.00
					· · ·			
			•	0.117	04 770 00	<u> </u>		\$10,157.00
Project Coordinator Program Quality Assessors (6)	TBD TBD	Project Coordinator Quality Assessor		0.117	\$1,758.00 \$287,454.00	\$8,399,00 \$0,00		\$287,454.00
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		TOTAL	PERSONNEL		\$318,748.00	\$117,135.00	An tanàna amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o	\$435,883.00
FRINGE BENEFITS								
						Other -	Other -	
Benefit Name	Calculations		Salary	%	Request	Cash	In-Kind	Total
Total Benefits - Assessments	36.4% of regular employe leave	es' salaries plus	\$287,454.00	0.364013	\$104,637.00		•	\$104,637.00
		·			•	•		
	· .							
	•	,						
•								
Total Benefits - General	36.4% of regular employe	es' salaries plus	\$148,429.00	0.364019	\$11,391.00	\$42,640.00		\$54,031.00
•	leave							
				•				
		TOTAL FRIN	GE BENEFITS		\$116,028.00	\$42,640.00		\$158,668.00
PROFESSIONAL SERVICES								
Títie	Function			FTE (%)	Request	Other - Cash	Other - In-Kind	Total
Website Developer		·····			\$4,500.00			\$4,500.00
					·			
	Т	DTAL PROFESSION	AL SERVICES		\$4,500.00			\$4,500.00
SUBCONTRACTS			Program	Admin		Other -	Other -	
	Function	Calculation	Costs	Costs	Request	Cash		rotal ·
None		TOTAL SUB	CONTRACTS		\$0,00 \$0.00			\$0.00 \$0.00
PROGRAM MATERIALS								
						Other -	Other - '	
Expense	Calculations				Request	Cash	In-Kind	Total

Supplies/Materials	see narrative		\$3,863.00	\$488.00		\$4,351.00
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Postage/Telephone	see narralive		\$3,946.00	\$2,337.00		\$6,283.00
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Printing/Graphics	see narrative		\$320.00	\$1,126.00		\$1,446.00
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		•				
	TOTAL PROGRA	AM MATERIALS	\$8,129.00	\$3,951.00		\$12,080.00
OTHER PROGRAM EXPENSE	s					
· · · · · · · · · · · · · · · · · · ·			Request	Other - Cash	Other - In-Kind	Tofal
Expense Project Specific Direct		· · · · · · · · · · · · · · · · · · ·		Other - Cash	Other - In-Kind \$593.00	Total \$42,185.00
Expense Project Specific Direct Technology - Assessments		· · · · · · · · · · · · · · · · · · ·	\$42,185.00		In-Kind	
Expense Project Specific Direct Technology - Assessments Project Specific Direct			Request \$42,185.00 \$0.00		In-Kind	\$42,185,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program			\$42,185.00		In-Kind	\$42,185.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments		· · · · · · · · · · · · · · · · · · ·	\$42,185.00		In-Kind	\$42, 185.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct		· · · · · · · · · · · · · · · · · · ·	\$42,185.00		In-Kind	\$42, 185.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct			\$42,185.00 \$0.00 \$64,320.00	Cash	In-Kind	\$42,185.00 \$0.00 \$64,320,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct			\$42,185.00 \$0.00 \$64,320.00	Cash	In-Kind	\$42,185.00 \$0.00 \$64,320,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00	Cash \$13,649.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct			\$42,185.00 \$0.00 \$64,320.00	Cash	In-Kind	\$42,185.00 \$0.00 \$64,320,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00/	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00	Cash \$13,649.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Direct Occupancy - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00/	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Direct Occupancy - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Direct Occupancy - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General	Calculations		\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General			\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program	Calculations		\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General	Calculations		\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General Project Specific Translation	So.30/word		\$42,185,00 \$0.00 \$64,320,00 \$3,649,00 \$3,701,00 \$5,115,00 \$19,602,00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00 \$19,602.00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General	Calculations		\$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00
Expense Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General Project Specific Translation	So.30/word		\$42,185,00 \$0.00 \$64,320,00 \$3,649,00 \$3,701,00 \$5,115,00 \$19,602,00	Cash \$13,649.00 \$12,935.00	In-Kind	\$42,185.00 \$0,00 \$64,320,00 \$17,298.00 \$16,636.00 \$24,640,00 \$19,602.00

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WESTED, CENTER FOR CHILD AND FAMILY STUDIL _ • QUALITY RATING SERVICES 2012-13 BUDGET - CMS FORM 4

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

FCCRS Reliability Training		\$9,000.00			\$9,000.00
CLASS Reliability Training		\$9,000.00			\$9,000.00
ITERS Reliability Training		\$9,000.00			\$9,000,00
Project Specific Fingerprinting	\$75 x 7 assessors	\$525.00 -	· · · ·		\$525.00
	TOTAL OTHER PROGRAM EXP	ENSES \$200,097.00	\$46,109.00	\$593.00	\$246,206.00
ADMINISTRATIVE COSTS					
			Other -	Other -	
Cost Name	Calculations	Request	Cash	In-Kind	Total
Total Admin Costs - Assessments	13.67% rate	\$68,239.00			\$68,239.00
Total Admin Costs - General	13.67% rate	\$19,740.00	\$28,684.00		\$48,424.00
		:OSTS \$87,979.00	\$28,684.00		\$116,663.00

TOTAL BUDGET REQUESTED:

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\$735,481.00 \$238,519.00 \$593.00 \$974,000.00

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WESTED, CENTER FOR CHILD AND FAMIL JUDIES - QUALITY RATING SERVICES 2012-2013 Budget Narrative

PERSONNEL	PERSONNEL NARRATIVE
ille	
Valuation Director	Provide 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
ir. Research Associate	Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors and 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 \$6,031 for ramp-up.
roject 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 assessment oversee assessment data entry; oversee the maintenance of external communications vehicles (website, voicemail, email); manage the reporting to funders; and coordinate internal project meetings.
lesearch Assistant	For ramp-up only. Review and finalize translation of materials into Chinese.
uality Review Assistant	Dedicated to sending letters and posters to programs prior to assessment; enter scores into the data system; track interrater reliability; print and mall 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
roject Coordinator	Conduct community outreach regarding assessment processes
rogram Quality Assessors (6)	ERS - 365 sessions at \$1,127/session CLASS - 184 sessions at \$845/session
	Six assessors 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
	completely following all project protocols and procedures,
	FRINGE BENEFITS NARRATIVE
enefit Name	
otal Benefits - Assessments	Total Dental/Medical at 16.134% Workers' Comp at 0.519%
	Life Insurance/ADD at 0.393% S.T.D. Insurance at 0.084%
•	1. T.D. Insurance at 0.226% EAP/Cafeteria at 0.092%
	Retirement at 14.753%
	Supplemental at 1.674% Staff Benefits/Related Costs at 0.134%
•	Unemployment Tax at 0.510% FICA at 1.883%
otal Benefits - General	Total Dental/Medical at 16.134%
	Workers' Comp at 0.519% Life insurance/ADD at 0.393%
•	S.T.D. Insurance at 0.084% IL.T.D. Insurance at 0.226%
	EAP/Cafeteria at 0.092%
	Retirement at 14.753% Supplemental at 1.674%
	Staff Benefils/Related Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.883%
	The benefits rate is 36.4% of regular employees' unloaded salaries, inclusive of leave. Benefits include worker's compensation, unemployment tax, and FICA for both employee classifications. Regular employees also receive
	relirement, medical/dental, life insurance, disability insurance, and other staff benefits.
ROFESSIONAL SERVICES	PROFESSIONAL SERVICES NARRATIVE
lle	
ebsite Developer	The Website Developer will create a QRS/QIS website for the project, to be accessed by Providers, QIS Coaches, and QRS Assessors. The Website Developer will work with the WestEd project team to define the specifications of the site, select and refine a design, and input content. The Website Developer will also train and provide website consulting to WestEd as needed.
JBCONTRACTS	SUBCONTRACTS NARRATIVE
jency	
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OGRAM MATERIALS	PROGRAM MATERIALS NARRATIVE

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QuantinoAlexandra	The funding and Metricials scheme includes several effective terms and a state of the several scheme in the se
Supplies/Materials	The Supplies and Materials category includes general office items such as stationery, pens, writing tablets, markers, clips,
· .	notepads, flip charts and other training materials. Special purchases in addition to the pooled costs will be charged directly
1	to the project and are explained below.
	Ramp-up:
•	ECERS-R material - \$66.95 x 6 assessors + \$60,26 shipping = \$461.96
	ITERS-R materiai - \$66.95 x 6 assessors + \$60.26 shipping = \$461.96
	ITERS-R Rating Scale - \$21.95 + \$6 shipping x 6 assessors = \$161.70
ļ.	CLASS Manual PreK @ \$49.95 x 6 assessors and CLASS Dimensions Guide PreK - \$12.95 x 6 assessors + \$45.29
į	shipping = \$422,69
	Pooled Costs: 145.8 hour units x \$0.2600 rate = \$38
·	Full Year Operation:
	File folders - $\$1 \times 549$ assessments = $\$549$
	File folders - \$1 x 65 iterrater assessments = \$65
	Assessment rating sheet photocopies - \$0.20/page x 12 pgs x 549 assessments = \$1,318
]	Interrater reliability assessment rating sheet photocopies - \$0.20/page x 12 pgs x 65 Iterrater assessments = \$156
· ·	Assessor storage clipboards - \$21.33 x 6 assessors = \$128
1	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/Telephone	Postage and telephone expenses include general mailing and telecommunication costs. Special purchases in additiona to
	the pooled costs will be charged directly to the project and are explained below.
	Ramo-up:
· ·	Pooled Costs: 145.6 hour units x \$1.2400 rate = \$181
	Full Year Operation:
	Pre-assessment packets - \$3 x 549 providers = \$1,647
[Post-assessment packets - \$3 x 549 providers = \$1,647
	SF First 6 Pooled Costs: 536 hour units x \$0.8787 = \$471
1	HAAS Pooled Costs: 2,593.6 hour unlis x $0.0011 = 2,337$
Printing/Graphics	Printing/Graphics expenses Include general office copying.
in mining/Graphica	Ramp-up:
	Pooled Costs: 145.6 hour unlts x \$0.6000 ≈ \$87
ſ	Full Year Operation:
	SF First 5 Pooled Costs: 536 hour units x \$0.4347 = \$233
	HAAS Pooled Costs: 2,593.6 hour units x $$0.4347 = $1,126$
	[npv3 Fooled Costs, 2,050,0 notition st \$0,4041 - \$1,120
OTHER PROGRAM EXPE	NSES OTHER PROGRAM EXPENSES NARRATIVE
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Expense	Disch Techniker Jeskides Devend Computers IT Sugart Common Naturals and Charad Technics
Project Specific Direct	Direct Technology Includes Personal Computers, IT Support, Common Network, and Shared Equipment.

Expense	
Project Specific Direct	Direct Technology Includes Personal Computers, IT Support, Common Network, and Shared Equipment.
Technology - Assessments	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 dues and program services such as sta
Support - Assessments	planning, quality review, staff development, work planning, staff evaluation and library assistance.
	Pooled Costs: 8,544 x \$7.5281 = \$64,320
Project Specific Direct	Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment.
Technology - General	(Ramp-up:
	Pooled costs: 145.6 hour units x \$6.6875 = \$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 \$5.2626 = \$13,649
Project Specific Direct	Direct Occupancy represents the rent and/or occupancy of project office space at a specific WestEd location.
Occupancy - General	Ramp-up;
	Pooled Costs: 145.6 hour units x \$7.0500 = \$1,026
•	Full Year Operation:
	SF First 5 Pooled Costs: 536 hour units x \$4.9907 = \$2,675
	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.
	Ramp-up:
	Pooled costs: 145.6 hours units x \$7.4200 = \$1,080
	Full Year Operation:
	SF First 5 Pooled Costs: 536 hour units x \$7.5280 = \$4,035
<u> </u>	HAAS Pooled Costs: 2,593.6 hour units x \$7.5281 = \$19,525
Project Specific Translation	This includes the costs of translating provider friendly information into Spanish and Chinese regarding the assessment
	process, report templates, and resource information
	Ramp-up:
	\$7,602 - 8,447 words into 3 languages.
	Full Year Operation:
	\$12,000 - 13,333 words into 3 languages.
roject Specific Travel	All travel expense reimbursements 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 reimbursement rate. \$25,000 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 625 trips.
CERS Reliability Training	Includes annual renewal 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.

WESTED, CENTER FOR CHILD AND FAMI

UDIES - QUALITY RATING SERVICES

FCCRS Reliability Training	Includes annual renewal of week-long interrater reliability trianing with authorized trainers at the University of North
	Carolina - Chapel Hill and travel costs for 1 FCCERS-R instrument anchor.
CLASS Reliability Training	Includes annual renewal of interrater reliability training for all assessors by authorized CLASS trainers.
ITERS Reliability Training	Includes annual renewal of week-long interrater reliability trianing with authorized trainers at the University of North Carolina - Chapel Hill and travel costs for 1 ITERS-R instrument anchor.
Project Specific Fingerprinting	Assessor fingeronnling (\$75 each x 7 assessors).
ADMINISTRATIVE COSTS	ADMINISTRATIVE COSTS NARRATIVE
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Cost Name	
Total Admin Costs -	Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and
Assessments	Accounting/Finance Services. Additional admin costs are applied at a rate of 1%.
	\$499,189 x 13,67% = \$68,239
Total Admín 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 13.67% = \$16,734
	HAAS: \$209,835 x 13.67% = \$28,684

Appendix C--Form of Funding Request

Grantee will use the online Contract Management System to submit funding requests. If the online Contract Management System is unavailable, request Agency approved forms to submit funding requests. Information submitted on paper forms may be required to be resubmitted via Contract Management System.

Grantee is responsible for retention of all payroll records, receipts, invoices, and other forms documenting expenses for which reimbursement is requested under this grant.

Grantee certifies that:

(a) The total amount of Grant Funds requested pursuant to this Funding Request will be used to pay Eligible Expenses, which Eligible Expenses are set forth on the attached budget form in Appendix B.

(b) After giving effect to the disbursement requested pursuant to this Funding Request, the Grant Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 5.1.

(c) The representations and warranties made in the Agreement are true and correct in all material respects as if made on the date hereof;

(d) No Event of Default has occurred and is continuing; and

(e) The undersigned is an officer of Grantee authorized to execute this Funding Request on behalf of Grantee.

ty Department or Commission	Date of Contract	Amount of Contract
an Francisco Preschool for All Data Systems, st Five San Francisco	05/01/08-06/30/2012	\$605.000
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Appendix D--Interests In Other City Contracts

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CHILDRENS COUNCIL OF SAN FRANCISCO

Appendix F – San Francisco Children and Families Commission Tobacco Free Policy

Section 1. Definitions.

As used in this Policy the term:

"City" shall mean the City and County of San Francisco.

"Commission" shall mean the San Francisco Children and Families Commission.

"Contract" shall mean an agreement for grants to be provided, or for goods or services to be purchased out of the San Francisco Children and Families Trust Fund under the control of the Commission and does not include property grants, agreements entered into pursuant to settlement of legal proceedings, or contracts for a cumulative amount of \$5,000 or less per vendor in each fiscal year.

"Contractor" or "Grantee" means any person or persons, firm, partnership, corporation, or combination thereof, who enters into a contract all or part of the funding of which comes from the San Francisco Children and Families Trust Fund.

"Director" shall mean the Executive Director of the San Francisco Children and Families Commission.

"Subcontract" shall mean an agreement to provide goods and/or services, including construction, labor, materials or equipment, to a grantee, if such goods or services are procured or used in the fulfillment of the grantee's obligations arising from a contract subject to this Policy.

"Subcontractor" or "Subgrantee" means any person or persons, firm, partnership, corporation or any combination thereof, who enters into a subcontract with a grantee. Such term shall include any person or entity who enters into an agreement with any subgrantee for the performance of 10 percent or more of any subcontract.

Section 2. Tobacco-Free Policy

(a) Policy Every contract awarded by the Commission shall incorporate by reference and require grantee to comply with the provisions of this section. In addition, all grantees must include or incorporate by reference in all subcontracts and require subgrantees to comply with the requirements of this Policy; failure to do so shall constitute a material breach of contract.

In the performance of a contract, the grantee or subgrantee shall agree as follows:

(1) Smoke-Free Workplaces

The Grantee shall prohibit smoking in its offices, automobiles or at Grantee-sponsored events located in the City and County of San Francisco.

(2) Tobacco Hazards Education and Smoking Cessation Referrals

The Grantee shall make available to clients, employees and community members educational materials, provided by the Commission, on the health hazards of tobacco.

The Grantee shall make available to clients, employees and community members, at the Grantee's offices and service delivery and event sites, information provided by the Commission, regarding smoking cessation services.

(3) Divestment

The Grantee shall divest from any investment in companies that, at the time the Grantee responds to a solicitation of bids from the Commission, derive more than 15 percent of their revenues from tobacco products.

(4) Disclosure of Tobacco Industry Funding

The Grantee shall report annually to the Commission the receipt of any moneys from a person, persons, firm, partnership, corporation, or combination thereof that derives more than 15 percent of its revenue from the production or sales of tobacco products. The report shall include the name of the entity, the amount received, the percentage of the agency's total budget the amount represents, the purpose of the contribution, and any efforts made to obtain alternative funding.

(b) Penalties

- (1) Whenever the Director determines that a person or entity under contract with the Commission has violated any provision of the Tobacco-Free Policy described in section, the Director shall have the authority to impose such sanctions or take such other actions as are designed to ensure compliance with the provisions of this Policy which shall include, but are not limited to:
 - (A) Suspension or termination of a contract;
 - (B) Ordering the withholding of funds due the grantee under any contract with the Commission;
 - (C) Disqualification of a bidder or grantee from eligibility for providing commodities or services to the Commission for a period not to exceed five years, with a right to review and reconsideration by the Commission after two years upon a showing of corrective action indicating violations are not likely to reoccur.
- (2) All contracts shall provide that in the event any grantee fails to comply in good faith with any of the provisions of this Article the grantee shall be liable for liquidated damages in an amount up to five percent of the grantee's net profit under the contract, or ten percent of the total amount of the contract dollars whichever is greater. All contracts shall also contain a provision whereby the grantee acknowledges and agrees that the liquidated damages assessed shall be payable to the Commission upon demand and may be set off against any monies due to the grantee from any contract with the Commission.

Section 3. Waivers and Exceptions

(a) Sole source.

The Director may waive the requirements of this Policy whenever the Director finds that the needed goods or services are available only from a sole source and the prospective grantee is not otherwise currently disqualified from doing business with the City, or from doing business with any governmental agency based on any contract compliance requirements.

(b) No qualified bidders who comply and service/project is essential to City/residents.

After taking all reasonable measures to find an entity that complies with the Policy, the Director may waive any or all of the requirements of this Policy for any contract or bid package advertised and made available to the public, or any competitive or sealed bids received by the Commission as of the date of the enactment of this Policy where the Director determines that there are no qualified responsive bidders or prospective grantees who could be certified by the Commission as being in compliance with the requirements of this Policy and that the contract is for goods, a service or a project that is essential to the City or City residents.

(c) Bulk purchasing arrangements through federal, state, regional or City entities.

The Director may waive the requirements of this Policy where the Director determines that transactions entered into pursuant to bulk purchasing arrangements through federal, State, regional or City entities that actually reduce the Commission's purchasing costs would be in the best interest of the Commission.

(d) Contract serves public benefit.

The Director may waive the requirements of this Policy where the Director determines that the benefit of the contract to the public and the Commission's ability to carry out its charge pursuant to state and local law outweigh the harm in the grantee's noncompliance with the Policy.

(e) Contractor is a public entity.

This Policy shall not apply where the prospective grantee is a public entity or City department and the Director finds that the proposed contract is necessary to serve a substantial public interest.

(f) Requirements violate public agency grant and good faith attempt has been made to change conditions of grant.

This Policy shall not apply where the Director finds that the requirements of this Policy would violate or be inconsistent with the terms or conditions of a grant, subvention or agreement with a public agency or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or agreement, provided that the Director has made a good faith attempt to change the terms or conditions of any such grant, subvention or agreement to authorize application of this Policy.

(g) Retirement and Pension Plans

This Policy shall not apply to a grantee or subgrantee's investment of funds where the funds are held in trust for the benefit of employees or third parties.

(h) Federal or State law

This Policy shall be construed and applied so as not to conflict with applicable federal or State laws, rules or regulations.

Section 4. Effective Date

This policy shall apply to all contracts entered into on or after July 1, 2001.

Appendix G

San Francisco Children and Families Commission Program Activity Report Instruction Sheet

Program Activity Reports provide the San Francisco Children and Families Commission with a detailed and comprehensive description of the accomplishments and activities associated with its grant award.

The Commission requires quarterly reports and an annual report. The information presented in the quarterly reports should highlight the activities that have occurred in the most recent reporting period. The annual report should describe the activities of the last quarter and summarize and evaluate the activities of the whole year.

Quarterly reports should be submitted via the Agency's on line Contract Management System (CMS) one month after the end of each quarter.

Quarterly Program Narrative Reports

Program Reporting

Using the scope of work that is part of your grant agreement, report whether the activities that were planned for each objective occurred within the anticipated time frames.

Describe whether the anticipated output objectives were met, not met, or exceeded.

Provide a narrative description of the activities that occurred to achieve the objectives of the grant agreement. Document your accomplishments with data where appropriate.

Describe circumstances that have contributed toward or hampered the performance of the grant activities or meeting the output objectives. If planned activities and outputs are not being achieved, describe corrective actions that will be taken to achieve the objectives of the grant.

Describe the impact or benefit of the activities produced with the grant funds. Describe the method used to assess the impact or benefit.

Provide copies of materials that publicized grant activities or otherwise demonstrate performance of grant activities. Describe how these materials were used.

Provide hard copies of program outreach materials or reports/analysis that would enhance understanding of program activities to Program Officer for grant. These materials can be forwarded to:

Lisa Lee First 5 San Francisco 1390 Market St., Ste. 318 San Francisco, CA 94102

Annual Program Activity Report

In the annual report, report on all the information requested in the quarterly reports. Provide information for the entire grant year, including the last quarter. In addition, respond to the additional information requested in this section.

Describe the findings of your evaluation activities, including lessons learned in the performance of the grant activities. Also:

- Describe immediate and long term impacts the grant activities had on the issue being addressed by the grant objectives.
- Describe any changes you would make in addressing this issue in future activities or efforts.
- Describe how these lessons will be incorporated into activities within your agency and, if appropriate, shared with other San Francisco agencies.

Describe any activities funded by this grant that will be continued following the end of the grant. Describe how the activities will be funded.

Financial Reporting

Reimbursement requests should be submitted via the Agency's on line Contract Management System (CMS) after the close of the Grantee's books each month. Grantees will need to demonstrate reimbursement requests align with the approved grant budget and if requested produce backup documentation.

First 5 San Francisco participates in the City and County of San Francisco's Citywide Fiscal and Compliance Nonprofit Monitoring program and adheres to its guidelines. Grantee will provide information as requested by Agency staff or other assigned fiscal monitor to demonstrate compliance with the guidelines.

G-2

Appendix H

San Francisco Children and Families First Commission Signature Authority

This verifies that the following persons have authority to sign program and/or fiscal documents and pick up warrants on behalf of

WestEd			
Agency Name, type/print			
First signature Michael Neuenfeldt, Director of Finance and Contracts	· .		-
First Name and Title, type/print	· · · · · · · · · · · · · · · · · · ·		-
Alde			
Second signature			
Second Name and Title, type/print Leah Williams, General Counsel Third signature			<u>.</u> .
Third Name and Title, type/print		·······	-
	·		•
As certified by the Executive Director, <u>Glen Harvey</u>			
Name typed/printed August 16, 2012 Signature Date			

Carroll, John (BOS)

From: Sent: To: Subject:	Maybaum, Erica (BOS) Tuesday, January 24, 2017 1:41 PM Carroll, John (BOS) RE: Contract Amendment - WestEd - Early Care and Education Quality Rating and Improvement System - Not to Exceed \$10,881,026
Categories:	170048
HI John- Sup. Yee would like	e to be added as a sponsor. Do you need anything else from me?
Thanks!	

Erica

From: Carroll, John (BOS)

Sent: Tuesday, January 24, 2017 9:29 AM

To: Maybaum, Erica (BOS) <erica.maybaum@sfgov.org>

Cc: Wong, Linda (BOS) <linda.wong@sfgov.org>; BOS Legislation, (BOS) <bos.legislation@sfgov.org> **Subject:** RE: Contract Amendment - WestEd - Early Care and Education Quality Rating and Improvement System - Not to Exceed \$10,881,026

Hi, Erica,

We received the resolution, and it appears in the back of today's Board agenda (page 24) with today's introduction date. We assigned File No. 170048. The item is introduced with the Department's request. If Supervisor Yee would like to sponsor the matter, we can update the file; it would still have today listed as the introduction date.

Thanks,

John Carroll Legislative Clerk Board of Supervisors San Francisco City Hall, Room 244 San Francisco, CA 94102 (415)554-4445 - Direct | (415)554-5163 - Fax john.carroll@sfgov.org | bos.legislation@sfgov.org

Click here to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center provides 24-hour access to Board of Supervisors legislation and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

-----Original Message-----From: Wong, Linda (BOS)

Sent: Tuesday, January 24, 2017 9:18 AM To: Carroll, John (BOS) <<u>john.carroll@sfgov.org</u>> Subject: FW: Sponsor - Resolution - Subject

-----Original Message-----From: Maybaum, Erica (BOS) Sent: Monday, January 23, 2017 5:21 PM To: Wong, Linda (BOS) <linda.wong@sfgov.org> Cc: Lee, Lisa (CFC) (CHF) (CFC) <lisa.lee@first5sf.org>; Mezquita, Ingrid (CFC) (CHF) (CFC) <ingrid.mezquita@first5sf.org> Subject: FW: Sponsor - Resolution - Subject

Hi Linda- From my understanding the attached Resolution contract amendment between First 5 and West Ed was forwarded to the Clerk's office. Did you receive? Sup. Yee is happy to sponsor and introduce tomorrow, if that is possible. Please let me know if I can simply fill out the intro form or do I need to wait for the redline from the city attorney?

Thanks! Erica

LIICO

-----Original Message-----From: Mezquita, Ingrid (CFC) (CHF) (CFC) Sent: Wednesday, January 11, 2017 4:17 PM To: Maybaum, Erica (BOS) <erica.maybaum@sfgov.org> Subject: FW: Sponsor - Resolution - Subject

Hi Erica,

Happy New Year! I hope this email finds you well and you are enjoying the Supervisor's Norman renewed term.

I wanted to reach out to you hoping that you can help us out with a BOS resolution we require for a grant agreement amendment. We submitted last week through the Clerk's office, and we are hoping it doesn't get buried at the bottom of the heap. Is it possible that you could shepherd through???

Many thank you's.

Warmly,

Ingrid X. Mezquita Executive Director T: 415-437-4649 E: ingrid@first5sf.org

-----Original Message-----From: Lee, Lisa (CFC) (CHF) (CFC) Sent: Wednesday, January 04, 2017 12:18 PM To: BOS Legislation, (BOS) <bos.legislation@sfgov.org> Subject: Sponsor - Resolution - Subject

Dear Ms. Cavillo,

Attached, please find electronic version of proposed resolution for Board of Supervisors approval, which will allow First 5 San Francisco Children and Families Commission (First 5) to amend a contract with WestEd from July 1, 2012 to June 30, 2017 in an amount not to exceed \$10,881,026 to continue to provide technical assistance, training and rating services for early care and education providers in San Francisco.

This proposed resolution is to be compliant with the San Francisco Charter, Section 9.118.

In addition to the Resolution in WORD format, please find supporting documentation in PDF format:

- Ethics Form 126
- WestEd fifth contract amendment
- Draft of WedEd sixth contract amendment

The packet of original documents will be hand delivered today. Please contact Lisa Lee @ 415-934-4855 (lisa.lee@first5sf.org) / (415)317-2634 (CELL) for information regarding this matter.

LISA LEE Senior Program Officer Pathways to Excellence in Early Care & Education

1390 Market Street, Suite 318	TEL: 415-934-4855
San Francisco, CA 94102	FAX: 415-565-0494

Your message is ready to be sent with the following file or link attachments:

Ethics Form 126 Proposed Contract Amendment Resolution West Ed Sixth Contract Amendment Draft WestED Fifth Contract Amendment Ethics Form 126 page 2

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



RECEIVEN LAND OF SEPRIVISIONS SAN FRANCISCO 2017 JAN - 4 PM 12: 34 Suzanne Giraudo, Commission Chair Ingrid Mezquita, Executive Director

> COMMISSIONERS: Linda Asato Sylvia Deporto E'leva Gibson Mary Hansell Zea Malawa Lynn Merz Maria Su Katy Tang

January 3, 2017

Angela Calvillo, Clerk of the Board Board of Supervisors 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Attached please find an original and one copy of proposed resolution for Board of Supervisors approval, which will allow First 5 San Francisco Children and Families Commission (First 5) to amend a contract with WestEd from July 1, 2012 to June 30, 2017 in an amount not to exceed \$10,881,026 to continue to provide technical assistance, coaching, training, and rating services for early care and education providers in San Francisco.

This proposed resolution is to be compliant with the San Francisco Charter, Section 9.118.

The following is a list of accompanying documents (one set):

- Proposed contract amendment resolution
- Ethics Form 126
- WestEd fifth contract amendment
- Draft of WestEd sixth contract amendment

The following person may be contacted regarding this matter: Lisa Lee, 415-934-4855

Sincerely,

Ingrid Mezquita Executive Director First 5 San Francisco

File No. 170048

FORM SFEC-126: NOTIFICATION OF CONTRACT APPROVAL S.F. Campaign and Governmental Conduct Code § 1.126

(S.F. Campaign and Govern	nmental Cond	uct Code § 1.120)
City Elective Officer Information (Please print clearly.)		
Name of City elective officer(s):	City e	lective office(s) held:
Members, Board of Supervisors	Men	bers, Board of Supervisors
Contractor Information (Please print clearly.)		
Name of contractor: WestEd		
VY USULA		
 Please list the names of (1) members of the contractor's board financial officer and chief operating officer; (3) any person we any subcontractor listed in the bid or contract; and (5) any person we additional pages as necessary. 1) Board of Directors: Tacy Ashby, John Baracy, Cecil Brit Delgado, Christopher Deschene, Sydnee Dickson, Rena Doc Franquiz, Ruth Glass, David Gordon, Guadalupe Guerrero, Marsha Hirano-Nakanishi, Tonia Holmes-Sutton, Paul Hou Marsden, Robert McCord, Wade McLean, Thelma Melend Rubalcava, Terry Shoemaker, Pat Skorkowsky, William St Thorne Jr., Thomas Timar, Tom Torlakson, Tina Trujillo, J. See attached for remaining info. 	ho has an owne olitical committ m, Steve Canav orph, Diane Dor , Terry, Hansen Iston, Beverly I ez de Santa An peer, David Spe	ership of 20 percent or more in the contractor; (4) ee sponsored or controlled by the contractor. Use vero, Kenneth Coll, Frances Contreras, Arturo uglas, Dale Erquiaga, Beth Foley, Maria , Glen Harvey, Jay Heiler, Guilbert Hentschke, Hurley, Harold Levine, Carol Lippert, Dale a, Jacob Moore, Thomas Reagan, Jesus erry, Bernice Stafford, Ed Sullivan, Willam
Contractor address: 730 Harrison Street, San Francisco, CA 94107		
Date that contract was approved:	Amoi	unt of contract: \$10,881,026
Describe the nature of the contract that was approved: To amend a contract between First 5 San Francisco and West and rating services for publicly funded early care and education	Ed to provide c on providers se	itywide technical assistance, coaching, training, rving low income children with special needs.
Comments:		
 This contract was approved by (check applicable): □ the City elective officer(s) identified on this form ☑ a board on which the City elective officer(s) serves <u>San F</u> □ the board of a state agency (Health Authority, Housing Authority, Redevelopment Agency Commission, Relocation A appointee of the City elective officer(s) identified on this form 	Print Nam prity Commission Appeals Board,	
Print Name	of Board	
Filer Information (Please print clearly.)		
Name of filer: Angela Calvillo, Clerk of the Board		Contact telephone number: (415) 554-5184
Address:	· · · · · · · · · · · · · · · · · · ·	E-mail:

Address: City Hall, Room 244, San Francisco, CA 94114

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Board.of.Supervisors@sfgov.org

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Form SFEC-126 Notification of Contract Approval

First 5 San Francisco Children and Families Commission – WestEd contract

Additional page for Contractor Information:

2) Executive Team: Glen Harvey, Chief Executive Officer; Nancy Riddle, Chief Financial Officer; Max McConkey, Chief Policy and Communications Officer; Catherine Walcott, Chief Development Officer; Sabrina Laine, Chief Program Officer; Richard Whitmore, Chief Administrative Officer.

3) N/A

4) Subcontractors: City College of San Francisco.

5) N/A