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AMENDED IN COMMITTEE 2/23/17 RESOLUTION NO.

FILE NO. 170048

System - Not to Exceed \$10,881,026]

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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.

[Contract Amendment - WestEd - Early Care and Education Quality Rating and Improvement

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

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

WHEREAS, First 5 San Francisco will issue a competitive request for proposals 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

WHEREAS, 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 reach extension option; 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

| | Item 2 | Department: |
|---|--------------|-----------------------|
| | File 17-0048 | First 5 San Francisco |
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EXECUTIVE SUMMARY

Legislative Objectives

• 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 Quality Rating and Improvement System (QRIS) services for early care and education programs. The sixth amendment increases the contract's amount by \$888,911 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.

Key Points

• 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. WestEd, the contractor, providing QRIS services to First 5 San Francisco, was selected through a competitive process in 2012. The contract has been amended five times, extending the term to June 2017, and increasing the contract amount by \$5,350,610 from the original amount of \$4,641,505 to a total not-to-exceed amount of \$9,992,115.

Fiscal Impact

• The total FY 2016-17 contract budget is \$2,638,911, which includes the increase of \$888,911. This budget of \$2,638,911 is \$350,355 or 15 percent more than the FY 2015-16 budget of \$2,288,566. According to First 5, 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.

Policy Consideration

• The existing contract between First 5 and WestEd to provide QRIS services, which began in 2012 and has been extended to June 2017, does not specify the number of times that the contract may be extended. According to First 5, the QRIS contract will undergo a competitive selection process in March 2017. The proposed resolution should be amended to specify that (1) First 5 San Francisco will issue a Request for Proposals for QRIS services prior to June 2017, and (2) the new contract will specify the total contract term, including extensions.

Recommendations

- 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.
- Approve the proposed resolution as amended.

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.

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

| 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 | 131 Child Care | 137 Child Care | 144 Child Care |
| | Centers ¹ | Centers | Centers | Centers |
| | 220 Family | 199 Family | 233 Family | 250 Family |
| | Child Care ² | Child Care | Child Care | Child Care |
| Rated Sites | 119 Child Care | 131 Child Care | 137 Child Care | 144 Child Care |
| | Centers | Centers | Centers | Centers |
| | 19 Family | 34 Family | 40 Family | 108 Family |
| | Child Care | Child Care | Child Care | Child Care |

Source: First 5 San Francisco

SAN FRANCISCO BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

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.

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.

Table 2. FY 2016-17 WestEd QRIS 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 |

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, which includes the requested additional \$888,911, to be expended in FY 2016-17.

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

| 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% | |

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.

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.

Table 4. WestEd Contract Actual and Projected Expenditures

(July 2012 through June 2017)

| 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 |

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:

- **Definitions.** The following definitions shall apply to this Amendment:
- 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, Fourth amendment. dated May 28, 2014,

dated May 13, 2015, and

Fifth amendment, dated September 7, 2016

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 (\$5,290,513.00) 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 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 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 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 <u>FOUR MILLION NINE HUNDRED SEVENTY-FOUR THOUSAND AND</u> <u>FORTY-SIX</u> 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 (\$64,364) in the period from <u>JULY 1, 2016</u> to <u>JUNE 30, 2017</u>, <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.

12/22/16

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed <u>TEN MILLION EIGHT HUNDRED EIGHTY-ONE THOUSAND AND TWENTY-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 Citatist referenced above. | ty have executed this Amendment as of the date |
|---|--|
| 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 | |
| Ву: | |

Kathleen Murphy
Deputy City Attorney

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

Improvement Component

| | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2016-17 | 2016-17 | 5-Year |
|------------------------|-----------|-----------|-------------|-------------|-----------|--------------|--------------|-------------|
| Category | Actuals | Actuals | Actuals | Actuals | Budget | Augmentation | Contingency* | 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 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2016-17 | 2016-17 | 5-Year |
|------------------------|-----------|-------------|-----------|-------------|-----------|--------------|--------------|-------------|
| | Actuals | Actuals | Actuals | Actuals | Budget | Augmentation | Contingency* | 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

| Companie a mprovement o | | | | | | | | |
|-------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|-------------------------|-------------------------|-----------------|
| 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 Studies | Grant Year: 2016-2017

Project/Initiative: ORIS - 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

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- 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.

| Service: Provide on-site program improvement | service | s to prog | rams to | support | progre | ss upward on the QRIS Matrix. | CMS Activity Set-up |
|---|---------|-----------|---------|---------|--------|---|----------------------------|
| Pertormance Measures | 01 | Q2 | 03 | Q4s | Annual | SI SCANDISCENSION AND AND AND AND AND AND AND AND AND AN | Data Source |
| Number of FCC providers/programs receiving argeted 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 nours 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 Systen |
| 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 Syster |
| 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 Systen |
| providers and mentors. | • | | • | · | • | ess to FCC and center-based providers, and TA | CMS Activity Set-up |
| | O(s) | 02 | Q3 | Q4 | Annua | | Data Source |
| Number of ERS training sessions in multiple languages on ERS. | 2 | 2 | .2 | | 8, | 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 | 15 | 15 | 60 | 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 | 20 | 20 | 80 | Report the number of center-based providers served through ERS training. | |
| Number of CLASS trainings -Infant, Toddler, Pre- | 2 | 2 | 2 | : 2 | . 8 | Report the number of trainings. (1 in each language) | Established |
| K, citywide. | | | • | ' | | | Data System |
| K, citywide. Number of center-based providers served hrough CLASS training. | 30 | . 30 | 30 | 30 | 120 | Report the number of center-based providers who participate in training. (unduplicated) | Data Syste |

Agency/Program Name: WestEd QRIS - Improvement

| | | TC DRDI | P, CSEFE | EL, Learn | ing Fou | ndations and Framework) used in SFQRIS for ECE TA | CMS Activity Set-up |
|---|------------|--------------------|----------|------------------|-----------------------------|--|------------------------|
| specialists, FCC and center-based providers. | | Transfer - V-summe | | | Transferrence to the second | | |
| | | | W Q5 | UA S | | Reporting Instructions 42 | ADELE STOVINGS |
| Provide training including I/T Foundations and | 0 | 1 | 1 | 1 | 3 | One event/series in each language. (Language determined | |
| Framework. | | | | | | based on need English, Spanish, Chinese) | |
| Provide follow-up coaching for participants attending training to support implementation of concepts. | 0 | 60 | 60 | 60 | 180 | Report number of hours of coaching. | |
| Number of FCC providers participating in I/T | 0 | 10 | 10 | 10 | 30 | Report the number of FCC providers participating in | |
| Foundations and Framework training. | ļ <u>-</u> | <u> </u> | | | | training/coaching cohort. | |
| Number of center-based providers participating in I/T Foundations and Framework training. | 0 : | 5 | 5 | 5 | 15 | Report the number of center-based providers participating in training/coaching cohort. | |
| Provide cohort training including Pre-K Foundations and Framework. | 0 | 0 | 1 | 1 | 1 | Provide 1 events/series. (Language determined based on need English, or Spanish) | |
| Provide coaching on Pre-K Foundations and Framework. | 0 | 0 | 40 | 80 | 120 | Report number of hours of coaching. | |
| Number of FCC Providers participating in Pre-K Foundations and Framework . | 0 | 0 | 5 | 5 | 10 | Report the number of FCC providers participating in training/coaching cohort. | |
| Number of center-based providers participating in Pre-K Foundations and Framework Training. | 0 | · 0 | 10 | 10 | 20 | Report the number of center-based providers participating 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 Training. | 5 | 15 | 15 | 10 | 45 | Report the number of FCC providers attending and participating in DRDP training. | |
| Number of center-based providers participating in DRDP Training. | 30 | 3.0 | 30 | .20 | 110 | Report the number of center-based providers attending DRDP training. | |
| Number of PITC training hours provided to FCC providers | 20 | 20 | 30 | 30 | 100 | 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 | 10 | 0 | 0 | 0 | // 10 | Enter unduplicated number of FCC providers. These providers are using leveraged funds: (unduplicated) | system |
| Number of PITC training hours provided to Center-based programs. | 20 | •1 | 15 | · 17 · | 72 | Enter total number of hours of training. This is leveraged funds from PITC state contract. | system |
| Number of Center-based providers participating and PITC Training. | 9 | 0 | Ö | * o [™] | 9 | Enter unduplicated number of center-based providers. These are centers using leveraged funds. (unduplicated) | PITC Data system |

Service: Participation in SF-QRIS development meetings and SF-QRIS stakeholder meetings.

CMS Activity Set-up

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| | | ,- | | | | 5 - Improvement | |
|--|----------------|----------|-------|-------|-------------|--|---|
| | Q10 | # Q2 + # | MI QG | Q4 | Annual | | DataSource |
| Number of SF-QIS stakeholder meetings attended. | 1 | 1 | 1 | 1 | 4 | | 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 |
| | | | | | | | CMS Activity |
| services. | - | _ | | | | l information dissemination about activities and | Set-up |
| | 1001 | 02 | QS | | 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. Note: this will involve the joint efforts of QIS and QRS. | Print and electronic media materials |
| Develop online training options for the provider community. | 0 | 2 | 1 | 1 | 4 | 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 |
| | | | | | ĺ | | |
| Service: PITC Training for infant/toddler teach | * | • | | • | | | CMS Activity Set-up |
| | 850 166 | 02 | Q3 | ## Q4 | Annual | Reporting Instructions | Data Source |
| Number of PITC cohorts served. | 0 | 3 | 0 | 0 | 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 | <i>∴</i> 15 | Enter number of family child care providers participating in the cohorts. | PITC Database |
| Number of center-based providers served. | Ō | 30 | . 0 | 0 | 30 | Enter number of center-based providers participating in the cohorts | PITC Database |
| Number of training hours provided. | 0 | 48 | 60 | 60 | 168 | Enter number of training hours provided. | Sign-in- sheets/PITC Database |

| • | 7.0 | acroan re | agrain ive | ine, we. | sucu witi | 5 - Improvement | |
|---|--|------------|---|------------------------------------|-----------|---|---------------------------------|
| Number of coaching hours provided in coordination with site leadership teams. | 0 - 0 54 54 108 Enter number of onsite coaching/follow-up hours providers. | | 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 | 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 |
| | l : 01 | C 2 | I . 03 | [Q4 | l 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 | C | 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 Systen |
| Number of directors/leaders served through the I/T Leadership strand. | 15 | 0 | 0 | C | 15 | Enter the number leaders attending the meetings. | Established Data Systen |
| Number of I/T classrooms receiving tangible resources? | 0 | 11 | 11 | O | 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 | Q2 | Q3 | Q4 # | Arinual | 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 | - | 40 | Report the number of TA providers attending professional development events. | Registration and Sign-in Sheets |

| 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 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 | 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 | reliabili | ty for eli | gible and | private | pay pro | grams during 2016-2017 fiscal year | CMS Activity Set-up |
|--|------------|------------|-----------|------------|-------------------|--|----------------------------------|
| | 01: | Q2 | Q3 | Q4 | Annual | Reporting Instructions | Data Source |
| Number of ERS assessments are completed | 80 | 80 | 100 | 103 | 363 | Enter number of ERS assessments completed each quarter. | 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 | O . | 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 assessmen | t instrun | nents an | d assess | ment pro | cess to | the provider community | CMS Activity Set-up |
| Performance Measures | Q 1 | Q2 | Q3 | Q 4 | Annual | Reporting Instructions | Data Source |
| Develop online training options for provider community | 1 | 3 | 0 | 0 | - Contract - Chie | 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 nformation/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 QRIS Development Meetings and SF-QRIS stakeholder meetings | | | | | | | CMS Activity Set-up |
|--|-------------|----|----|----|-------|--|------------------------|
| | 01 | Q2 | Q3 | Q4 | Annua | 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 | 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 meet | ings | | | | | | CMS Activity Set-up |
| | (21 | Q2 | 03 | Q4 | Annua | 315 5-25 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-25 1 5-2 | 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. | |

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

and

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.

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- 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 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 THREE MILLION NINE HUNDRED AND EIGHTY-FIVE THOUSAND NINE HUNDRED AND TWENTY-FIVE Dollars (\$3,985,925.00) 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 (\$121,152.00) 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 HUNDRED AND SEVENTY-SEVEN</u> 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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|---|--|--|--|
| | | | |

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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 MULLION TWO HUNDRED NINTY THOUSAND FIVE HUNDRED AND THIRTEEN</u> Dollars (\$5,290,513.00) 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 TWO</u> 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 NINE MILLION NINE-HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTEEN Dollars (\$9,992,115.00) 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.
 - 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.
- 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.

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|-------|--------|----------|
| | | |

- 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.

P-550 (8-15)

6 of 7

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

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CONTRACTOR

Recommended by:

WestEd

Ingrid Mezquita

Executive Director

First/5 San Francisco

Michael Newenfeldt

Director of Finance and Contracts

City vendor number: 90618

Approved as to Form:

Dennis J. Herrera City Attorney

Kathleen Murphy

Deputy City Attorney

P-550 (8-15)

7 of 7

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 | \$792,355 | \$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 |

Agency/Program Name: WestEd QRS

| Service: Conduct program quality reviews with reliability for eligible and private pay programs during 2016-2017 fiscal year | | | | | | | | |
|--|------------|-----------|----------|----------|----------|--|----------------------------------|--|
| Performance:Measures | 01 | Q2 | Q3 | Q4 | Annual | Reporting Instructions | Data Source | |
| Number of ERS assessments are completed | 80 | 80 | 100 | 103 | 240 | Enter number of ERS assessments completed each quarter. | Database and tracking file | |
| Number of CLASS assessments are completed | 30 | 30 | 110 | 101 | 154 | 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). | Survey /database | |
| Number of assessments conducted in a linguistically appropriate way ง ว | 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 fil | |
| Service: Provide information about assessmen | it instrun | nents and | d assess | ment pro | ocess to | the provider community | CMS Activity Set-up | |
| Performance Measures | Q1 | Q2 | Q3 | Q4 | Annual | Reporting Instructions | Data Sourc | |
| Develop online training options for provider community | 1 | 3 | 0 | 0 | 4 | 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 nformation/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 QRIS Development Meetings and SF-QRIS stakeholder meetings | | | | | | | |
|--|-------|----|----|-----|--------|--|------------------------|
| | 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 | 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 QIS

| Service: Provide on-site program improvement services to programs to support progress upward on the QRIS Matrix. | | | | | | | |
|--|----------|---------|-----------|--------|----------|---|----------------------------|
| Performance Measures | Qf | Q2 | es I | Q4 | Annual | Reporting Instructions | Data Source |
| Number of FCC providers/programs receiving cargeted 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 nours 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 n cohort instructional coaching to support quality. | 0 | 10 | 10 | 10 | 30 | Report the total number of providers in cohort instructional coaching | Established Data Syste |
| Number of providers demonstrating improved quality as measured through assessment. | 0 | O | 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 and | d CLASS | s) and as | sessme | nt proce | ss to FCC and center-based providers, and TA | CMS Activit |
| Performance Measures | Q1 | Q2 | Q3 | Q4 | Annual | Reporting Instructions | Data Source |
| Number of ERS training sessions in multiple anguages 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 Syste |
| Number of FCC providers served through ERS raining. | 15 | 15 | 10 | . 10 | 50 | Report the number of center-based Preschool and infant/toddler teachers who participate in training. | Established Data Syste |
| Number of center-based providers served hrough 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 Syste |
| Number of center-based providers served hrough CLASS training. | 20 | 20 | 30 | 30 | 100 | Report the number of center-based providers who participate in training. (unduplicated) | Established Data Syste |
| Number of FCC providers served through CLASS training. | 15 | 15 | 20 | 20 | 70 | Report the number of FCC providers who participate in training. (unduplicated) | Establishe Data Syste |
| | | | | | E 200 | | |

Agency/Program Name: WestEd QIS

| Service: Provide access to additional TA resous specialists, FCC and center-based providers. | ırces (Pi | rc drdf | , CSEFE | L, Learn | ing Fou | ndations and Framework) used in SFQRIS for ECE TA | CMS Activity Set-up |
|---|-----------|---------|---------|----------|----------|--|------------------------|
| | Q1 | Q2 | Q3 | Q4 | Annual | Reporting Instructions | Data Source |
| Provide training including I/T Foundations and Framework. | 0 | 1 | 1 | 0 | 2 | One event/series in each language. (Language determined based on need English, Spanish, Chinese) | |
| Provide follow-up coaching for participants attending training to support implementation of concepts. | 0 | 40 | 40 | . 0 | 80 | Report number of hours of coaching. | |
| Number of FCC providers participating in I/T Foundations and Framework training. | 0 | 10 | 10 | , 0 | 20 | Report the number of FCC providers participating in training/coaching cohort. | |
| Number of center-based providers participating in I/T Foundations and Framework training. | . 0 | 5 | . 5 | 0 | 10 | Report the number of center-based providers participating in training/coaching cohort. | - |
| Provide cohort training including Pre-K Foundations and Framework. | 0 | 0 | 0 | 1 | 1 | Provide 1 events/series. (Language determined based on need English, or Spanish) | |
| Provide coaching on Pre-K Foundations and Framework. | 0 | 0 | 0 | 60 | 60 | Report number of hours of coaching. | |
| Number of FCC Providers participating in Pre-K Foundations and Framework . | 0 | 0 | 0 | 5 | 5 | Report the number of FCC providers participating in training/coaching cohort. | |
| Number of center-based providers participating in Pre-K Foundations and Framework Training. | 0 | 0 | 0 | 10 | 10 | Report the number of center-based providers participating in training/coaching cohort. | |
| Provide DRDP Training. | 1 | 2 | 0: | 0 | <u> </u> | One event/series in each language. (Language determined based on need English, Spanish, Chinese) | · |
| Provide DRDP follow-up technical assistance. | 0 | | 80 | . 80 | | Report the number of coaching hours. | |
| Number of FCC providers participating in DRDP Training. | 5 | 15 | 15 | 10 | 45 | Report the number of FCC providers attending and participating in DRDP training. | · |
| Number of center-based providers participating in DRDP Training. | 30 | 30 | 0 | 0 | 60 | Report the number of center-based providers attending DRDP training. | |
| Number of PITC training hours provided to FCC providers. | 20 | 20 | 30 | 30 | 100 | 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. | 10 | 0 | 0 | 0 | 10 | Enter unduplicated number of FCC providers. These providers are using leveraged funds. (unduplicated) | PITC Data system |
| Number of PITC training hours provided to Center-based programs. | 20 | 20 | 15 | 17 | 72_ | Enter total number of hours of training. This is leveraged funds from PITC state contract. | system |
| Number of Center-based providers participating in PITC Training. | 9 | . 0 | 0 | 0 - | 9 | Enter unduplicated number of center-based providers. These are centers using leveraged funds. (unduplicated) | PITC Data system |

Service: Participation in SF-QRIS development meetings and SF-QRIS stakeholder meetings.

CMS Activity

Set-up

First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QIS

| and the comment of th | ramen NG browner | 425 Q21 VS | Patrick Co. 2 according | denteir (NAmerica | OA maritia ka | Reporting Instructions | Data Source |
|--|------------------|---|-------------------------|-------------------|----------------------------------|--|---|
| | 019E | 2 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | me Q3 | ISIQ4 | the contra a region and analysis | | |
| 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, |
| Number of SF QRIS Consortia Meetings. | 2 | 3 | 3 | 3 | 11 | Report on the number of SFQRIS Consortia meetings facilitated. | agendas Sign-in sheets, |
| 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. | agendas Completed Report |
| Service: Continued implementation of a plan to services. | guide G | Quality C | onnectic | ns outre | each and | information dissemination about activities and | CMS Activity Set-up |
| | Q1+ | Q2 | Q3 | Q4 | 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. Note: this will involve the joint efforts of QIS and QRS. | Print and electronic media materials |
| Develop online training options for the provider community. | 0 | . 1 | 1 | 0 | 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 |
| | | : : : : : : : : : : : : : : : : : : : | | | 英彦 表学: | | |
| Service: PITC Training for infant/toddler teache | ers and/o | or family | child ca | re provid | ders. | | CMS Activity Set-up |
| | Q1 | Q2 /s | Q3 | Q4 | Annual | Reporting Instructions | Data Source |
| Number of PITC cohorts served, | 0 | 2 | 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 | C | 10 | Enter number of family child care providers participating in the cohorts. | PITC Database |
| Number of center-based providers served. | 0 | 20 | 0 | C | 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

| umber of TA Providers attending in-service ays. | 40 | 0 | 0 | 0 | 40 | Report the number of TA providers attending professional development events. | Registration and Sign-in Sheets |
|---|-----------|---------------|------------|--------|------|---|------------------------------------|
| upport in-service professional development ays for I/T TA Providers. | 1 | 0 | 0 | 0 | 1 | Report the number of professional development events facilitated by SFQC QIS. | Registration and Sign-in Sheets |
| | Q1 | Q2 | Q3 | | | Reporting Instructions | Data Source |
| ervice: Capacity Building and Professional D | lopment | nt for T | A Specia | lists. | | | CMS Activity Set-up |
| | i | | | | | | |
| umber of I/T classrooms receiving tangible sources? | 0 | 9 | 9 | 0 | 18 | Enter number of classrooms who are recipients of reosurce sharing. | Coaching expense logs |
| umber of directors/leaders served through the T Leadership strand. | 12 | 0 | 0 | 0 | 12 | Enter the number leaders attending the meetings. | Established Data System |
| acilitate an Infant/Toddler Leadership strand. | 1 | 2 | | 1 | 6 | Enter the number of meetings. | Established Date System |
| umber of coaching hours provided. | 250 | 250 | 250 | 250 | 1000 | Enter number of coaching hours provided. | Coaching logs |
| umber of infant/toddler teachers served. | 50 | 0 | 0 | 0 | 50 | Enter number of IT teachers served through onsite coaching. | Roster |
| umber of IT Classrooms served. | 18 | . 0 | 0 | 0 | 18 | Enter number of classrooms receiving coaching services from SFQC QIS. | Roster |
| | | @ 22 ∰ | Q 3 | | | Reporting Instructions | Data Source |
| ervice: Provide PITC Coaching to identified | nter-base | sed clas | ssrooms. | | | | CMS Activity Set-up |
| umber of providers receiving academic credit. | 0 | 0 | 0 | 30 | 30 | Enter number of participants who are recipients of resource sharing. | Expense Logs |
| pordination with site leadership teams. | O | | | | | to center-based/family child care providers. | Sign-in sheets/PITC Database |
| | 0 | 0 | 36 | 36 | 72 | | |

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 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 DRDP focused cohort to build capacity of TA providers. | |
| Facilitate the CPIN certification process for the Pre-K Foundations and Framework - Volume's I- | 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 | | Report the number of QIS coaches that attended QIS Coach Meetings. (Unduplicated count per session) | Sign-in Sheets |
| | | 7. | | * | | | - 546 - San J-640 - S |

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-HUNDRED AND SEVENTEEN</u> Dollars (\$3,207,717.00) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and <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 TWO MILLION NINE-HUNDRED AND TWELVE THOUSAND FOUR-HUNDRED AND EIGHTY-FIVE Dollars (\$2,912,485.00) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds authorized 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-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 HUNDRED AND TWENTY-FIVE</u> Dollars (\$3,985,925.00) 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 (\$121,152.00) 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 HUNDRED AND SEVENTY-SEVEN</u> 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 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.

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

WestEd

Laurel Kloomd

Executive Director

Michael Neuenfeldt

Director of Finance and Contracts

City vendor number: 90618

Approved as to Form:

Dennis J. Herrera City Attorney

Wirginia 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 <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 Improvement Services exceed <u>THREE MILLION TWO-HUNDRED AND SEVEN THOUSAND SEVEN-HUNDRED AND SEVENTEEN</u> Dollars (\$3,207,717.00) in the period from JULY 1, 2012 to JUNE 30, 2015, plus any Contingent Funds <u>authorized</u> by First 5 San Francisco and <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-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 <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 (\$612,020.00) 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-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.

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

CITY

GRANTEE

Recommended by:

WestEd

Kernh

Executive Director

Michael Negenfeldt

Director of Finance and Contracts

Approved as to Form:

Dennis J. Herrera City Attorney

Virginja Dario-Elizondo

Deputy City Attorney

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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 <u>EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE</u> Dollars (\$867,761.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed ONE-MILLION TWENTY-ONE THOUSAND THREE-HUNDRED AND

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<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-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 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 (\$4,904,078.00) 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:

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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

Recommended by:

Laurel Kloomok
Executive Director
First 5 San Francisco

GRANTEE

WestEd, Center for Child & Family Studies

Michael Nedepfeldt

Director of Pinance and Contracts

Approved as to Form: .

Dennis J. Herrera City Attorney

Bv.

Virginia Dario-Elizondo Deputy City Attorney

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Old Appendix B

Appendix B-Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Scope of Work and Budget.

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

First 5 San Francisco Scope of Work Narrative

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

Project/Initiative: QRIS - Quality Improvement Services

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigclow, 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 oversuching 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 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 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. (Parly 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.

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

| for an average of 2 x a month at 2 hours each. | arvices to | increase | a quality a | is measu: | red by EF | tS scores to providers/classrooms in Q1, Q2, Q3, and Q4 | CMS Activity Set-up |
|---|------------|------------------|------------------|---------------------------|----------------|--|--|
| Petro Esta Pérformance Measures Paris | SALD SE | ##\$ 0.2##\$ | 188 Q3 388 | E# Q48% | *Annual* | 使共和国建筑设施设施Reporting Instructions 2008 | godial Source |
| Number of FCC providers who have scores of 3 and below (1st priority) and 4 and below (2nd priority). | 40 | 4 | 21 | O. | 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 | D | Ď | 6 | Report the number of classrooms receiving coaching | Established Data System |
| Number of QIP's entered into data system | Ω | 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 | a | a | 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 acco | unt for Cl | ASS PIL | is Prograt | m) | | C, center-based, and TA providers and mentors. Note: CMS | Set-up |
| Number of training sessions in multiple | 1 | · Interpretation | i limati ma 4340 | \$ \$45 kb 44 1 25 14 | 7 27 1111 27 7 | Lessings to the relievable and the Little Control of the Control o | |
| | | 1 | 4 | | 1 | TRANACINA COMBAL AT TAININGS RODAL CUANTISTOS INFORMATION | |
| 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 training sessions. Note: Trainings will involve the joint efforts of QIS and QRS particularly in Quarter 1. | Sign-in sheets, agendas |
| and CLASS Tools Number of center-based providers served through ERS training | 50 | 6 50 | £ 50 | 8 50 | 28 | 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. | Sign-in sheets, agendas Sign in sheet |
| and CLASS Tools Number of center-based providers served through ERS training Number of FCC providers served through ERS training. | | | | | | 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. | Sign-in sheets, agendas |
| and CLASS Tools Number of center-based providers served through ERS training Number of FCC providers served through ERS | 50 | 50 | . 20 | 50 | 200 | 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. | Sign-in sheets, agendas Sign in sheet |

| ased providers. | • | | | | | used in SFQRIS for ECE TA specialists, FCC and center- | CMS Activit Set-up |
|---|------------|-----------------------|---------------|-------------|-------------|--|--|
| company derionnance Measures experience at a | 20 less | 2002 mg | rose Cl3stree | ± 66 Q4-266 | †Annual# | imagentimes of the porting, instructions have a property and | t Data: Source |
| rovide four training sessions to inform practice with DRDP | 0 | Ö | 1 | 2 | 3 | Report number of community trainings | Sign-in sheefs, agendas |
| umber of attendees participating in DRDP aining. | Ċ | a | 20 | 40 | 60 | Report number of participants | Sign-in Sheets, agendas |
| umber of CSEFEL Weblnar trainings made ccessible to providers (one in each language, inglish, Spanish, Chinese) | 0 | .0 | 1 | 2 | 3 | Report on number of CSEFEL Weblnare | sign-in sheets, agendas |
| lumber of attendees participating in CSEFEL Vebinars | 0 | B | 30 | 60 | 30 | Report on number of participants in CSEFEL Webinars | Sign-in sheets, agendas |
| lumber of PITC training hours provided to amily Child Care Providers | 33 | 33 | 33 | 33 | 132 | from PITC state contract. This is leveraged funds from the PITC state contract. | PITC Data |
| Number of FCC Providers participating in PITC raining | ٥ | 14 | , D | 0 | 14 | Enter unduplicated number of FCC providers. These providers are using leveraged funds | PITC Data system |
| lumber 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 I n PITC Training | 0 | 7 | 0 | ą | 7 | Enter unduplicated number of center-based providers. These are centers using leveraged funds. | PITC Data system |
| Service: Participation in SF-QRIS Development | _ | | - | | | | CMS Activi Set-up |
| Number of SF-QRIS Development Meetings attended (including both local and regional) | 2 | 2 | · 1 | D | * Annual | Report on number of meetings attended for the SF-QRIS. Note: this will involve the joint efforts of QIS and QRS. | meeting sig in sheets ar minutes |
| Number of SF-QRIS Stakeholder Meetings attended | · 2 | · 1 | 2 | 1 | 6 | Report on number of SF-QRIS Stakeholder Meetings attended | Meeting sig |
| 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 Repart |
| Service: Development and implementation of a p | ian to gu | ide Qual | ity Conne | ections' a | ctivities o | utreach and information activities for QRIS. | CMS Activi Set-up |
| | eus Q.lima | secs Q2 ₂₉ | e form C3 | 3:50 44ac | annua 🚓 | 4 Astronomics and Astronomics Instructions (Astronomics Astronomics Astronomic | ≱Data,Source |
| Number of outreach plans developed | a | . 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. | Oufreach Plan |
| Number of community informational meetings convened to assist providers in understanding the development of the SF-QRIS | 0 | o | 2 | 2 | 4 | Report on number of community informational meetings provided. | sign-in streets/mee |

| | | - | | | | • | |
|---|---|-----|------------|-----|------|--|---|
| Number ofders who participate in the community informational meetings on SF-QRIS | O | 0 . | 6 0 | 60 | 'jed | Report on number of providers who attend community informational meetings | sign-ih sheets/me. 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. | Mesting sign- in |
| Number of quarterly updates to print and electronic media which include fee for service information | í | 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 meterials |

| | ter a marie de sus antiques des antides de serviciones de servicio | | Carried Street, or other Persons. | FTE | | Olier's | Other- | Total |
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| Title . | Магле | Function | • • | (%) | Request- | Cash | | |
| rogram Director II | · Janet L, Poole | Co-program Direc | tor | 0.00 | 7 \$1,208.0 | \$5,141,9 | 2 | \$8,34 |
| Gr. Program Associate II | Arlene R. Paxton | Co-program Direc | :hor | 0,05 | 4 \$7,017.04 | 35,911.4 | ; | \$12,92 |
| n' i logitati Vesettette n | Allelie ve i maiori | as biodami birde | 7041 | 1 | | <u> </u> | | J |
| lesearch Associate II | Marcía J. Walsh | QIS Coordinator | | 0.50 | 0 \$42,924.00 |) \$21,695.4 | 4 | \$84,6 |
| | į | 1 | | | } | j . | 1 | Ī |
| • | <u> </u> | · | | | 1 | | | <u> </u> |
| rogram Associate ! | Margaret L. Bartell | QIS Coach | | 0,50 | | \$18,407.6 | 0 | \$54,82 |
| rogram Associate II | Laura Y. Cheng | QIS Coach | | 0,80 | \$59,065.01 | \$13,401.2 | 5 | \$GB,48 |
| Program Assistant I | Yudy Larraburo Naran | o QiS Coach | | 0.80 | 758,066.CX | \$13,401.2 | 5 | \$66,46 |
| rogram Associate I | Tamarra Barrett | QIS Coach | | 0.80 | J 853,065.00 | \$18,401.2 | 5 | £ \$66,45 |
| (umeT) fallcloed | TBD | QIS Coach | | G.11: | \$12,000,00 | \$10,800,00 | <u> </u> | \$22,80 |
| r, Program Associate II | Melinda Brockshire | Trainer | | 0.009 | | | i | \$1,09 |
| lesearch Associate II | Chert J. Longaker | Treiner | | 0,018 | | | 1 | \$1,57 |
| s. Program Associate I | Janics K Davis | Trainer | | 9.083 | | | | \$9,27 |
| r. Program Associate I | Alfen K. Young | Treloer | ***** | 0.02 | | | | \$2,31 |
| różiam Copránejor I . | Talla J. Leahy | Treitser | | 0.014 | | | | \$85 |
| rogram Associate I (Temp | | Fiscal Analyst | | 0.007 | | | } - | \$72 |
| InStatts Washarde Lift cut | 1 Taller L' VIII Dallita | insem remise | | 0.007 | 1 0.20.00 | ľ | 1 | 412 |
| I Instalaan niergor | Matthew E. Gunnison | Administrative \$Ug | | D ODG | #4 AF | \$2,582,86 | . | ** ** |
| iofiant vererant i | MERRIEM E. GERINADII | Monthlistietae Sof | phorr | 0,000 | \$0.00 | 32,502.01 | ' } | \$2,58 |
| , | 1 | | 1 | • | 1 . | | \$ | |
| | | | | | J |) · | | |
| rogram Cöordinalor II | Susenna H, Camp | Dala Analyat | | D.D64 | \$3,748.00 | \$3,157,29 | | \$10,00 |
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| <u> 22 - 25 (12 - 12) </u> | 1.20 - 444.0 <u> </u> | [01/ | AL PERSONNEL | | 5272,350,00 | 33. | - No. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10 | 76.56 7.7 |
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| enefit Neme | Calculations | | Setery | % | Roquest | Cash | In-Kind | Total |
| ofal Benefita | 36.40 (7% of regular en | oplovees' salaries blua | | 0,353886 | | | 1 | ·\$196,686 |
| , , | leave and 14.7% for ter | nnorantemnlovees |],] | -, | 4==1==1144 | * ITITUDE | ! | & inclusi |
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| le . | Function | | • | FTE (%) | Request | Other- Cash | Other - In-Kind | Tofal |
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| le . | Function | | | | Request \$15,200.00 | | | |
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| le milly Citilid Care Poar | Function incantives | total profession | ALSERVICES | | \$16,200.00° | | | |
| le milly Citilid Care Poar | Function incantives | TOTAL PROFESSION | AL SERVICES | | \$16,200.00° | | | |
| te mily Citild Care Poar nince | Function incantives | TOTAL PROFESSION | : 22A | (%) | \$16,200.00° | Cash | In-Klad | |
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| te milly Citilid Care Poar rifore BCONTRACTS ency dran's Council of SF | Function Incantives Function Glass+ and coaching | Calculation This line ltem amount is pass through costs and does not intiger any administrative costs below. | Program Costs \$165,000.00 | Admin Cosis | \$16,200.00 \$16,200.00 \$cquest \$165,000.00 | Other - Cother - Coth | Other - In-Kind To | \$18,200.0 |
| te milly Citild Care Poar rince BCONTRACTS ency dran's Council of SF | Function Function Class+ and coaching Calculations | Calculation This lins ltem amount is pass through costs and does not trigger any administrative costs balow. TOTAL SUB | Program Gosts \$165,000.00 | Admin Costs | \$16,200.00 \$16,200.00 Request \$165,000.00 | Cash Other-Cash Other-Cash | In-Klod Other - In-Kind To | \$18,200.0 |
| te milly Citilid Care Poar rifore BCONTRACTS ency dran's Council of SF | Function Function Clease and coaching Calculations (SF F5: 8,828 hrs x \$0.01 r | Calculation This lins ltem amount is pass through costs and does not trigger any administrative costs balow. TOTAL SUB | training supplias/i | Admin Costs | \$16,200.00 \$16,200.00 Request \$165,000.00 | Other - Cother - Coth | Other - In-Kind To | \$18,200.0 |
| te milly Citild Care Poar riface BCONTRACTS ency dran's Council of SF DISPARATERIALS ense | Function Function Class+ and coaching Calculations (SF F5: 8,823 hrs x \$0.01 rs | Calculation This lins ltem amount is pass through costs and does not trigger any administrative costs below. TOTAL SUB ata plus any additional to | training supplias/i | Admin Costs | \$16,200.00 \$16,200.00 \$165,000.00 \$165,000.00 \$12,042.00 | Cash Other-Cash Other-Cash | Other - In-Kind To | \$18,200.0 |
| te milly Citild Care Poar riface BCONTRACTS ency dran's Council of SF DERAMINATERIALS ense blies/Materials | Function Function Clease and coaching Calculations (SF F5: 8,828 hrs x \$0.01 r | Calculation This lins ltem amount is pass through costs and does not trigger any administrative costs below. TOTAL SUB ata plus any additional to | training supplias/i | Admin Costs | \$16,200.00 \$16,200.00 Request \$165,000.00 | Cash Other-Cash Other-Cash | Other - In-Kind To | \$18,200.0 *tal \$186,000.0 Total \$17,115.59 |
| te mily Citild Care Poar rince ECONTRACTS Ency dran's Council of SF DERAM MATERIALS Ense plies/Materials Cipant Resource | Function Inpanitives Function Clease + and coaching Calculations SF F5: 8,323 hrs x \$0,01 m CDE: 2,453 hrs x \$0,02 m 200 participante @ \$188 o | Calculation This lins leam amount is pass through costs and doss not trigger any administrative costs balow. TOTAL SUB ate plus any additional to | Program Gosta \$165,000.00 CONTRACTS training supplies/m | Admin Costs | \$15,200.009 \$16,200.00 \$cquest \$165,000.00 \$35,000.00 | Cash Other-Cash | Other - In-Kind To | \$18,200.0 |
| e nily Citild Care Poar niors SEONTRACTS Proy dran's Council of SF SEAM WATERIALS Prase Illes/Materials | Function Function Class+ and coaching Calculations (SF F5: 8,823 hrs x \$0.01 rs | Calculation This lins leam amount is pass through costs and doss not trigger any administrative costs balow. TOTAL SUB ate plus any additional to | Program Gosta \$165,000.00 CONTRACTS training supplies/m | Admin Costs | \$16,200.00 \$16,200.00 \$165,000.00 \$165,000.00 \$12,042.00 | Cash Other-Cash | Other - In-Kind To | \$10,200. *tal \$166,000.0 |

Ested, center for whild and family studies - SF quality connections - quality improvement so that is budget - CMS form 4

| # For day, CDE | paches x 200 tripelyr x \$20/trip Preschool Foundations/Curriculum Frameworks/DROP, 3 people for a \$ /2 night nucleon trip @ \$3,706 nig Year 1. E: 5 Specialists x 100 tripelyr x \$20/trip **TOTAL OTHER STROGRAM EXPENSES culations F5: (\$811,420 - \$93,600 - \$166,000) x 14.4% | \$28,705.00 \$200,191.00 Request \$78,620.00 | \$\$0,000.00 Other - Cash \$31,285.88 | Other - | 633,705 Tof±1 \$110,908 |
|---|--|---|--|---------------------------------------|-------------------------------|
| For day CDE MINISTRATIVE COSTS | Preschool Foundations/Curriculum Frameworks/DROP, 3 people for a 3 /2 night neplocal tip @ \$3,706 nin Year 1. E; 5 Specialists x 100 tripelyr x \$20thp TOTAL OTHER PROGRAM EXPENSES | \$200,191,00 | Other - | | |
| For day COE | Preschool Foundations/Curriculum Frameworks/DROP, 3 people for a 3 /2 night neplocal tip @ \$3,705 nin Year 1. E; 5 Specialists x 100 trips/yr x \$20thp | \ | | | \$33,705 |
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| For day, | Preschool Foundations/Curriculum Frameworks/DROP, 3 people for a 3 /2 night neplocal tip @ \$3,705 nin Year 1. E; 5 Specialists x 100 trips/yr x \$20thp | \ | \$\$0,000.0D | | \$33,705 |
| For day, | Preschool Foundations/Curriculum Frameworks/DROP, 3 people for a 3 /2 night neplocal tip @ \$3,705 nin Year 1. E; 5 Specialists x 100 trips/yr x \$20thp | \ | \$\$0,000. <u>0</u> 0 | | \$33,705 |
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| For | Preschool Foundations/Curriculum Frameworks/DRDP, 3 people for a 3 | \$23,705.00 | \$10,000.00 | · · · · · · · · · · · · · · · · · · · | \$33,705 |
| | | \$23,705.00 | \$10,000.00 | <u> </u> | \$33,708 |
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| nlog Add | llibrial Adivilles - \$59,000; Training Materials - \$6,000, Trais Ere ilam ount is fixed price upon completion and does not rigger any ádditional | 1 . | , , | | |
| hirsg Pyramid Model Gon | npleted Cahort Activities - \$5,000; Second Half Activities - \$ 23,500; | 893,650,00 | , | <u>'</u> | \$93,50 |
| xore ;cpl | E: 2,453 hrs.x \$7.59 rate | 1 | | <u></u> . | |
| | F5: 6,523 hrs x \$7.52 rate | \$49,805.00 | \$18,471.09 | | \$68,27 |
| | E; 2,453 hrs x 50,66 rata | <u> </u> | | | |
| eci Specific Direct SF | F5: 6,623 hz a x \$0,28 rate | \$1,722.00 | \$1,818.98 | | \$3,34 |
| | £ 2,463 hrs x \$4,72 rato | 1 | | | |
| | F6: 6,623 hrs x \$4,75 rate | \$31,459.GO | \$11,578.16 | | 443,03 |
| ensa Cal | culations | Request | Cash | in Kind | Total |

| PERSONNEL | PERSONNEL NARRATIVE |
|---|--|
| At 1 7' 1 LTI. | |
| Title | |
| Program Director II | Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manage oversea outreach, oversee subcontract with Children's Council of SF, oversee QIS perilon of SFQRS web-site, supervise |
| Rasearch Associate it | QIS operationator, arrange training of QIS staff with content expects, and develop training installals Will supervise QIS paschers, colleptors with QRS Coordinator and QFCCN Coordinator, assign programs to QIS |
| Rasearch Assuciate it | opaches based on language needs and geography, conduct ERS and SEQRS training; and coach a limited number of providers |
| Program Associate t | Will provide coaching to disseroum teachers and family whild care providers to increase the quality of the programs and |
| Progrem Associate II . Progrem Assistant I | —fincresse ERS scores, work closely with peer mentors on developing family child care cohorts and conduct for purposes o |
| Program Associate I | training and peer support meetings, collaborate with QFCCN advisors assigned to family child date programs, and |
| (Specialist (Temp) | participate in training |
| Br. Program Associate II | |
| Research Associate II | Will provide treining to QIS team and OFCCN advisors on DRDP IT, Preschool, Early Learning and Development |
| Sr. Program Associate I | Foundations, program guidalinas, and curriculum frameworks |
| Sr. Program Associate I | and solid kradient Baralland and partitional and service |
| Program Good Intitor | |
| Program Associate I (Temp) | SF and peer mentars |
| Program Assistant I | Will support QIS Coordinator and Coaches in processing timestrees, travel claims, ordering supplies and materials, compiling and printing materials, and processing allpends for pear manters and resource materials for providers and classrooms |
| Program Coordinator II | Will support QIS Coordinator and Goachas on data submissions, data analysis, and report preparation, and will oversee |
| salaya — <u></u> | alignation of resource materials |
| | |
| FRINGE BENEFITS | FRINGE BENEFITS NARRATIVE |
| Boneilt Name | |
| Total Benefits | A blended rate is used in cell E29 due to the varying rates between Regular and Temporary Employees. Below is a |
| | breákdown of all hanafils for regular employeas: |
| | Totaf Dental/Medical at 16,134% |
| . • | (Workers' Comp at 0.619% |
| • | Life Inaurance/ADD at 0.893% |
| • | S.T.D. Insurance at 0.084% |
| | L.T.D. Insurance at 0,226% EAP/Cateterla at 0,092% |
| • | Refirement at 14.752% |
| | Supplemental at 1.874% |
| - | Staff Benefits/Reisled Costa at 0,184% |
| | Unemployment Tax at 0.610% |
| | FICA at 1.883% |
| | |
| | |
| PROFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| Title | |
| amily Child Care Pour | Incentives of an everge of \$1,800 cach will be provided to a cadre of a to 13 family child care paer mentors. Working with |
| Mentora . | [the QIS Coordingtor, QIS Cosches, the Quality Family child Care Network Coordingtor and Advisors, the family child care] |
| • | paer mentors will conduct extresion and develop cohort groups of family childcare providers to participate in SFQR9, ER8 |
| · | and other related iraining. |
| And the second second | |
| | |
| UBCONTRACTS | SUBCONTRACTS MARRATIVE |
| | |
| gency | COLUZ- CO DE LO MILLON DE LA COLUMN DE LA CO |
| hildren's Council of SF | Children's Council staff will easist with recruitment, technical assistance for online programs and video equipment, case management, monitoring reports, entering and updefing data into First 5 CA's PROOF database, and coordinating |
| | MyTeaching Pariner sessance and coaches. Includes implementation for 60 preschool teachers and family child care |
| • | providers to perficipate in the 10 month program. |
| · · · · · · · · · · · · · · · · · · · | p |
| | |
| at grave the first of the professional and a consequent | |
| OGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
| | |
| pense | |
| ipplies/Materials | Stationary, pens, writing tablets, markers, clips, notopeds, flip charts and other training materials. |
| //o | |
| rlicipant Resource Materials | Materials naccied for participants. |
| etanalTalanhana | Canarathy the multiple and telegrams intestings and in |
| šiagė/Telephona | General/bulk malling and telacommunications costs. |
| | |

| Printing/Graphics | General office copying and printing of training materials for the ERS, CLASS, ORIS and other training events as well as improved the copying and printing of training materials for the ERS, CLASS, ORIS and other training events as well as improved the copying and printing of training materials. An object of the copying and printing of training materials for the ERS, CLASS, ORIS and other training events as well as |
|---------------------------------------|--|
| | literurente un recitine du catalon dellace um an desdi se senti sullación. |
| Diher program expensi | e other program expenses nargative |
| Expense | And the second of the second o |
| Project Specific Oirect Technology | Computer equipment for QIS Cosones, IT support and network solvipment costs. |
| Project Spacific Dicact Occioansy | Remitocoupancy for project office space for Co-Disentors, Data Analyst and trainers, |
| Project Specific Program Support | includes admin services such se HR, purchesing, insurance, legal, memberatip dues and program services such as stati planning, quality review, stati development, work planning, stati evaluation and library assistance. |
| Teanhig Pyramid Model Trasiling | WestEd Center for Child & Femily Studes, Sun Marcos Office (WastEd) will work with selected trainers and cosches to support continued implementation for cohorts trained during the 2011-2012 school year and coscipate the Tazching Pyramid model training to Preschool For Ali (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 | Alffare and todging are based on current average rates. Per diem is হ্ৰকাল্ডৱৰ্ণ তা হ'ব1.2ক(quarier day. For local traval, par উল্লোচ্চ হৰ ডিজৈয়ে চাৰেম্বেম-ইট, lunch-হ'12, dinner-224. Offiar expenses include ground transportation (shutile, taxis or trains), parking, tolis, and incidentials. Milaage is charged at CA's approved reimburgement rate. |
| administrative costs | administrative costs narrative |
| Jost Name | |
| olal Admin Costs | Includes Board/Board support, Executive Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%, Excludes pass-tinough costs. |
| | |

| · | | | | | |
|-------------|-------------|----------------|-------------|-------|---|
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total | |
| 30 | 0 | 0 | 0 | 30 | • |
| | Add Nev | Performance Mo | easure) | | |

| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
|--------------------------|--------------------|--|---|---------------------------------------|
| 3 | 0 | | <u>oi</u> | |
| erformance M e | asure 2 delete: |) | | |
| lumber of fam ily | child care provid | ers served. | 0 0 00 00 00 00 00 00 00 00 00 00 00 00 | · · · · · · · · · · · · · · · · · · · |
| Data Source an | d Reporting Ins | tructions | flatinishan of Africa areas o | ·· ·· · · · · · · · · · · · · · · · · |
| | | • | | |
| * *** <u>***</u> | | | ,, | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 30 | <u> </u> | | . 0 | 3 |
| erformance Me | easure 3 delete | | | |
| umber of trainin | g hours provided | # - * * * * * * * * * * * * * * * * * * * | | |
| Data Source an | d Reporting Ins | tructions | 41 1 1 1 1 1 1 1 mmm, 14 2/4% | |
| • | | | | |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 50 | | 60 | 50 | 21 |
| erformance Me | asure 4 [delete | } | | |
| lumber of coach | ing hours provide | d. | | *********** |
| Data Source an | d Reporting Ins | tructions | | Micramorphysia news or a |
| | | | | |
| | • | | , | |
| 07/13-09/13 | | 01/14-03/14 | 04/14-06/14 | Total |
| 60 | 100 | 100 | . 100 | 36 |
| erformance Me | asure 5 delete | J | | •• |
| | roviders receiving | Livery agreement on the contract of the contra | * a. a. a \$1475510 abidita—ferromin NWP 14 | [Managerta. |
| ata Source an | d Reporting Ins | tructions | | |
| | | • | | |
| | | • • | | |
| 07/13-09/13 | 10/13-12/13 | | 04/14-06/14 | Total |
| 0 | 15 | 15] | 0 | . 3 |
| erformance Me | asure 6 delete. | | | |
| | , | | • •• | |

| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
|---------------------------------------|------------------|---------------------------------------|---|--------------|
| 50 | 15 | 0 | 0 | 65 |
| Performance Me | asure 4 delete | | | |
| Number of coachi | ng hours provide | ed. | | |
| Data Source and | d Reporting Ins | tructions | | |
| | | , | | · |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 220 | 360 | 380 | 360 | 1320 |
| Performance Me | asure 5 delete | | | • |
| Number of QIP's e | stablished. | | | |
| Data Source and | d Reporting Ins | structions | | |
| | | | | |
| • | | | · | ļ |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 18 | 4 | o | 0 | . 22 |
| Performance Me | asure 6 delete |] | | |
| Number of IT clas | srooms receivin | g tangible resour | ces, | |
| Data Source and | d Reporting Ins | tructions | en Verkenskunder bis er forme om unterkriveren en i betrekende. | |
| | | | | |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | //. Total |
| 0 | 11 | 11 | o | 22 |
| | Add Nev | y Performance M | easure | |
| Service Geste | | · · · · · · · · · · · · · · · · · · · | 56 Produce | |
| 1 | 7 malanda as sau | | | |
| PITC Training for . Needs Activity Se | | rilly critic care pre | Widels | |
| ⊖ Yes '@' No | | | | |
| ○ Yes @ No Performance Me | asure 1 delete |] [| | |

| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 | Total | • |
|--|---------------|---------|
| 0 2 2 2 | | |
| Performance Measure 2 [delets.] | | |
| Number of quarterly updates to print and electronic media which inc | lud! | |
| Data Source and Reporting Instructions | | |
| · | | • • •• |
| | | |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 | Total | |
| | | |
| Add New Performance Measure | | |
| Service <u>deletes</u> | | |
| Provide PITC coaching for 2 CSP classrooms. | | |
| Needs Activity Setup? | | • |
| ○Yes ® No | | |
| Performance Measure 1 <u>delete</u> | ···· · I | |
| Number of IT Classrooms served. |] | |
| Data Source and Reporting Instructions | | |
| | | |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 | Tatal | |
| 18 4 1 0 0 | Tota i | 2 |
| Performance Meacure 7 (delete) | | - |
| Number of administrators served. | | |
| Data Source and Reporting Instructions | | |
| and the second district and the second secon | | مدره وه |
| | | |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 | Total | , |
| 10 5 0 0 | | 1 |
| Performance Measure 3 delete | | ~ |
| 11. — | 1 | |
| Number of infant/toddler teachers served. | | |

| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
|---|
| erformance Measure 2 delete Tumber of SF QIS stateholder meetings attended: Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 1 1 1 1 erformance Measure 3 delete lumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete |
| umber of SF QIS stateholder meetings attended: Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 1 1 1 1 1 erformance Measure 3 delete umber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentati |
| O7/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 1 1 1 1 erformance Measure 3 delete umber of Quality Partner meetings. Oata Source and Reporting Instructions O7/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentati |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 1 1 1 1 erformance Measure 3 delete umber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete sellver QIS needs assessment report to funders and make a presentations |
| erformance Measure 3 delete. Jumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete deliver QIS needs assessment report to funders and make a presentation |
| erformance Measure 3 delete. Jumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete deliver QIS needs assessment report to funders and make a presentation |
| erformance Measure 3 delete. Jumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 3 erformance Measure 4 delete deliver QIS needs assessment report to funders and make a presentation |
| Jumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 erformance Measure 4 delete Deliver QIS needs assessment report to funders and make a presentation |
| Jumber of Quality Partner meetings. Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 erformance Measure 4 delete Deliver QIS needs assessment report to funders and make a presentation |
| Data Source and Reporting Instructions 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 erformance Measure 4 delete beliver QIS needs assessment report to funders and make a presentation |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total 2 3 3 3 erformance Measure 4 delete beliver QIS needs assessment report to funders and make a presentation |
| 2 3 3 3 erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentation |
| 2 3 3 3 erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentation |
| 2 3 3 3 erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentation |
| erformance Measure 4 delete eliver QIS needs assessment report to funders and make a presentation |
| eliver QIS needs assessment report to funders and make a presentati |
| |
| Data Source and Reporting Instructions |
| |
| |
| |
| 07/13-09/13 10/13-12/13 01/14-03/14 04/14-06/14 Total |
| 0 0 1: |
| Add New Performance Measure |
| स्तर्भ स्टा स्ट <u>विकास कर्</u> |
| evelopmetn and implementation of a plan to guide Quality Connections' activeeds Activity Setup? |
| JYes (#) No |
| erformance Measure 1 : delete |
| umber of community informational meetings convened to assist provid |

| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
|--|--|--------------------|--|--|
| 25 | 25 | 43 | 25 | 118 |
| Performance Me | easure 4 delete |] | | |
| Number of FCC p | roviders participa | ating in PITC trai | ning. | |
| Data Source an | d Reporting Ins | tructions | | |
| | . hin han | | · · · · · · · · · · · · · · · · · · · | - |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Ţotal |
| 14 | o | 0 | 0 | 14 |
| Performance Me | easure 5 delete |] | | |
| Number of PITC t | raining hours pro | vided to center- | based programs. | 1 |
| Data Source an | d Reporting Ins | tructions | | |
| | · · · · · · · · · · · · · · · · · · · | | | a a salas as and my mymmer (mode) alternatively. |
| | | | : | , |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 50 | 50 | 50 | 50 | 200 |
| Performance Me | easure 6 delete. |] | | |
| Number of center | r-based providers | s particpating in | PITC training. | |
| Data Source an | d Reporting Ins | tructions | -41 m/-15 4 | |
| No. 2 - 1700 - 1777 - 1778 - 1778 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 - 1779 | | | ······································ | * |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 28 | 0: | 0 | 0 | 28 |
| | Add: New | Performance Me | easure. | |
| Sarvice (delete) | | | · | |
| | ODIC doubleness | et mostione and | CE ONIC stakehol | May seculiums |
| Needs Activity Se | | in neerings and | SF-QRIS stakeho | uei meetings. |
| Performance Me | asure 1 delete |] | | • |
| Number of Bay A | rea QRIS meeting | | | · . |
| Data Source an | ** ** *** ** * * * * * * * * * * * * * | | | d |

| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-05/14 | Total |
|--|--|---|---|---------------|
| . 0 | 2 | | 2 | |
| erformance Me | asure 5 (delete | | | |
| umber of FCC p | roviders served t | hrough CLASS to | aining. | |
| Data Source an | d Reporting Ins | tructions | | |
| | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-06/14 | Total |
| 0 | 25 : | 25 | 25 | ٠. |
| | Add Nev | v Performance M | easure | |
| era wa Iddala | | | | |
| eeds Activity So Yes @ No erformance Me | etup? |] | CSEFEL, Learning | |
| eeds Activity Se OYes @ No erformance Me rovide two DRD | etup? |] ns with TA Profiv | CSEFEL, Learning | |
| eeds Activity So Yes @ No erformance Me rovide two DRD | etup? easure 1 delete P training session |] ns with TA Profiv | · · · · · · · · · · · · · · · · · · · | |
| eeds Activity So Yes @ No erformance Mo rovide two DRD Data Source an | etup? easure 1 delete P training session |] ns with TA Profiv | ers to inform prac | |
| eeds Activity Se O Yes @ No erformance Me rovide two DRD Data Source an | etup? easure 1 delete P training session d Reporting Ins 10/13-12/13 | ostructions 01/14-03/14 | ers to inform prac | tice |
| eeds Activity Se O Yes No erformance Me rovide two DRD Data Source an 07/13-09/13 erformance Me | etup? easure 1 delete training session d Reporting Ins 10/13-12/13 | os with TA Profiv | ers to inform prac 04/14-06/14 0. | tice Total |
| eeds Activity Son Yes © No erformance Morrovide two DRD Data Source and 07/13-09/13 erformance Morrowide M | etup? easure 1 delete P training session d Reporting Ins 10/13-12/13 i easure 2 delete dees participating | os with TA Profivorstructions 01/14-03/14 1 In DRDP training | ers to inform prac | tice Total |
| leeds Activity So O Yes @ No Performance Me Provide two DRD Data Source an 07/13-09/13 Performance Me Jumber of attende | etup? easure 1 delete training session d Reporting Ins 10/13-12/13 | os with TA Profivorstructions 01/14-03/14 1 In DRDP training | ers to inform prac 04/14-06/14 0. | tice Total |
| eeds Activity Son Yes © No erformance Morrovide two DRD Data Source and 07/13-09/13 erformance Morrowide M | etup? easure 1 delete P training session d Reporting Ins 10/13-12/13 i easure 2 delete dees participating | os with TA Profivorstructions 01/14-03/14 1 In DRDP training | ers to inform prac 04/14-06/14 0. | tice Total |
| leeds Activity So Dyes @ No Performance Me Provide two DRD Data Source and Performance Me Jumber of attend Data Source and | etup? casure 1 delete P training session d Reporting Ins 10/13-12/13 increasure 2 delete dees participating d Reporting Ins | ol/14-03/14 ol/14-03/14 lin DRDP training | ers to inform prac 04/14-06/14 0. | Total |
| eeds Activity So Oyes @ No erformance Me Provide two DRD Data Source and O7/13-09/13 erformance Me lumber of attend | etup? easure 1 delete P training session d Reporting Ins 10/13-12/13 i easure 2 delete dees participating | ol/14-03/14 ol/14-03/14 lin DRDP training | ers to inform prac 04/14-06/14 0. | tice Total |

| Number of hours | provided to FCCC | QN providers in t | ne QN In the coho | ort t |
|---------------------------------|---------------------------------------|--|---|---|
| Data Source an | d Reporting Ins | tructions | ·· | |
| | | | · · | |
| | | · | | A |
| 07/13-09/13 | | 01/14-03/14 | | Total |
| <u>0</u>] | 15 | 15 | 10 | 40 |
| • | Add New | / Performance :Me | easure. | |
| Carvice delete | | | | |
| rovide trainingo | n assessment too | ols (ERS, CLASS) | and assessment | process to FC |
| leeds Activity Se O Yes © No | etup? | | | |
| | easure 1 delete |] | | |
| | | | on EBC (ECEDS II | d |
| Data Source an | - / | | on ERS (FCERS, I | LN |
| Dard Codioc di | in respect tilling atte | | | e on an en |
| • | | • | | |
| 07/13-09/13 | | 01/14-03/14 | 04/14-06/14 | // Total |
| 6 | 6 | 6: | | 24 |
| erformance Ma | asure 2 delete | a a a a se | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | |
| | r-based provider | * *************** | ERS training | |
| | d Reporting Ins | | Time timing. | |
| | | | *, 0**6.245.00 (0.700.4.000.000.000.000.000.000.000.000. | and the state of the state of the second second |
| , | | | • | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | 04/14-05/14 | |
| 50 | 50 | 50 | 50 | 200 |
| erformance Me | easure 3 delete |] | | |
| Number of FCC p | roviders served t | hrough ERS train | ilna | · ·]. |
| | d Reporting Ins | | | |
| , | · · · · · · · · · · · · · · · · · · · | 6. g = 19.00 (18.00 = 19.00 graph) | | 1979-1984-1984-1984-1984-1984-1984-1984-198 |
| • | | | | |
| 07/13-09/13 | 10/13-12/13 | 01/14-03/14 | : 04/14-06/14 | Total |
| 50 | 50 | 75] | 50 | 225 |
| erformance Me | asure 4 delete |] | * * * * * * * * * * * * * * * * * * * | |
| | ig sessions in mu | | on CLASS | |
| The English and the second | | | | |

| QRIS Improvement Services FY13/14 | Working 7/13 - 6/14 |
|---|---|
| Program | Status Grant Term |
| Service (deleie) | |
| Provide on-site program improvement services to incre Needs Activity Setup? Oyes © No | ease quality) as measured by |
| Performance Measure 1 delete | |
| Number of FCC providers who have scores of 3 and be | elow (1st priority) |
| Data Source and Reporting Instructions | ************************************** |
| | <u>"</u> |
| | |
| 07/13-09/13 10/13-12/13 01/14-03/14 04 | /14-06/14 Total |
| 50 14 0 | 0 64 |
| Performance Measure 2 delete | |
| Number of QIP's entered into data system. | |
| Data Source and Reporting Instructions | to Branch - Hatch Are Character as a state and thought have been been been been been been been be |
| - 1.1.7 | |
| | ļ |
| 07/13-09/13 10/13-12/13 01/14-03/14 04 | /14-06/14 Total |
| 50 14 0 | o 64 |
| Performance Measure 3 delete | |
| Number of hours provided to FCC for on-site coaching | |
| Data Source and Reporting Instructions | |
| | |
| i | : |
| 07/13-09/13 10/13-12/13 01/14-03/14 04 | /14-06/14 Total |
| 640 640 640 | 640 2560 |
| Performance Measure 4 delete | |
| Number of FCCQN providers participating in cohort train | ining to support d |
| Data Source and Reporting Instructions | |
| | ` |
| | |
| 07/13-09/13 10/13-12/13 01/14-03/14 04 | /14-06/14 Tota l |
| 0 20 20 | 20 60 |
| Performance Measure 5 delete | |

| ATTENDANCE OF SECTION | |
|----------------------------|--|
| OTHER PROGRAM EXPE | FOTHER PROGRAM EXPENSES NARRATIVE |
| | |
| Expenser | |
| 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. |
| Occuparxy . | |
| Project Specific Program . | Includes admin sorvices such as HR, purchasing, insurance legal, memberahip dues and program services such as staff |
| Support | planning, quality review, staff development, work planning, staff evaluation and library assistance. |
| Project \$p∈cific Travel | Alifere and lodging are based on current average rates. Per diem is \$46/day or \$11,25/quarter day. For local fravel, per diem is |
| [| es follows: breakfas+\$9. Unioh-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxia or trains), parking, |
| L · | tolla, and incidentals. Mileage is charged at CA's approved reimbursement rate. |
| Project Specific Direct | Computer equipment for QIS Coeches, I'l support and network/equipment costs. |
| Technology | / |
| Project Specific Program | includes admin services such as HR, purchasing, insurance, legal, memberahip dues and program services such as staff |
| Support | planning, quality reviaw, staff development, work planning, staff evaluation and library sealatance, |
| Project Specific Travel | Airfare and lodging are based on current average rates. Per diem is \$45/day or \$11,25/quarter day. For local travel, per diem is |
| | as follows: breakfast-se, lanch-s12, dinner-s24. Other expenses include ground transportation (shuttle, taxis or trains) parking. |
| | tolls, and lycidentats. Mileago is charged at CA's approved relimbursement rate. |
| | |
| | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE GOSTS NARRATIVE |
| | |
| Cost Name: | |
| Total Admin Costs | Includes Board/Board support, Executive birector's Office, Resource Development, Communications, Contracts, and |
| 1 | Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. |
| | |

| PERSONNEL | PERSONNEL NARRATIVE |
|--|---|
| Title | |
| Senior Program Associate | Will overses the project, cullaborate with QRS Coordinator, oversee outreach, supervise QIS Coordinator, arrange training of locaches with content experts, and develop training materials |
| Program Associate II | Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coundinator, assign programs to QIS coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited number of providers |
| Coaches (Temp) Coaches (Temp) QIS Coach | |
| QIS Coach | ்Will provide PITO coaching to center-based programs and classroom teachors to increase the quality of the programs. |
| 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 QES program included processing of participant support materials, support in data tracking, and preparation of training materials for distribution. |
| | |
| FRINGE BENEFITS | |
| Benefit Năma | |
| Total Barnefits | A blended rate is used in tell E22 due to the varying rates between Regular and Temporary Employees. Below is a breakdown of all henefits for regular employees: Total Deniative dical 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 0.026% EAP/Cafeferia at 0.092% Retirement at 14,753% Supplemental at 1.874% Staff Benefits/Retated Costs at 0.134% Unemployment Tax at 0.510% FICA at 1.883% |
| | |
| (ille | PROFESSIONAL SERVICES NARRATIVE |
| Vicine . | |
| | |
| NDRE | SUBCONTRACTS NARRATIVE |
| SUBCONTRACTS | SUBCONTRACTS NARRATIVE |
| | SUBCONTRACTS NARRATIVE |
| EUBCONTRACTS Agency: | SUBCONTRACTS NARRATIVE PROGRAM MATERIALS NARRATIVE |
| SUBCONTRACTS Agency None PROGRAM MATERIALS | |
| SUBCONTRACTS Agency None PROGRAM MATERIALS Expense Supplies/Materials | PROGRAM MATERIALS NARRATIVE Stationery, pens, writing tablets, markers, clips, notepads, flip charts and other training meterials. |
| SUBCONTRACTS Agency None PROGRAM MATERIALS Expense Supplies/Materials Participant Support Costs | PROGRAM MATERIALS NARRATIVE Stationery, pens, wilking tablets, markers, clips, notepads, flip charts and other training meterials. To support the implementation of Quality Improvement Plans for classrooms and programs. |
| SUBCONTRACTS Agency None PROGRAM MATERIALS Expense Supplies/Materials | PROGRAM MATERIALS NARRATIVE Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials. To support the implementation of Quality improvement Plans for classiforms and programs. General office copying and belepommunications coats. General office copying and printing of training materials for the ERS, CLASS, QRIS and other training events as well as |
| SUBCONTRACTS Agency None PROGRAM MATERIALS Apense Supplies/Materials enticipant Support Costs Costage/Telephrone | PROGRAM MATERIALS NARRATIVE Stationery, pens, willing tablets, markers, clips, notepads, flip charts and other training materials. To support the implementation of Quality Improvement Plans for classrooms and programs. Get-eral/bulk mailing and telecommunications costs. |

| Expense Project Specific Direct | Calculations 306 days x 547.99 rate | <u>rovilm vedertaamystellass</u> myds | Request Cash | [18] 885 |
|-------------------------------------|---|---|--|------------------|
| Technology | 000 days x 541.52 tale | | . \$14,000,00 | 1200/0500000 |
| Project Specific Direct | :306 days x \$13.50 rate | | \$4,131,00 | 4434 |
| Occupancy | <u>}</u> | | | |
| Project Specific Program Support | 305 days x \$53.81 rate | • | \$16,486,00 | 319466 |
| Project Specific Travel | Coach Travel: 5 staff, 88 local trips @ \$ | 20 marida . | \$9,880,00 | \$0680 |
| Lideot affactic travel | Concrete Highert p around an increasing the de- | | φο,υσο,ποί | |
| Project Specific Direct | 72 days x 645.65 rate | | \$3,301.00 | 1 31901 |
| Technology | | | | |
| Project Specific Program | 72 days x \$53.81 raje | | \$3,874.00 | \$53740 |
| Subboar . | | | _ ` | |
| Project Specific Travel | Coach Travel: 3 slaft, 80 local trips @ \$3 | g bet Nb | \$8,400,00 | 384000 |
| | | | 1 | |
| | TOTAL OTHER PROGRA | M EXPENSES | \$\$4,537,60 | |
| ADMINISTRATIVE COST | | | | ia. |
| | | | DCDCDDDCCCCCCCCCCA+1142CDCA+2X8V4ADAAA | Otlier |
| oat Nemes 2005 | | 9 77200000000000000000000000000000000000 | Request Gash | |
| otel Admin Costs | \$283,865 x 14,03% | | 539,827,00 | \$39 6270 |
| | TOTAL ADMINISTRA | ATIVE COSTS | \$39,827.00 | - Sastinger of a |

| PEREGNNEL | | | | | | | |
|--------------------------|--|--|---|------------------|--------------------------|--|---------------------|
| | | | | ETE S | | Office Office | -XV-toláj |
| Tild | Name Paxton. | Function Official | <u> </u> | 2W | Request \$2,444.00 | Cashy, In- | |
| Senior Program Associate | Arlene K | Co-htofbau miscox | | 270° | ት~ ³ 444″πΩ | • | |
| Program Associate | Larraburo, Yudy | QIS Coordinator | | 22% | \$15,588,00 | | 115 686 |
| Coaches (Temp) | 福彦 | JPITC Coaching | | 51% _i | \$54,720.00 _i | | 354720 |
| Coaches (Temp) | TBD | PITC Cahoris | | 32% | \$34,680,00 | | F454580(|
| Q1S Goach | 'Crossloy, Janella L | GIS Gason | | 10% | 57,064.0c | | 17.084 |
| NS Coach | Chaverin, Joya L | QiS Coach | | 10% | \$8,785.00 | | 18,785 |
| DIS Coach | Bartest, Margaret L | QIS Coach | | 10% | 87,361.00 | | 77.38 |
| Program Geordinater II | Camp, Susanna H | Dale Analyst | | 4% | \$2 611.00 | | 12.5 |
| Program Assistant | TBD | Program Support | | 27% | \$13,982.00 | | 2 202 |
| | | TOTA | L PERSONNEL | | \$148,215.00 | Magazinetti, a | |
| FRINCE BENEFITS | gi. egsti | | | | | | |
| Banetit Name | Calculation | | Selary | 4 | | Other Other Cash In | Total |
| Fotal Benefils | | Freguler employees | \$148,215,00 | 23.33% | ¥34,678.00 | <u> </u> | A245761 |
| | salaries plus | sleave and 14.7% for | | | | 1 | |
| | temporary e | ct) (Aes | | 10 | | | |
| | 1. | | 1 | | | | |
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| | | | : 1 | | | í | |
| | į | #ATAL COU | | | | | |
| | | UTAL FRI | iĝe Benefits | | \$34,678.00 | | |
| ROFESSIONAL SERVIC | Ė\$ | | | × 1 | | | |
| iitie | Function | | | FIE | | Other: Other Cash Inc | |
| tone | | 2000 - 2000 - 10 | | 2771203508 | \$0,00 | 2.2.2.14.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2 | 22.35 o |
| | | TOTAL PROFESSION | IAL SERVICES | | \$0.00 | | |
| LECONTRACTS | | | | | | · | |
| | THE PROPERTY OF THE PARTY OF TH | | Program | Admin | | ићег ОМек Cash «lii.» | |
| gency/ lone | : Friicion: | Calculation | \$0.00 | 0.00 | su uo | Castron (112) | Otal |
| | | TOTAL SU | BCONTRACTS | O, D.C. Zinik | \$0,00 | | - CONTRACTOR SALVE |
| ROGRAM MATERIALS | | 202 | | | | · · · · · · · · · · · · · · · · · · · | |
| xpanžą | Calculations | | | | | Other Other . Cash In- | |
| (ibbyies/marcilala | | 0.44 rate plus any addition | <u>rzysukoystkieńsky</u> ej trajnico | | Request | #451 200 (198 <u>0)</u> | fotet 13.885 jit |
| articipant Support Coats | Classroom st | upport: 22 @ \$1,000 each | | | \$22,000.00 | | 3220000 |
| | | 2.68 rate plus any addition | | | \$2,789,00 | [] | \$2,709 oc |
| rinling/Oraphica | ane daya x g. | t.18 rate plus any and add | itional printing cost | (S / | 52,861.00; | i i | \$2,867,00 |
| articipant Support Costs | | Materials: 30 @ \$300 eac | h | | \$9,000,00 | | 50 000 D |
| ostage/Telephone | \$500 for bulk | shipping, TOTAL PROGRA | | | \$60,00 | | \$15,855 CADO |
| | | | | | \$40,535.00 | | |

| other program expe | TOTHER PROGRAM EXPENSES MARRATIVE |
|--------------------------|---|
| | |
| Ехрепае | |
| Project Specific Direct | Computer equipment for QIS Coaches, IT support and network/equipment coals. |
| Тесппојоду | |
| Project Specific Direct | Rent/accupancy for project office space for Co-Directors, Data Analyst and frainers. |
| Оссиралсу | |
| Project Specific Program | includes admin sorvices such as HR, purchasing, insurance, legal, memberahip dues and program services such as staff |
| hoddng | planning, quality review, staff development, work planning, staff evaluation and library assistance. |
| Project Specific Travel | Aufare and kidging are based on current average rates. Per dient is \$45/day or \$11.25/quarter day. For local travel, per |
| | diem is as follows: breakfast-\$8, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, taxls or |
| | trains), perking, tolls, and invidentals. Mileage is charged at CA's approved reimbursement rate. |
| SEFEL Training | (CSEFEL) Includes program services, materials for training participants, and logistics for training. |
| roject Specific Direct | Computer equipment for QIS Cosches, IT support and network/equipment costs. |
| echnology | |
| roject Specific Program | Includes admin services 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. |
| roject Specific Travol | Airfare and lodging are based on current average rates. Per diem is \$45/day or \$11,25/quarter day. For local travel, per |
| | diam is as follows: breakfast 59, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shulfle, taxis or |
| | trains), parkling, tolts, and incidentals. Mileage is charged at CA's approved relimburationant rate. |
| | |
| | |
| idministrative costs | ADMINISTRATIVE COSTS NARRATIVE |
| osl Name | |
| otel 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 1%. |
| | |

WestEd PITC Coaching 2013-2014 Budget Narrative

| PERSONNEL | Personnel Narrative |
|---|--|
| Title | |
| Senior Program Associate | twill eversee the project, collaborate with QRS Coordinator, oversee outreach, supervise QIS Coordinator, arrange training of coaches with content expens, and develop training materials |
| Program Associate II | Will supervise QIS coschers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QIS cosches based on language needs and geography, conduct ERS and SPQRS training, and couch a limited number of providers |
| Coaches (Temp) |] |
| Guaches (Teisp) GlS Coach | |
| Qla Coach | Will provide PITC coaching to center-based programs and classicom teachers to increase the quality of the programs. |
| QIS Coacl: | |
| 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 | |
| Benefit Name | |
| Total Benefits | A blended rate is used in cell E22 due to the varying rates between Regular and Temporary Employees. Below is a |
| | breakdown of all benefits for regular employees: Total Denial/Medical at 16.134% |
| • | Workers' Comp at 0.515% |
| • | Life Insurance/ADD at 0.393% |
| | S.T.D. Insurance at 0.084% |
| | L.T.D. Insurance at 0.220% |
| | EAP/Cafetoria et 0.092% Retirement at 14,753% |
| • | Supplemontal at 1.674% |
| | Staff Benefits/Related Costs at 0,194% |
| | Unemployment 1'ax at 0.510% |
| | FICA at 1.883% |
| | |
| PROFESSIONAL SERVIC | PROFESSIONAL SERVICES NARRATIVE |
| The | |
| None | |
| | |
| SUSCONTRACTS | SUBCONTRACTS NAHRATIVE |
| Agency | |
| None | |
| Program materials | PROGRAM MATERIALS NARRATIVE |
| | |
| Expense | |
| Supplies/Malerials | Stationary, pens, wilting tablets, markers, clips, notepads, flip cherts and other training materials. |
| Parlicipant Support Costs Poetage/Telephone | To support the implementation of Quality Improvement Plans for classrooms and programs. General/bulk mailing and telecommunications costs. |
| Printing/Graphica | General office copying and releasing of training materials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside vandor will be used for bulk printing. |
| | To support the implementation of Quality Improvement Plans for FCC providers engaging in PITC training. |
| retage/Telephone | General/bulk mailing and lelecommunications posts. |
| and the second of the second second second second | |

| OTHER PROGRAM EXPE | NSES | | |
|---------------------------------------|---|---|-----------------------------|
| | | 0113 LAVID 1800 WWW. 622728 WWW. 11180 WW. 1170 WW. | Omeka (*** |
| Expense | Calculations | | Single State |
| Project Specific Direct Fechnology | 306 days x \$47,99 rate | \$ t4.085.00 | \$14,645 |
| Project Specific Direct | 305 days x \$13.50 rate | 54,131,00 | |
| Dextipancy | 000 000 000 000000000000000000000000000 | | |
| Project Specific Program | ;306 days x \$53.61 rate | \$16,468,00 | \$19415 |
| Support | <u> </u> | | |
| roject Specific Travel | Coach Travel: 5 staff, 88 local trips @ \$22 per trip | \$9,680,00 | 59 880 |
| | | () | |
| CSEFEL: Training | | \$73,000.00 | 220,000 |
| Project Specific Direct | 72 days.x \$45,85 rate | \$3,301,00 | 253300 |
| i edylipidak Leloni obserio priser | 172 Dals. 444,00 tau | } | |
| rojact Specific Program | 172 days x \$63,81 rate | \$3,874,007 | 53.672 |
| Support | | | 1000000000 |
| roject Specific Travel | Coach Travel: 3 staff, 80 local trips @ \$35 per trip | \$8,400.00 | |
| | <u>,</u> | | |
| معرون میسالانی | TOTAL OTHER PROGRAM EXPENSES | tion cova | 706370 FA |
| | TOTAL DIRER PROGRAW EXPENSES | \$ 133,537,00 | <u></u> |
| OMINISTRATIVE COSTS | | | |
| | | Other | williasinasi Villiasi (MS.) |
| ost Name olal Admin Costs | \$283,885 x 14,03% | Sequest Cash 599,827,00 | 7,09,027 |
| | James Andrews of Maria | 1 400,021,000 | |
| | Total administrative costs | \$39,827.00 | |
| | 1 | | |
| TOTAL BUDGET R | POLIESTED: | \$395,692.00 | |

| PERSONNEL | . A. A. | | \$ - | | | | |
|--|---|--|---|------------------------|--|----------------------------|---|
| | | | | | | Other Offi | |
| Title 10 10 10 10 10 10 10 10 10 10 10 10 10 | Name | Function | | | Request | Cash 77/10 | Salary 523444 |
| Senior Program Associate | R | ce-broftsin miseciol. | 1 | 2% | \$2,444,00 | | |
| Program Associate II | Larraburo, | QIS Coordenator | | 22% | \$16,688.00 | İ | 1 |
| | Унеў ТВО | market di lala | | 51% | Ac 1 700 00 | ! | 354720 |
| Coaches (Temp) Coaches (Temp) | TBD | PITC Coaching PITC Cohorts | | \$2% | \$54,720.00 \$34,560.00 | : | . 3994.629 1484.580 |
| QIS Coach | Crossley, | QIS Coach | | 10% | . \$7,084.00 | | \$ 57 084 |
| | Janelle L | | | | *** | | |
| QIS Coach | Chevarir, Joya L | QIS Coach | : | 10% | \$8,785.00 | | 48.715 |
| QIS Coach | Barlelt, | Q(\$ Caach | | 10% | \$7,381.00 | | |
| | Margaret L | | i | | | : : | |
| Program Coordinator II | Çamp, | Dala Analyst | | 4% | \$2,611,00 | | 1251 |
| Program Assistant | :Susanna H :TBD | Program Support | | 27% | \$13,982,00 | | 10.002 |
| i i ofitiviti i i oo olo ile | ., | _ •• | | | #12/2012 | | |
| | Service Service | TOTAL | PERSONNEL | | \$146,215.00 | | er er er er er er er er er er er er er e |
| FRINGE BENEFITS | | | | · | | | |
| | | | | | | Other Oth | TENERS STATE |
| Benefit Name | Calculations | | Salary | | | Cash | |
| Total Benefits | | gular empleyees' salaries | \$148,215.00 | 23.33% | 594 578 00 | • | . 104.576 |
| • | ambinyese: | 14,7% for lemporary | | į. | | | |
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| JACOBO JOSEPH JO | distribution and | TOTAL FRIN | GE BENEFITS | MATERIAL SECTION | 534,578.00 | i de terriffan ar | |
| PROFESSIONAL SERVICE | | | | | • | | |
| propessional servici | = 5 | 2000 N. H. D. W. | | SWETENNES | | Official | ###################################### |
| Title | Fünction, | | | | Request \$0.00 | Gash In | Total |
| None |] | Warner Story to resident and all the | ······································ | -41-E 1-4-W | | | TURNAL STATE |
| | | | | | | | 1200 Table 1994 |
| and the same state of the same | | TOTAL PROFESSION | AL SERVICES | | \$0.00 \$0.00 | | [2000] Table 1900] |
| SI IRCONTRACTS | | TOTAL PROFESSION | AL SERVICES | | | | |
| SUBCONTRACTS | | TOTAL PROFESSION | ereatam e | Admin's | \$0.00 | Otrer Cothe | irosono |
| Agoncy | Eunctlon | TOTAL PROFESSION | ereatam e | Admin's | \$0.00 | Otrer Cothe | irosono |
| SUBCONTRACTS Agoney None | Function: | Calculation (| Program Costa \$0.00 | Admin's | \$0.00 Request | Otrer Cothe | irosono |
| Agoncy | Function: | Calculation (| ereatam e | Admin's | \$0.00 | Otrer Cothe | irosono |
| Agoney None | Function: | Calculation (| Program Costa \$0.00 | Admin's | \$0.00 Request | Otrer Cothe | irosono |
| Agoley None PROGRAW MATERIALS | | Calculation (| Program Costa \$0.00 | Admin's | \$0.00 Request \$0.00 \$0.00 | Other Office (Desh Juli | ir STOUBLESS ROOM SECOND |
| Agoncy None PROGRAW MATERIALS Expense | Çalculabons | Calculation () TOTAL SU | Program Coste Coste \$0.00 COMITACIS | Admin's | \$0.00 Request \$0.00 | | ir Siotal S Rockett |
| Agency None PROGRAW MATERIALS Expense Supplies/Materials | Calculations 906 days x \$0.4 | Calculation () TOTAL SUE | Program Coste Coste \$0.00 SCONITACTS | Admin's | \$0.00 Request \$0.00 \$0.00 | Other Office (Desh Juli | 101a 101a 250,005 |
| Agency None PROGRAW MATERIALS Expense Supplies/Materials Participant Support Costs | Calculationa 306 daya x \$0,4 Clasucom supr | Cabulation TOTAL SUE 4 rate plus any additional in ort: 22 @ \$1,000 each | Program CPSTP \$0.00] CCONTRACTS | Admin's | \$0.00 Raduest \$0.00 \$0.00 \$0.00 \$0.00 \$22,000.00 | Other Office (Desh Juli | Total (|
| Agoncy None PROGRAW MATERIALS Expense | Calculations. 306 days x \$0,4 Classicom supp 308 days x \$2,5 | Calculation () TOTAL SUE | Program CD319 \$0.003 SEQUIDACTS sining ostage posts | Admin Costs 0,00 | \$0.00 Request \$0.00 \$0.00 | Other Office (Desh Juli | 101a 101a 250,005 |
| Agoncy None PROGRAWI MATERIALS Expense Supplies/Materials Postage/Telephone Postage/Telephone | Calculations. 306 daya x \$0.4 Classroom supp 308 daya x \$2.5 306 daya x \$1.1 | Calculation TOTAL SIU 4 rate plus any additional is ort 22 @ \$1,000 each 8 rate plus any additional p | Program CD319 \$0.003 SEQUIDACTS sining ostage posts | Admin Costs 0,00 | Request: \$0.00 \$0.00 \$0.00 \$2.000.00 \$2.788.00 \$2.361.00 | Other Office (Desh Juli | TOTAL TOTAL 10 (a) 18 (a) 14 (22) (a) 12 (a) 12 (a) 13 (a) 14 (a) 15 (a) 16 (a) 17 (a) 18 |
| Agoncy None PROGRAWI WATERIALS Expense Expense Supplies/Materials Participant Support Costs Postage/Telephone Printing/Graphics Participant Support Costs | Calculations. 306 daya x \$0.4 Classroom supp 308 daya x \$2.5 306 daya x \$1.1 | Calculation TOTAL SIU A rate plus any additional in ont: 22 @ \$1,000 each 8 rate plus any additional p 8 rate plus any additional p 8 rate plus any and addition pterials; 30 @ \$900 each | Program CD319 \$0.003 SEQUIDACTS sining ostage posts | Admin Costs 0,00 | \$0.00 Raduest \$0.00 \$0.00 \$0.00 \$2.000.00 \$22,000.00 \$2.78e.00 | Other Office (Desh Juli | TOTAL SEC. 1048. 1048. 250,145. 250,1 |

New Appendix B

| THER PROGRAM EXPENSES OTHER PROGRAM EXPENSES NARRATIVE (perise) Tyent Specific Direct Technology (perise) Tyent Specific Program Support (perise) Tyent Specific Travel (perise) Tyent Specifi | | · · · · · · · · · · · · · · · · · · · |
|---|-------------------------------------|--|
| Trient Specific Direct Technology Toject Specific Direct Technology Toject Specific Program Support Trient Specific Program Suppo | THER PROGRAM EXPENSES | OTHER PROGRAM EXPENSES NARRATIVE |
| Trient Specific Direct Technology Toject Specific Direct Technology Toject Specific Program Support Trient Specific Program Support Specific Specific Specific Specific Program Specific Spec | | |
| Rent/occusancy for project office space for Co-Directors; Date Analyst and trainers. Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. Alitare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is acfollows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, texts or trains), parking, tolla, and incidentals. Mileage is charged at CA's approved reimbursement rate. DININISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE ast Name Includes board/Board support, Executive Director's Office, Resource Development, Constraint and | | Towns the Anti-provide Old Consider IV transport and a chart foot inmail again |
| Includes admin services such as HR, purchasing, insurance, legal, memberahip dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. All lare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quartor day. For local travel, per digm is as follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, lax's or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved mimbursoment rate. DMINISTRATIVE COSTS ADMINISTRATIVE COSTS MARRATIVE St. Name: Includes board/Board support, Executive Director's Office, Resource Development, Constructs, and | plent abrication refers techniqued. | Computer exhibitions for consistent a subject tara neuronostation (02/2) |
| planning, quality review, staff development, work planning, staff evaluation and library assistance. All fare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is at follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, texts or trains), parking, tolla, and incidentals. Mileage is charged at CA's approved reimbursement rate. DMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE SEL Name: Staff development, work planning, staff evaluation and library assistance. All fare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is follows: breakfast, specially and incidentals. Mileage is charged at CA's approved reimbursement rate. DMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE SEL Name: Staff development, work planning, staff evaluation and library assistance. All fare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is follows: breakfast, specially and support at the staff development, constitution and library assistance. All fare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is follows: breakfast, roject Speciale Direct Occupancy | |
| Alriare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is as follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, texts or trains), parking, tolla, and incidentals. Mileage is charged at CA's approved reimbursement rate. MINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE pst Name stal Admin Costs Includes Board/Board support, Executive Director's Office, Resource Development, Costsalunications, Configerts, and | oject Specific Program Support | Includes admin services such as HR, purchasing, insurance, legal, memberahip dues and program services such as stall |
| as follows: breakfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (shuttle, tax's or trains), parking, tolla, and incidentals. Mileage is charged at CA's approved reimbussement rate. MINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE pat Name pat Admin Costs Includes Board/Board support, Executive Director's Office, Resource Development, Costsauthications, Configerts, and | | plainting, quality review, staff development, work planning, staff evaluation and library assistance. |
| tolla, and Incidentals. Mileage is charged at CA's approved reimbursoment rate. DMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE Ost Name stal Admin Costs Includes Board/Board support, Executive Director's Office, Resource Development, Coststauthications, Configerts, and | oject Specific Fravel | Alriare and lodging are based on current everage rates. Per digm is \$45/day or \$11.25/quarter day. For local travel, per digm is |
| DMINISTRATIVE COSTS ADMINISTRATIVE COSTS NARRATIVE OST Name Stal Admin Costs Includes Board/Board support, Executive Director's Office, Resource Development, Constitutions, Confirects, and | | |
| ost Name: stal Admin Costs : Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Confracts, and | | COLD, ELIC MENEGRANS, Tellerage is onergod to O/O approved tellinoteconnial title. |
| ost Name: stal Admin Costs : Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Confracts, and | | |
| stal Admin Costs . Includes troord/Board support, Executive Director's Office, Resource Development, Communications, Confracts, and | oministrative costs | ADMINISTRATIVE COSTS NARRATIVE |
| stal Admin Costs . Includes troord/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and | | |
| | ost Name | |
| Accounting/f*Inance Services. Additional admin costs are applied at a rate of 2%, Excludes pass-through costs. | | |
| Maria and Advid Artesperature, in a last color and a color artesperation and a second transferance in the color | | Abcounting/finance Sarvices. Additional admin coats are applied at a rate of 2%, Excludes pass-th/ough costs. |
| | | autoria de la companya del companya de la companya del companya de la companya del companya de la companya de la companya de la companya del companya de la companya del companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya del companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la comp |
| | | |

| PERSONNEL | PERSONNEL MARRATIVE |
|--|--|
| | |
| TILO | The second secon |
| Sr. Program Associato II | Will oversee QIS project, collaborate with QRS Coordinates, Quality Family Child Care Natwork Coordinator and Manager, oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS |
| 1 | Coordinator, arrange training of QIS staff with content experts, and develop training materials |
| Program Associate | Will streetles OIS counters, collaborate with ORS Coordinator and OFCCN Coordinator, assign programs to QIS coaches |
| LAMBERT WERCOSTS II | based on language needs and geography, conduct ERS and SFORS training, and coach a limited number of providers |
| Progrem Associate (| |
| | Will provide coaching to classroom teachers and family child care providers to increase the quality of the programs and increase |
| Program Associate [] | ERS scores, work closely with poer mentors on developing family child care cohorla and conduct for purposes of training and |
| | peer allegent meetings, collaborate with OFCCN advisors assigned to family child care programs, and participate in training |
| Program Associate I | |
| Program Associate I (Temp) | Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council of SF |
| LIDRIEN LASCOING (() EILID) | end peer mentors |
| Program Coordinator II | Will support QIS Coordinator and Coaches on data submissions, data spalysis, and report preparation, and will oversee |
| | allonation of resource वार्यादांबाव |
| | |
| | and the state of t |
| FRINGE BENEFITS | FRINGE BENEFITS NARRATINE |
| | |
| Banafit Name | |
| Total Benefits | A blendad rate is used in call E28 dua to the varying rates between Regular and Temperary Employees. Befow is a breakdown |
| | of all benefits for regular employees: Total Dental/Medical at 16.134% |
| | Yorkers' Comp at 0,519% |
| | Lifa Insurance/ADD at 0,383% |
| | S.T.D. Insurance at 0.084% |
| | L.T.D. Insurance at 0.226% |
| } | EAP/Cafeteria at 0.092% |
| 1. | Reference at 14,753% |
| • | Supplemental at 1.674% |
| ' | Staff Benofils/Related Costs at 0.134% |
| | Unemployment Tax at 0.510% FIGA at 1.883% |
| | FIGH & LOOP |
| (2) (2) (2) (2) (2) (2) (3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4 | |
| | |
| PROFESSIONAL SERVICES | PROFESSIONAL SERVICES WARRATIVE |
| | |
| U18524 280 25 25 25 25 25 25 25 25 25 25 25 25 25 | |
| | |
| • | |
| SUBCONTRACTS | SUBCONTRACTS MARRATIVE |
| states following a Japantal to contact that | |
| Agency | |
| Children'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 Final 5 CA's PROOF database, and postiniating MyTeaching |
| | Partiner assessors and coachos. Includes implementation for 60 prescript teachers and family child care providers to |
| <u> </u> | participate in the 10 month program. |
| | |
| | |
| PROGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
| | |
| Expense | LONG STATE OF THE PROPERTY OF |
| Supplies/Materials | Stationery, pons, writing isblete, markers, clips, notepeds, frip charts and other training materials. |
| Classroom Resource Materials | Materials needed for participants. |
| Postage/Telephone | General/bulk malling and reference unications costs. General office copying and printing of fraining materials for the ERS, CLASS, QRFS and other training events as well as |
| Priming/Graphics | marketing materials. An outside versioning materials source profit printing. |
| Subasstança | Confinencial Breakfest and Limb for attendee's at 4 Seminars, approximately 40 attendees per event |
| | Secure of the state of the secure of the sec |

SENGY NAME 12-13 BUDGET - GMS FORM 4

| ensę | | Reguesta | eash aln | Kindus syöläis |
|---|--|-----------------|------------|--------------------|
| act Specific Direct hnology | 849 hrs x \$4.78 rate | \$4,061,00 | \$0.00 | \$0.00 384 16 0 |
| est Specialo Direct Occupant | 184P hrs x \$1.03 rate | \$675.00 | 80.00 | \$0,00 \$8,8875 |
| oct Specific Program Support | 849 hrs x \$7,53 rate | \$6,393,00 | \$0.00 | \$0,00 \$6,393.0 |
| act Specific Travel | Coach travel: 3 coaches x 256 trips x \$25/lrip Seminar travel: 4 slaff x 2 trips x \$25/lrip | \$20,075.00 | \$0.00 | 80.00 \$20,075.0 |
| | total other program expens | ES 531,404.00 | <u> </u> | |
| NNISTRATIVE COSTS | | | | TA TARAKSA |
| Namo | Chiculations | | ther 10 Ot | jer (inc. Total |
| l Admin Costs | (\$115,263 - \$10,888) x 14.4% | \$15,030.00 | \$0.00 | \$0.00 \$15,030.0 |
| SANTANA NA PARA | TOTAL ADMINISTRATIVE COS | T\$ \$15,030.0D | | 1.226.4.7623.46 |

| PERSONNEL | | | | ETES S | | Töthere | | Total |
|--|--|--|----------------|--------------------|---|------------------|---|--|
| Ar. Program Associate II | | Function Go-program Director | | 23.1% (C.22) 4% | \$4,878.00 | \$0.00 | \$0.00 | 531317 1416701 |
| Program Associate II | Yudy Lameburo | QIS Coprdinator | | 4% | \$3,087.00 | \$0.00 | <u>\$a.00</u> | 48.087.0 |
| Ргодуаті Аьвосіява | Naranjo Joy e Chavarin | QIS CORCH | · · · · · · | 11% | \$9,787.00 | \$0.0b | \$0.00 | 19787 C |
| Program Associate II | Laura Y. Cheng | Ols Coach | | 12% | \$6,825,00 | \$0.00 | \$0.00 | 16.825.0 |
| Program Asapciate t | i Shepardson, Susan F | QIS Coach | | 12% | \$8,870.00 | \$0.00 | \$0.00 | e 11. 570 (|
| Program Associate I (Temp) | Janet P. Kinoshlia | I ¹ Iscal Analyst | | 1% | \$980,00 | \$0.00 | \$D.00 | 3960 (|
| Program Coordinator II | Sussana H. Camp | Data Analyst | | 4% | \$2,499,00 | \$0.00 | \$0.00 | \$24990 |
| | | TOTALP | ERSONNEL | | \$26,286.00 | eren aşşı | | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |
| FRINGE BENEFITS | The second of th | W 000 - 1 - 2 - 000 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | | | Open and the control of the control | | 7 | od brownia i bro |
| Benefit Name | Calculations | | Salary | | . Raquest | Cash | if Klpd | Total |
| Total Benefits | 36,4017% of regular et and 14.7% for tempora | mployees' salbries plus foave | \$36,286,00 | | \$11,583.00 | \$0.00 | \$0.0G); | \$11,583.0 |
| | ∤ ₹ | | | | | | . [| |
| | | • ' | | | | ļ | | |
| | - | | | (X) | | į | · | |
| | | | | | | . [| 100 | |
| | l · | | Ì | | | : | | |
| | | TOTAL FRINGE | BEMERITS | | \$11,553.00 | | | |
| Professional Services | | | 49.000 | | ésaltro II | | de la la la la la la la la la la la la la | |
| Titië | Puriction 3 | | | FIE | Request. | | Other :: In kind & | Total |
| |) , | TOTAL PROFESSIONAL | SERVICES | | 30.00 | <u>, j</u> | | \$0.00 |
| BUBCONTRACTS | | | | | | | | |
| \$10\diversity;;;\$10000000000000000000000000000000000 | | Calculation | Program | Admijik Costas | Request | Other | | |
| Agency Children's Council of SF | Gtass+ and caeching | This line flem amount is pass through costs and does not | \$10,888,01 | | \$10,888.00 | \$0,00 \$0,00 | \$0.00% | 5 10 888, O |
| ŗ | | pelow. judilet aut aquirulettapo oberg rundallu coera and nose trut | | | | | (i) | |
| | | TOTAL SUBC | INTRACTS | Park | \$10,068.00 | | | 25-11-5-204-5-20 |
| PROGRAM MATERIALS | | | | | San San Dia | | | |
| xpense | Calculations | | | | Requests | Cash | Other in Kind | Total |
| Classroom Resource Materiala | 18 Classrooms @ \$1,0 | s eny additional training supplies DD each | | | \$480,00 \$10,000,00 | \$0.00° | | \$490,00 118,000.00 |
| Postage/Telephore Printing/Graphics | 849 hrs x 50.12 rata plu 849 hrs x \$0.06 rata plu | a any additional train'ng aupplies any additional training gupplies | /materials | | \$184.00 \$1,878.00 | \$0.00 | \$0.00 <u>\</u> \$0.00 | \$154,00 \$1,57 E.do |
| Subsistence . | 160 participants @ \$\$C | eacly | | | \$4,800,00 | \$D. 00! | \$0.00 <u>%</u> | 34 800 00 |
| | STRANSPORTER POLICES | TOTAL PROGRAM M | ATERIALS | | \$25,122.00 | | | |

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

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

| | verage of 30 hc | ours each. Tot | al 540 ho | urs | • | CMS Activity Set-up |
|---|---|-----------------------------------|----------------------------|--------------------------|--|---|
| navaninganinganinganingan | nas - B description and a company and or | . Linear sentings Linear Lawrence | | grija hiremospis | P-Est subgrander transported 25 on 2012 — where the subfigure of the properties of t | 7 FOLLIGH 25 |
| | 66 28 C 1 1 1 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 | | EX Q41686 | | Begorting instructions. | |
| lumber of PFA IT Classrooms Served | <u> </u> | 18 | | 18 | Enter number of PFA Infant Toddier classroom receiving coaching services from SF QI | Roster |
| lumber of Administrators Served | | 10 | 1 | 10 | Enter number of administrators informed about and/or participating in | Roster |
| Number of Infant/Toddler Teachers Served | | 54 | 이 | 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 logs |
| Number of IT classrooms receiving tangible esources | | 18 | Ö | 18 | Enter number of classrooms who are recipients of reosurce sharing. | Coaching expense logs |
| | | | | | | |
| | | | n unders | tanding | best practice for infants and toddlers based on the | CMS Activit |
| alifornia State Department of Education Ea | arly Learning at | nd Developme | nt Syster | n inclu £Anaual | ing the Infant/Toddler Foundations, CSEFEL, | © Data Source |
| Performance:Measures | arly Learning as | nd Developme | nt Syster | *Annual | ing the Infant/Toddler Foundations, CSEFEL, | |
| California State Department of Education Ea | arly Learning at | nd Developme | nt Syster | m inclue £Anaual 4 | ing the Infant/Toddier Foundations, CSEFEL, | s Data Source Flyers |
| Performance Measures (1997) Number of Seminars Provided | arly Learning at | nd Developme 2288 | nt Syster | *Annual | ing the Infant/Toddler Foundations, CSEFEL, | |
| Performance:Measures | arly Learning at | 12231 Q3337 1 | 3 (Q4) | ¥Annual 4 | ding the Infant/Toddier Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter | Flyers Rosters Sign In |
| Performance Measures Number of Seminars Provided Number of administrators participating | arly Learning at | 12:55 Y Q3:55 Y | 3(5 | *Annual 4 10 | Enter number of administrators participating | Flyers |
| Number of Teachers Participating | ## C1 ## FFF | 1 1 5 5 40 | 3(5 | *Annual 4 10 | Enter number of administrators participating | Flyers Rosters Sign In |
| Number of Seminars Provided Number of administrators participating Number of Teachers Participating. Service: Onsite CLASS Training for Preschool | ool for All Provi | 1 1 5 40 iders | 3 5 120 | 4 10. 160 | Enter number of administrators participating Enter number of teachers participating | Rosters Sign In sheets CMS Activ |
| Performance Measures Number of Seminars Provided Number of administrators participating Number of Teachers Participating. Service: Onsite CLASS Training for Presche | ool for All Provi | 1 1 5 40 iders | 3 5 120 | 4 10. 160 | Enter number of administrators participating Enter number of teachers participating. | Rosters Sign In sheets CMS Activ |
| Number of Seminars Provided Number of administrators participating Number of Teachers Participating. Service: Onsite CLASS Training for Preschool | ool for All Provi | 1 1 5 5 40 iders | 3 5 120 | 4 10. 160 **Annua** 20 | Enter number of administrators participating Enter number of teachers participating | Rosters Sign In sheets CMS Active Set-up Spata Solvice eventbrite |
| Number of Seminars Provided Number of administrators participating Number of Teachers Participating Service: Onsite CLASS Training for Preschools Number of Seminars Provided | ool for All Provi | 1 1 5 5 40 40 ders | 3 3 120 120 10 | 4 10. 150 SARRUS 20 20 | Enter number of seminars completed each quarter Enter number of administrators participating Enter number of teachers participating. Reporting lustractions Enter number of onsite training provided each quarter | Rosters Sign In sheets CMS Active Set-Up Set-Up Set-Up eventbrite |

| ERSONNEL | PERSONNEL MARRATIVE |
|--|--|
| | |
| cnior Research Associate | Managa migralion of review data to QRIS data base. Secure and train additional (CLASS secesors), and oversee |
| | additional translation of documents and wabsite content. |
| • | |
| eseardii Associale I | Manage daily project operations such as scheduling of additional assessments, support additional assessors in condu |
| •• | Toddior CLASS assessements, and updates to wabsito content and documents. |
| rogram Assistant I | Data entry of additional assassments, process schoolding and reports for additional assessments. |
| iofium Vederant i | Date till) At addingtor granstitions: broose conversal and selection in definition assembly |
| | |
| | MANUAL BRANCHYS AND TATAL |
| ringe benefits | FRINGE BENEFITS NARRATIVE |
| enem Kame | |
| olal Bondilis | A blanded rate is used in out E28 due to the varying rates between Regular and Temporary Employees. Delow is a |
| | breaktiown of all benefils for regular employees: |
| • | Total DentalMedical at 10,134% Workers' Comp at 0,519% |
| • | [Life insurance/ADD at 0.395% |
| | S.T.O. Insurance at 0.084% |
| | L.T.D. Insurance & 0.226% EAP(Cafetex)a at 0.092% |
| | Refirement at 14.753% |
| • | Supplemental of 1.676% |
| • | Slaff Bantik/Related Costs et 0.134% Unemployment Tax at 0.510% |
| | FICA al 1.883% |
| | |
| | |
| OFESSIONAL SERVICES | PROPESSIONAL SERVICES NARRATIVE |
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| | |
| | 0 |
| | |
| BCONTRACTS | SUBCONTRACTS NARRATIVE |
| | |
| ВПСУ | |
| | |
| | |
| OGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
| | |
| pense | |
| pp lic s/Walter la lis stage/Telephonio | Slationary, pens, writing Maleks, markers, clips, notepads, flip charts and প্রীন্তা training materials, General/bulk mailing and (elecommunications costs, |
| nting/Graphica | General office copying and printing of training muletials as theil as marketing materials. |
| | |
| | |
| HER PROGRAM EXPENSES | OTHER PROGRAM EXPENSES MARRATIVE |
| 160se | |
| jor: Specific Direct Technology | Computer equipment for OIS Coaches, IT stropped and network/equipment costs. |
| . , , | |
| post Specific Direct Occupancy | Rentrocurpanty for project office apace for project staff. |
| ject Specific Program Support | হিল্লেখনৰ admin services ধানে ওছ HR, pumbasing, insurance, legal, memberskip dues and program services such প্র ভার |
| · · · · · · · · · · · · · · · · · · · | planning, quality review, staff dovelopment, work planning, staff everuation and forery assistance. |
| | Teachalous Toddier CLASS irolning be, majeylals for taining participants, and bolls has for training. |
| | স্বিল্যঃ(allon of updales of wobsite content ead documents posted on project website into Chinosa and Spanists. |
| | |
| | |
| Winistrative Costs | ADMINISTRATIVE COSTS NARRATIVE |
| WINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARVATIVE |
| st Name | |
| | ADMINISTRATIVE COSTS MARRATIVE [Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Acceptaling/Finance Services. |

| PERSONNEL | | | SET EVEN | | Ölher 3 | | e Tobie |
|--|--|---|-----------------------------------|-----------------------------|---------------------------------------|------------------------|----------------------|
| ritle. Sanloz Resosrch Associale I | Names Sur 17 Lopez, Gabriela S | Function 2000 Manager | 25% | \$22,972.GD | \$5,00 00,00 | 10-Klide - 20 50.00 | \$500ery \$22,072 |
| | | | <u> </u> | i | | | |
| Research Asséclate F | Schelbe, Joselya A | Project Menager | 20% | 818, 947,0D; | \$0.00 | 8D.00 | 818 (47 |
| Zogram: Assistant I | 'Baïocchi, Aliria L | Quality Review Assistant | 15% | \$7.952.00° | \$0,00 | \$0.03 | 7 å62 |
| Charles Space Age of the Control of | | TOTAL PERSONNE | | \$49,081,00 | | : | |
| RINGE BENEFITS | | | | | oner | Öther | |
| Jenefit Nama Fotal Banefits | Catcutation # 36,40,17% of regular ompl | | 0 38.4011% 38.4011% | Request:: 2. \$17,986,00 | \$0.00 | in Kind | Tatal 517,864 |
| • | and 14.7% for temporary o | | | | | | |
| | 1 | \$ \$ | | | | | |
| | | : | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | TOTAL FRINGE BENEFIT | j | \$17,866.00 | | | |
| PROFESSIONAL SERVICES | | | | | | | |
| NIE | Function 66 | | ESSETE VILLE | Request | | Other Historia | Total |
| | | TOTAL PROFESSIONAL SERVICE | 7 | 50570 30.00 | \$0.00 | sa,ao | |
| UBCONTRACTS | | | Alasta e atamba | inskriver dit | i i i i i i i i i i i i i i i i i i i | | |
| (gency | Function | Calculation Costs | | Réquest | Other (| in Kind Tot | |
| | | TOTAL SUBCONTRACTS | | 9 (G)01 \$0.00 | \$0.00 | 1 \$0.00 E | |
| ROGRAM MATERIALS | | | | A Apr 3 . 15 | | | |
| xpense: | Calculations(s) | | | Request | | olition n-Klijd | 100 |
| iuppăeă/Malenale ostege/Telephora | 1,065.6 hrs x \$0,23 rate 1,065.6 hrs x \$1,35 rate | | | \$246.00 \$1,439.00 | \$0.00 \$0,00 | \$0.00 | 22 \$245 241,439 |
| rlmtag/Graphics | 1,095,6 hra x \$0.62 rate | TOTAL PROGRAM MATERIALE | | \$551,00: \$2,345,00 | \$0,00 | \$0.00 | 3051551 |
| THER PROGRAM EXPENSES | | | | | | | |
| xpense Toject Specific Direct Technology | Calculations 1,005,6 hrs x \$6.00 rate | | | Requestes 50,394,00 | Cash | | total |
| raject Specific Elirect Testificially | 1,005,6 hrs x \$7.15 rate | Ma | <u>:</u> | \$7,6:2.0D | \$0.00; | \$0.00 \$0.00 | 16 394 17,619 |
| roject Specific Program Support | 1,0%5,6 hrs x \$6.63 rate | | | 57,035,00 | . \$0.00 | 30.00 | 87 DB6 |
| LASS Trelaing | | | | \$9,000,00 | \$0.00; | - 6 0,00 | \$5,000 |
| enslətiən . | \$0,30Avord | TOTAL OTHER PROGRAM EXPENSES | | \$15,000.00 \$45,076.00 | \$0,00 | 80.DD | a13.006 |
| oministrative gosts | | | | | | | |
| and the state of t | | | | | ithera do Cash 20 III | ner Kind | |
| | Calculations | - Carrier Control of the Control of | <u> Carvarië</u> en ekêlî (1992). | | | | |
| set Name: list Admits Costs | (\$114,370) x 15.66% | TOTAL ADMINISTRATIVE COSTS | | \$17,910.00 \$17,910.00 | \$0.00 | | \$17,910,0 |

First 5 San Francisco Performance sures 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 Data configuration/migration meetings Service: Translation of SFQC website materials that support implementation of SFQRS Service: Translation of Additional Website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS Assessments CI Service: Additional Pre-K and Toddler CLASS Assessments CI Service: Additional CLASS observers 3 0 3 Enter new data fields as discussed with funders Enter new data fields as discussed with funders Expendition of additional meetings CI Report the number of documents translated and content uploaded to SFQC website CI Service: Additional Pre-K and Toddler CLASS Assessments CI Record the number of onsite training provided each quarter average and spanish and content uploaded to SFQC website are content to the number of onsite training provided each quarter average. | lioadable cel readsheet lloadable cel readsheet g agendas MS Activity Set-up |
|--|--|
| maintained data data data exc son Two updates to data files in preparation for upload to database system 2 2 Enter new data fields as discussed with funders exc son Data configuration/migration meetings 3 3 6 Enter data meetings Mtg Service: Translation of SFQC website materials that support implementation of SFQRS Cranslation of additional website documents and content into Chinese and Spanish 2 2 2 Enter new data fields as discussed with funders exc son Service: Translation of SFQC website materials that support implementation of SFQRS Cranslation of additional website documents and content uploaded to SFQC website Cranslation of additional Pre-K and Toddler CLASS Assessments | cel readsheet rloadable cel readsheet g agendas MS 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 that support implementation of SFQRS Configuration of SFQC website materials that support implementation of SFQRS Configuration of SFQC website materials that support implementation of SFQRS Configuration of additional website documents and content into Chinese and Spanish Service: Additional Pre-K and Toddler CLASS Assessments Configuration for additional Pre-K and Toddler CLASS Assessments Configuration for services and Spanish Configuration for SFQC website Configuration for additional Pre-K and Toddler CLASS Assessments Configuration for services and Spanish Configuration for services and Spanish Configuration for services and Spanish Configuration for SFQC website Configuration for services and Spanish Configuration for services and Spanis | oloadable cel readsheet g agendas MS Activity Set-up |
| Data configuration/migration meetings 3 3 6 Enter data meetings Mtg Service: Translation of SFQC website materials that support implementation of SFQRS Content into Chinese and Spanish Content into Chinese and Spanish Content into Chinese and Toddler CLASS Assessments Content additional CLASS observers 3 0 3 Enter number of onsite training provided each quarter average in the content and the c | g agendas MS Activity Set-up |
| Pertomance Measures (2012 2022 2033 2042 Abnual 2042 | Set-up |
| Reporting instructions and Spanish Service: Additional Pre-K and Toddler CLASS Assessments Co. Reporting instructions (Co. Co. Co. Co. Co. Co. Co. Co. Co. Co. | Set-up |
| Translation of additional website documents and content promise and Spanish 5 5 10 Report the number of documents translated and content promise and Spanish Content into Chinese and Spanish Content into Chin | ata Spurce |
| content into Chinese and Spanish uploaded to SFQC website Cl Service: Additional Pre-K and Toddler CLASS Assessments Cl Reporting instructions Recruit additional CLASS observers 3 0 3 Enter number of onsite training provided each quarter even | |
| Renformaçõe Méesures Surgission (27%) Acquis AppualX (27%) | ocuments |
| Recruit additional CLASS observers 3 0 3 Enter number of onsite training provided each quarter even | MS Activity Set-up |
| Recruit additional CLASS observers 3 0 3 Enter number of onsite training provided each quarter even | ata(Source |
| Conduct CLASS training for new observers 1 11 10 20 Enter number of training participants Sig | entbrite |
| 317 | gn in reets |
|]]]] [] [] [] [] [] [] [] [] | atabase/Ti ing file |
| | |
| Service: 2013-2014 Queue preparation and development based on local program and funding requirements. | MS Activit |
| AND THE PROPERTY OF THE PROPER | Set-up |
| Queue for CB and FCC programs in Quality 1 1 Delivery of proposed queue do Circle | • |

UALITY RATING SERVICES

| FCCRS Reliability Training | Includes actual renowal of week-long Intervaler 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 injertater reliability training for all assessors by sulhorized CLASS trainers. |
| ITERS Reliability Training | Includes annual renewal of week-loop interator reliability triuming with authorized trainers at the University of North Caroline - Caepal Kill and tavel costs for 1 ITERS-R Instrument and you |
| Project Specific Fingerprinting | Assessor fingerprinting (\$75 septi x 7 assessors). |
| | |
| - | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| THE STATE OF | to the control of the |
| Cost Name | |
| Total Admin Costs - | includes Bogrit/Board support, Executive Director's Office, Resource Davelopment, Communications, Commons, and |
| Aseossments | Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. |
| | \$499,169 x 13.67% = \$58,239 |
| | Sneludes BoardiBoard support Executive Director's Office, Resource Development, Communications, Contacts, and |
| | Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. |
| | Rasto-up = \$21,994 x (3.57% = \$3,008 |
| | Full Year Operation: |
| | SF FIRST 5. (\$126,912,-\$4,600) x 13.57% = \$16,734 |
| | HAAS: \$209,835 x 19.67% = \$28,634 |
| ALIAN BARRAN MANAGARAN | |

WESTED TER FOR CHILD AND FAMIL 2012-201. Iget Narrative

| In | |
|--------------------|--|
| Supplies/Matarials | The Supplies and Malariais category includes general office Items such as stationery, pens, writing tablets, markers, clips |
| ſ | notepads, flip charts and other training materials. Special purchases in addition to the popled costs will be charged direct |
| | to the project and are explained below. |
| İ | Rempup: |
| | ECERS-R material - \$66.96 x 9 gasessors + \$60,26 shipping = \$461.96 |
| | TERS-R material - \$66.95 x 6 assessors + \$50.26 abipping = \$461.95 |
| | ITERS-R Rating Scale - \$21.95 + \$5 shipping x 6 assessors = \$161.70 |
| | GLASS Manual PreK @ \$49.95 x 6 assessors and CLASS Dimensions Guide PreK - \$12,95 x 6 assessors + \$45,29 |
| | នាipping = \$422,89 |
| <u>-</u> | [Pooled Gosts; 145,6 hour units x \$0.2600 rais = \$36 |
| | Fulf Year Operation: |
| | File foldere - \$1 x 549 seessaments = \$549 |
| | File folders - \$1 x 55 flerrater assessmants = \$65 |
| | Assessment rating sheet photocopies - \$0.20/psgp x 12 pgs x 549 assessments = \$1,316 |
| | Interreter reliability easoeszment rating sheet photocopies - \$0.20/page x 12 pgs x 65 flemater essessments = \$150 |
| | Assessor storage cliphcards - \$21,33 x 8 sessors = \$123 |
| | SF First 5 Pooled C>sta: 536 hour units x \$0,1654 = \$101 |
| | HAAS Pooked Costs: 2,588.6 Nour units x \$0,1882 = \$488 |
| Postage/Talephone | Postage and telephone expenses include general meiling and felecommunication costs. Special purchases in additions to |
| , | the pooled costs will be charged directly to the project and are explained below. |
| , | (स्क्राम-फेर |
| • | Pooled Costs: 145.6 hour units x \$1.2400 rate = \$181 |
| • | Full Year Operation: |
| • | Pre-essassment packets - \$3 x 648 providers = \$1,647. |
| | Post-gasessment packets - \$9 x 549 providers = \$1,647 |
| | SE First 5 Pooled Coate 536 hour units x 60.8757 = \$471 |
| • | HAAS Popied Costs: 2,593,6 frour units x \$0,9011 = \$2,337 |
| Printing/Qraphics | Printing/Grapt/soa expensea include general office copying, |
| | Remp-up: |
| · • | Pooled Costs: 145.3 hour units x \$0.0000 = \$87 |
| • | Full Year Operation: |
| | SF First & Pooled Costs; 636 hour units x \$0,4347 = \$233 |
| | HAAS Pooled Costs; 2,593.6 hptr trits x \$0:4941 = \$1,129 |
| | |

| | SEI OTHER PROGRAM EXPENSES MARRATIVE |
|-----------------------------|--|
| | |
| Expense | |
| Project Specific Direct | Direct Technology Includes Personal Computers, IT Support, Common Network, and Shared Equipment, |
| Technology - Aassesmenta | Pooled Costs: 6.544 x \$5,0098 = \$42,778 |
| | foamerudmier xem Evode Introme bnix-ni erit al 6954 |
| Project Spa¤de Direct | |
| Occupancy - Assessments | |
| Project Spacific Program | lippiudes admin services such as kiR, purchasing, insurance, legal, membership dues and program services such as sla |
| Support - Assassments | planning, quality roview, staff development, work planning, staff evaluation and library assistance. |
| Firms . Date | Projed Gosts; 8,544 x \$7,5281 = \$64,320 |
| Project Specific Direct | Direct Technology Includes Personal Computers, IT Support, Common Network, and Sharad Equipment. |
| Technology - General | Rвпр-их |
| 200 | Pooled costs; 145.6 hour units x \$5.8876 = \$628 |
| | Full Year Operation: |
| • | (BF First 5 Poxed Costs: 536 hour units x \$4.2331 = \$2,823 |
| | HAAS Pooled Costs; 2,693,6 hour upts x \$5,2626 = \$13,649 |
| Folect Specific Direct | Direct Docupancy represents the rent antifor occupancy of project office soace at a specific WastEd togetion. |
| Оссиралсу - General | Ramp-up |
| | Pooled Costs; 145.6 hour units x \$7.0500 = \$1,026 |
| | Full Year Operation: |
| • | SF First 6 Proted Coats: 536 hour units x \$4.9907 = \$2,675 |
| | HAAS Pooled Costs: 2,598,6 hour units x \$4,9876 = \$12,986 |
| roject Specific Program | liscipidea admin sexvices guch as HR, purchasang, insurance, lage mamberatio cupa and program sarvices such as |
| Support - General | plenning, quality review, staff development, work plenning, staff evaluation and library assistance. |
| 6 4 | Remb-up. |
| | Pooled costs: <46.6 hours units x 87.4200 = 61,080 |
| | Full Year Operation; |
| • | SF First 5 Pooled Costs: 639 hour voits x \$7,5280 = \$4,035 |
| | HAAS Posted Opers; 2.583,6 trour unite x 57.5281 = 519,525 |
| roject Specific Translation | This includes the costs of translating provider friendly information into Spanish and Chinase regarding the assessment |
| | Dropass, 1999; templates, and resource internation |
| | Rampoup |
| | \$7,802 - 8,447 words Into 3 languages. |
| | (Pull Year Operation) |
| | \$12,000 - 13,933 words into 3 languages. |
| roject Specific Travel | All travel expense relimbusaments are based on the Agency's policy. For each trip, other expenses include growing |
| * | transportation (including personal car or public transportation) and parking, where appropriate, misaage is charged at the |
| | State of Castornia's approved relimbursament rate, \$25,000 in travel costs is estimated. Travel costs are estimated for |
| | travel beginning and enting in San Francisco County at a rate of \$40 per travel of \$40 per travel beginning and enting in San Francisco County at a rate of \$40 per travel beginning and enting in San Francisco County at a rate of \$40 per travel beginning and entitle travel begi |
| CERS Reliability Training | Includes annual ranewal of week-long internation residually thaning with authorized baliners at the University of North |
| | Carolina - Chapet Hill and traval costs for a ECERS-R Instrument anchor. |

| PERSONNEL | PERSONNEL NARRATIVE |
|-------------------------------|---|
| Title | |
| Evaluation Director | Provide overeil 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 win the highest standards of guality Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors an QIS Coaches on assessment protocols; ensure that all protocols and procedures are caratuly and consistently followed |
| | and implemented across Assessors; review assessment reports; provide engoing training, supervision, and support to Assessors; and communicate with the client. Includes 86,031 for ramp-up. |
| Project Manegar | Dedicated to day-to-day implementation of seessment services; operations management and administrative support; monitor the find lime and engine that all deliverables are completed on time; oversee scheduling of program assessment oversee assessment data entry; oversee the graintenance of external communications vasicies (website, voicemall). |
| Research Assistant | email); manage the reporting to funders; and opportunite internal project mostings. For many-up only, Review and finalize translation of materials into Chinese, |
| | |
| Ocally Revi≅w Assistant | Dedicated to sending letters and posters to programs prior to assessment; enter scores into the Gala system; treak interreter reliability; print and mail assessment reports to each assessed program; and provide general administrative support to the project including maintaining project files, photocopying and filing of downgents, and general effice support to the project including maintaining project files, photocopying and filing of downgents, and general office support |
| Project Coordinator | Conduct community of treath regarding assessment processes |
| Program Quality Assessors (5) | ERS - 365 sessions at \$1,127/session CLASS - 184 sessions at \$845/session Six assessors at \$23.15/nr. dedicated to subleving and maintaining reliability on each of the assessment instruments, conducting program quactly assessments, accurately completing score streets and summary reports, and carefully and completely following all project projects and procedures. |
| | |
| Fringe Benefits | FRINGE BENEPITS NARRATIVE |
| Benefit Name | |
| Total Benefita - Assessmente | Total Dentel/Medical at 16.134% Workers' Comp at 0.579% Life Insurance/ADD at 0.343% |
| | S.T.D. insurance at 0.034% JL.T.D. insurance at 0.228% |
| • | EAP/Cafetera of 0.092% |
| | Retirement at 14.753% Supplamental at 1.674% |
| | Staff Benefits/Related-Cods et 0.134% Unemployment Yex et 0.510% Froa at 1.683% |
| cial Banelits - General | Total Dantal/Medical at 16.134% Workers' Comp at 0.513% |
| | LNe (peurance/ADD at 0.393% 8.T.D. Insurance et 0.084% L.T.D. Insurance at 0.225% |
| | EAP/Cofeissa at 0.092% |
| | Retirement at 14.763% Supplemental at 1.674% |
| | Staff Benefils/Retaisd Costs at 0.134% Unemployment Tax at 0.510% FICA at 1,983% |
| ringe benerits | The benefits rate is 36.4% of regular employbes/ unloaded salaries, inclusive of leave. Benefits include worker's compensation, upon playment tax, and FICA for both employes classifications. Regular comployees also receive relirement, madipalidantal, life incurance, disability insurance, and other staff benefits. |
| ROFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| tle | |
| , 1 | The Website Developer will create a QRS/QIS website for the project, to be secessed by Providers, QIS Coaches, and QRS Assessors. The Website Developer will vioox 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 wabalta consulting to |
| i. | VestEd ⊼3 ne≥dad. |
| BCCWTRACTS | ubcontracts narrative |
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| DERAM MATERIALS P | RDGRAM MATERIALS NARRATIVE |
| censo | |

| FCCRS Reliability Training | 7 | | | , | \$9,000.00 | | T | \$9,000.0 |
|--|------------------------------------|---|----------|-----------|--------------|-------------|----------|--------------|
| 3 Reliability Training | | | | · | \$9,000,00 | | <u> </u> | \$9,000.0 |
| ⊣dS Reliability Training | | | | | \$9,000.00 | | 1 | \$9,000,0 |
| Project Specific Fingerprinting | (575 x 7 885886003 | *************************************** | • | | 8525,00 - | | | \$525,01 |
| Maria de la Referencia de la Carte de La C | A partition of the first first the | TUTAL OTHER PRO | GRAMEX | (PENSES _ | \$200,057.00 | \$46,109.00 | \$993.00 | \$246,206.00 |
| ADMINISTRATIVE COSTS | PAR TEAN MAN | | | | | | | |
| | | | | | | CHE- | Olliĝi. | - 1 |
| Cost Name | Calculations | | <u> </u> | · | Regüest | Chài. | in-Kind | Total |
| Total Admin Costs - Assesaments | 113,67% rate | | • | | \$58,239,00 | • | | \$88,230,0 |
| otal Admin Costs - Genoral | 13.67% rate | | | | \$19,740,00 | \$28,684,00 | | \$48,424.0 |
| | } | | | | | • | | |
| | ٠. | | | • | | | | |
| | Mary and the state of the | TOTAL ADMIN | STRATIVE | € COSTS | \$67,975.00 | \$26,664.00 | | \$115,663,00 |
| | IDGET REQUEST | | المبائلا | | \$735,481.00 | 238,519.00 | \$593,00 | \$974,000.00 |

| uppliesthaicriais | see namaliye | | • | 1 | \$3,863,00 | \$488.00 | ı | \$4,351.00 |
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| oslage/Telephone | see namelive | | | | 82,948.DG | \$2,337.00 | | \$8,289,00 |
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| | | • | • | | | • | | • |
| | | - | | | | ; | | |
| Inling/Graphics | ses vertagas | | , | | \$320,00 | \$1,128,00 | | \$1,446.00 |
| • | | | | 1 | ļ | | } | |
| | ĺ | | - | į | • [| | .] | |
| | | ···· TOTAL PROGRAM | MMATERIALS . | · · | 8,129,00 | 93,951,00 | | \$12,DE0.0p |
| HER PROGRAM EXPENSES | | | | | | | | |
| * | "' | | | | | Other - | Other - | |
| oject Spacific Direct | Calculations | | | - R | cques <u>t</u> 12,186.00[| Caáh | In:Kind \$593.00{ | Total \$42,785.00 |
| chnology - Assessments | | • | | | Ì | | Í | |
| aject Speofile Direct currency - Assessments | | *************************************** | | | \$0,00 | | | 50.00 |
| plect Specific Program | | | | \$E | 4,320.00 | | | ` 1 |
| pport - Assessments | | | | | | · | <u> </u> | \$64,320,00 |
| | | | | | ! | | | |
| oject Spácific Direct chnology - Caparal | | | | s | 3,849,00 | \$19,849,00 | <u></u> | \$64,320,00 \$17,298.00 |
| oject Spacific Direct chnology - Gaparal | | | | S | ! | \$19,649.00 | | |
| oject Spápifia Direct chnology – Caparal | | | | S | ! | \$1 <u>\$</u> 549_00 | | |
| chnology - Caparal | | | | | ! | \$18,649.00 \$12,985.00 | | |
| chnology - Ganaral | | | | | 3,649,00 | | | \$17,299.00 |
| chnology - Ganaral | | | | | 3,649,00 | | | \$17,299.00 |
| chnology - Caparal Jeot Specific Direct cupancy - Ganeral | | | | s: | 3,849,500 3,701,50 | \$12,955.00 | | \$17,299.00 \$15,635.00 |
| chnology - Canaral | | | | s: | 3,649,00 | | | \$17,299.00 |
| chnology - Canaral | | | | s: | 3,849,500 3,701,50 | \$12,955.00 | | \$17,299.00 \$15,635.00 |
| chnology - Canaral | | | | s: | 3,849,500 3,701,50 | \$12,955.00 | | \$17,299.00 \$15,635.00 |
| ethnology - Caparal Jeot Specific Direct, cupancy - Caparal Ject Specific Program port - General | Ω.30/word | | | \$6 | 3,849,500 3,701,50 | \$12,955.00 | | \$17,298.00 \$16,636.00 \$24,840.00 |
| ethnology - Caparal Jeot Specific Direct, cupancy - Caparal Ject Specific Program port - General | P.30/Word | | | \$6 | 3,845,500 3,701,00 | \$12,955.00 | | \$17,299.00 \$15,635.00 |
| chnology - Caparal Jeot Specific Direct, cupancy - Ganeral Ject Specific Program port - General | 0.30/word | | | \$6 | 3,845,500 3,701,00 | \$12,955.00 | | \$17,298.00 \$16,636.00 \$24,840.00 |
| ect Specific Program port - General lect Specific Program port - General | · . | Stituchinger | | \$19, | 3,849,500 3,701,00 3,115,00 | \$12,955.00 | | \$17,299.00 \$18,639.00 \$24,840.00 |
| ect Specific Program port - General Ect Specific Translation 60 | 0.30/word stimated at \$40/mp x 925 | :rips/year | | \$19, | 3,845,500 3,701,00 | \$12,955.00 | | \$17,298.00 \$16,636.00 \$24,840.00 |
| lect Specific Direct. cupancy - General lect Specific Program port - General | · . | :irips/year | | \$19, | 3,849,500 3,701,00 3,115,00 | \$12,955.00 | | \$17,299.00 \$18,639.00 \$24,840.00 |

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

| POWNEL | | | | | | AH | Othor. | π ₌ ,ε _− ,1 |
|--|---|---------------------|---------------------------|----------------|-----------------------|-----------------|-----------------------|-----------------------------------|
| | | Function | | FTE (%) | _ Request _ | Other - Cash | orner in King | Total Salary_ |
| we Postuation Director | Name Kerry L, Krlener-Aithen | Provide project ove | ersight | 0.050 | | \$8,750,00 | | \$10,508 |
| · | | | | | ll | | | <u> </u> |
| Sr. Research Associate | Gatziala S. Lopez | Quelify Review Ma | nager | 0.664 | \$15,515.00 | \$45,835.00 |) | \$61,350 |
| | | | | | [[| | | 1 |
| <u> </u> | 1 2 2 2 2 2 | Project Manager | <u>.</u> | 0.450 | \$6,812,00 | \$83,268,00 | | \$40,070 |
| Project Manager | Joselyn A. Sphelbe | Lipidor Maliadei | | 0,400 | \$5,012,00 | \$00,200,00 | | # TOTAL D |
| | | | | | | | | } |
| Research Assistant | Min Chen | Transletion | • | a017 | \$1,092.00 | \$0.00 | J | \$ \$1,038 |
| | | | · | | | | | |
| Quality Review Assistant | TBD | Cuality Review | | 0,606 | \$4,314,00 | \$20,893,00 | 1 | \$25,207 |
| | | | | , | . ' | | | ļ |
| | 1= | Project Coordinato | | 0,517 | \$1,768.00 | 00.668,83 | | \$10, <u>167</u> |
| rojeci Coordinator Program Quelity Assessors (8) | TBD | Quality Assessor | <u> </u> | 4800 | | \$0.00 | | \$287,454 |
| | | | • | | , | - | [| |
| | | | • | | , | | ĺ | |
| | • | | | | | | <u> </u> | |
| | | TOTAL | PERSONNEL | | \$518,748.00 | \$117,135.00 | | \$435,863. |
| RINGE BENEFITS | 124 | | 14 T | | | | legal legal | |
| INMAN PARTITION | | | | | | Other . | Other, | * ' |
| Benefit Name | Calculations | | Salaiy | % | Request | <u>Cash</u> | in-King | Total |
| ctal Benefits - Assessments | 36.4% of regular employs | es, ealatiga blos | \$287,464,00 | 0,364013 | \$104,687.00 | | | \$104,637. |
| | Barc | | | • | | | | |
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| THE RESERVE OF THE PARTY OF THE | ,36,4% of regular amployer | | \$148,428,00 | 0.354019; | \$11,391.00 | \$42,640,0D | ! | \$54,091. |
| otal Benefits - General | ; (6848 ¹ 30'4% от 168Мм вшbю\с | सर स्थान वन ज्ञाहर | \$ [45,428,UJ | 0,0040101 | \$11,381,00 | 442,640,00 | | , \$54,U31.1 |
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| |) · | • | | | | 1 | | |
| | j | | [] | | | ì | | |
| | | | | | | | | |
| | | TOTAL FRINC | GE BENEFITS | \$ | 416,028.00 | \$42,640,00 | | \$158,660.00 |
| | | | | | | | | · |
| ROFESSIONAL SERVICES | | | | | | | (47) | |
| | | | | FTE | | Other - | Othel - | |
| tle absite Developer | Function | | __ _. | (%) : | Request \$4,500.00 | Cash . T | In-Kind | Total \$4,500.00 |
| | | | | | V ((12-42-2) | - | . [| # Nondro |
| ļ | | • | | 1 | | · · | ŀ | • |
| | 70 | TAL PROFESSIONA | L SERVICES | | \$4,500.00 | | فالكيس | \$4,500.00 |
| | | | | | | | | |
| BCONTRACTS | <u> </u> | | Program · | Ädmla | | Other - | Signal 1 | |
| ency | | Calculation | Cosis Cosis | Admir Coels | Request | | Other - In-Kind To | ytal . |
| | | | | 1 | \$0.00 | | Ţ., | \$0.00 |
| | 《 加斯·罗克·西斯·斯斯·斯 | TOTAL SUBC | CNTRACTS | | \$0.00 | | | \$ 0. 0 0 |
| OGRAM MATERIALS | | | | Value of | | e o Balana | | |
| | | | | | • • | | Other - " | |
| pense (| Calculations | | | | Request | Cash | n-Kind_ | Total |

| Service: Convene regular Rating Advisory Grou | | • | | | | | GMS Activity Set- up |
|--|----------|----------|---------------|-------------|---------------------------|---|--|
| THE CONTRACTOR OF THE PROPERTY | ATTO PAR | 25.02 EX | 45.038 | PROPERTY. | #Annus ₹ | esomene service Reporting Instructions is a service service. | priData Source Re |
| 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 | | Roster |
| Number of activities conducted around grievance procedure development (draft document, draft review, update on process to funders) | 1. | 1 | 1 | 'Ω | Description of the second | Enter a 1 for each of the three key activities completed around | Written procedure |
| Number of activities conducted around fee-for- service plan development (draft document and review) | 2 | û | φ | 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 | Ü | ດ | a. | 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 Sh | | | | | | | CMS Activity Set- up |
| Principle at Cold Spirits in | 经成门股份 | S&LOZawa | E-C13'678 | THE Q4 YEAR | PAnnual 1/2 | representation are porting instructions continued to the second | w.Data)Sourcery |
| Number of SF-QRIS Development Meetings aftended (including both local and regional) | 2 | - 1 | 2 | - 1 | В | 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-ORIS Stakeholder Mastings 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 | o | 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 |
| Party characteriormance Measures in the contractor | করেΩ1¥ঢ় | \$% Q2#5 | GR Q323 | 4 554Q4+p | w:Annualia | ************************************** | Pa Dáta:Sounce |
| Number of outreach plans developed | ٥ | 1 - | Ð | Ů. | 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. | Meeting sign-la |
| 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 |

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

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

| Service: Conduct program quality reviews with re | liability fo | r eligible : | programs | during th | ie 2012-20 | r13 fiscal year | CMS Activity Set- up |
|--|--------------|--------------|-----------|------------|------------|--|----------------------------|
| and the second second contact the second sec | and Oil year | 和402数数 | MA CISHIN | 800 Q4 500 | &Airriual& | 2552-23/3/3/2222 Reporting Instruction of the second | ⊯ DafajSource |
| 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 | o. | 198 | 891 | 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. | a · | 0 | Q. | 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/Dalabas e. |
| Number of ERS assessments completed for fee- for-service | 1 | . 1 | 1 | 2 | 5 | Enter number of ice-for-service ERS assessment completed each quarter. | Database/ Tracking file |
| Service: Provide information about the assessme | | _ | | | | provider community | CMS Activity Se |
| 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 afficacy of training sessions. | Sign in Sheets |
| Number of Information/ Training Sessions to TA Provider Community | 5 | 4 | Ż | 2 | . 6 | 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 | o. | O | 0 | 3 | Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team | Training Agenda |
| Number of TA provider responses rating that they are knowledgeable about assessment process | 0 | 0 | 0 | 52, | 52 | Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size). | Survey/ Database |
| • • • • • • • • • • • • • • • • • • • | | | | | | Target of 52 generated from the 52 participating TA providers | |

WESTED, CENTER FOR CHILD AND FAMILY SPIES - SF QUALITY CONNECTIONS - QUALITY IMPROV. 4. SERVICES 2012-2013 Budget Nametive

| Printing/Graphica | General office copying and printing of training materials for the ERS, CLASS, ORIS and other training events as wall as imprisely materials. An outside vendor will be used for bulk printing. |
|---|--|
| Arts a company of the Section of Equality | |
| OTHER PROGRAMEXPE | NSE OTHER PROGRAM EXPENSES NARRATIVE |
| Expense | The state of the s |
| Project Specific Direct | Computer equipment for QIS Coeches, IT support end natwork/equipment costs. |
| Teranology | |
| Project Specific Direct | Renticocupancy for project office space for Co-Directors, Data Analyst and trainers. |
| Оссирансу | |
| Project Specific Program | includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff |
| (Sugport | planning, quality review, staff dovelopment, work planning, slaft evaluation and storary assistance. |
| Teaching Pyramid Modal | WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected trainers and |
| Training | coaches to support confinued implementation for conduct trained during the 2011-2012 echool year and complete |
| | the Teaching Pyramid model training to Preschool For All (PFA) siles in San Francisco as started in 2011-12. |
| 1 | WestEd is also committed to support the implementing sites and will confinue to provide goldance and technical |
| <u></u> | assislance to the contris throughout the year. Food will be provided for all full days. |
| Project Specific Travel | Airfers and lodging are based on current average rates. Per dism is \$45/day or \$11.25/quarter day. For local travel, per |
| } | diem is an follows: breakfast-\$9, lunch-\$12, dinnar-\$24. Other expanses include ground fransportation (shuffla, taxis or |
| , | trains), parking, tolls, and incidentals. Mileage is charged at CA's approved solimbursement rate. |
| <u> </u> | |
| | |
| 1 | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| | S. P. S. S. S. S. S. S. S. S. S. S. S. S. S. |
| Cost Name | |
| Total Admin Costs | Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and |
| | Accounting/Finance Services. Additional admin posts are applied at a rate of 2%, Excludes pass (through posts. |
| | |
| | |
| | |

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 ussafe, 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

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.

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

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

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed <u>EIGHT-HUNDRED SIXTY-SEVEN THOUSAND SEVEN-HUNDRED AND SIXTY-ONE</u> Dollars (\$867,761.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

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

Nor shall the amount of Grant Funds disbursed hereunder exceed <u>FOUR-MILLION NINE-HUNDRED AND FOUR THOUSAND AND SEVENTY-EIGHT</u> Dollars (\$4,904,078.00) 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.

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

CITY

GRANTEE

Recommended by:

WestEd, Center for Child & Family Studies

Executive Director

First 5 San Francisco

Approved as to Form:

Dennis J. Herrera City Attorney

By:

Deputy City Attorney

Old Appendix B

Appendix B-Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Scope of Work and Budget,

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

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 | CC3 | · | |

Project Description and Goals

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

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

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

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

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

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

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

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

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

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

Scope of Work

WestEd CCFS, through the 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 ECB 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 ensite 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 so for an average of 2 x a month at 2 hours each. | ervices to | increase | quality a | s measu | ed by El | RS scores to providers/classrooms in Q1, Q2, Q3, and Q4 | CMS Activity Set-up |
|--|------------|-------------------------|--------------|--------------|----------|--|----------------------------|
| Wing (1786) 1888 Performance Measures 1886 1886 1886 | 物質Q12% | ***(QZ ₈ **) | ※数Q3次数 | 和常QAXX | | | *DataiSource |
| Number of FCC providers who have scores of 3 send 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 | | G . | 6 | Report the number of classrooms receiving coaching | Esteblished 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 fraining 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 | G . | 0 . | ט | 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 accor | unt for CL | ASS Plus | a Program | π) | | 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 training sessions. Note: Trainings will involve the joint efforts of QIS and QRS | Sign-in sheets, |
| - NEW OLD SECTORIS | ١. | | | | | particularly in Quarter 1. | agendas |
| Number of center-based providers served through ERS training | 50 | 50 | 50 | 50 | 200 | | |
| Number of center-based providers served through ERS training Number of FCC providers served through ERS | 50 50 | 50 50 | 50 | 50 50 | 200 | particularly in Quarter 1. Report the number of Center-based Preschool and Infant | agendas Sign in sheets |
| Number of center-based providers served through ERS training | | | | | · | particularly in Quarter 1. Report the number of Center-based Preschool and Infant Toddler teachers who participate in training. | agendas Sign in sheets |

| Service: Provide access to additional TA resource based providers. | es (DRD | P, CSEF | EL, Learn | ing Foun | dations) | used in SFQRIS for ECE TA specialists, FCC and center- | CMS Activity Set-up |
|--|-----------------|----------------------|---------------|---------------------|----------|--|--|
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| Provide four training sessions to inform practice with DRDP | Ġ | 0 | 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 sheets, agendas |
| Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese) | D | ·o | 1 | 2 | 3 | Report on number of CSEFEL Webiners | sign-in sheets, agendas |
| Number of attendees participating in CSEFEL Webinars | O | a | 30 | 60 | âû | 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 | 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. | |
| Number of Center-based providers participating in PITC Training | 0 | 7 | O | · Ģ | 7 | Enter unduplicated number of center-based providers. These are centers using leveraged funds. | PITC Data system |
| Service: Participation in SF-QRIS Developmen | | • | • | | | gs | CMS Activity 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 and minutes |
| Number of SF-QRIS Stakeholder Meetings attended | 2 | 1 . | 2 | 1 | 8. | Report on number of SF-QRIS Stakeholder Meetings attended | Meeting sign in |
| Deliver QIS Report to funders and make a presentation to stakeholder groups | Ö | 0 | Ċ | 1 | 1 | Mark a "1" in the quarter that materials are developed and distributed. | Completed Report |
| Service: Development and implementation of a | | | • | | | | CMS Activity Set-up |
| resemble res | t Gests Olympia | ું તું Ω 2રાજ | i 1949;03-493 | 9.4. Q4.4.7 | Annual | | |
| Number of outreach plans developed | O | 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 | o o | 0 | 2 | 2 | 4 | Report on number of community informational meetings provided. | sign-in sheets/meeting minutes |

| Number of providers who participate in the community informational meetings on SF-QRIS | Ö | 0 . | 60 | 60 | 120 | 1, /m L == 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 | sign-in shoets/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. | Mesting 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 |

, WESTED, CENTER FOR CHILD AND FAMILY STUDILS - SP QUALITY CONNECTIONS - QUALITY IMPROVEMENTRVICES 2012-13 BUDGET - CMS FORM 4

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| Program Director II 🕠 | Janel L. Popla | Co-program Directi | cr . | 0,007 | \$1,208.00 | \$8,141.92 | Ì | \$9,34 |
| Sr. Program Associata II | Ariano R. Paxton | Cc-program Direct | חר | D.D64 | \$7,017.00 | \$5,911,47 | <u>}</u> | \$12,92 |
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| Research Associate II | Mercia J. Walsh | QIS Coordinator | ĺ | 0.500 | \$42,924.00 | \$21,685,44 | { | \$54,61 |
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| ngram Associatá I | Margaret L. Barleit | QIS Goach | | 0,500 | \$36,419,00 | \$18,407.60 | <u> </u> | \$54,82 |
| Program Associate II | Laura Y. Cheng | QIS Coach | | 0,800 | \$53,065.00 | | | \$58,46 |
| Program Assistant I | Yudy Larraburo Narani | | | 0.800 | \$53,066,00 | | | 50B,46 |
| Program Associate I | Tamara Barrett | QIS Coson | | 0,800 | \$58,085.00 | | | \$66,46 |
| Specialist (Tomp) | TBD | OIS CORCE | | 0,119 | \$12,000.00 | \$10,800.00 | | \$22,80 |
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| Research Associate II | Gherl J. Longaker | iTralpor | | 0.018 | \$1,578,00 | | | \$1,57 |
| Sr. Program Associate I | Janice K. Davls | Trainer | | 0.032 | \$8,274,00 | | <u> </u> | \$3,27 |
| Sr. Program Associate I | Allen K. Young | Trainer | | 0,023 | \$2,319.00 | | | \$2,31 |
| Program Coordinator Program Associate {Temp} | Talla J. Leahy Janet P. Kinoshita | Trainer Fiscal Analyst | | 0.014 | \$866.00 \$720,00 | | | \$86 |
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| iffe actily Child Care Peer lentons UBCIONTRACTS gency hikiren's Council of SF | Incentives | Calculation This line item amount is pees does not trigger sny edministrative costs below. | AL SERVICES Program Costs \$196,000.00 | FTE (%) Admin Costs | Request \$15,200.00 \$18,200.00 Request | Cash Other - | In-Kind | \$16,200. |
| iffe actily Child Care Peer lentons UBCIONTRACTS gency hikiren's Council of SF | Incentives | Calculation This line item amount is pees does not trigger sny edministrative costs below. | AL SERVICES Program Costs \$196,000.00 | FTE (%) Admin Costs | Request \$15,200.00 \$15,200.00 Request \$165,000.00 | Cash Other - Cash | In-Kind | \$16,200. |
| ite Entity Child Care Peer lentons UBCONTRACTS BERRY hitiron's Council of SF NOGRAM WATERIALS | Function Class+ and coaching | Calculation This line item amount is peas Ilhough costs and does not trigger any administrativa costs below. | AL SERVICES Program Costs \$186,000.00 | FTE (%) Admin Costs | Request \$15,200.00 \$15,200.00 Request \$165,000.00 | Cash Other - Cash Other - | In-Kind Other - In-Kind Ti | \$16,200. |
| LIBCONTRACTS BECONTRACTS BERRY Hikiron's Council of SF ROGRAM MATERIALS Fige Plies/Materials | Function Class+ and coaching Calculations SF F5; 9,623 hrs x \$0.01 i | Calculation This line item amount is peas Ilhough costs and does not trigger any edministrative costs below. TOTAL SUE | Program Cosess \$186,000.00 | FTE (%) Admin Costs | Request \$18,200.00 \$18,200.00 Request \$165,000.00 | Cash Other - Cash Other - Cash | In-Kind Other - In-Kind To | \$16,200.0 |
| Iffe active Child Care Peer lentons UBCONTRACTS gency hitaron's Council of SF NOGRAW MATERIALS pee | incentives Function Cleas+ and goaching | Calculation This line item amount is peas Ilhough costs and does not trigger any edministrative costs below. TOTAL SUE | Program Cosess \$186,000.00 | FTE (%) Admin Costs | Request \$18,200.00 \$18,200.00 Request \$165,000.00 | Cash Other - Cash Other - | In-Kind Other - In-Kind Ti | \$16,200.0 |
| ite active Calle Care Peer entors UBCONTRACTS gency hikiren's Council of SF COGRAM MATERIALS rise plies/Materials | Function Class+ and goaching SF F5; 9,823 hrs x \$0.01 r CDE; 2,453 hrs x \$0.03 re | Calculation This line item amount is peas linorgh costs and does not trigger any administrative costs below. TOTAL SUE ate plus any equilitorial is plus any edditional in | Program Cosess \$186,000.00 | FTE (%) Adinin Cosis materials | Request \$18,200.00 \$18,200.00 Request \$185,000.00 Request \$12,042.00 | Cash Other - Cash Other - Cash | In-Kind Other - In-Kind Ti | \$16,200.0 otal \$165,000.0 Total \$17,115.56 |
| ACHIV CAIR Care Peer entors UBCONTRACTS Gency ARKITEN'S Council of SF COGRAM MATERIALS Fise ARKITENIS | Function Class+ and coaching Calculations SF F5; 9,623 hrs x \$0.01 i | Calculation This line item amount is peas linorgh costs and does not trigger any administrative costs below. TOTAL SUE ate plus any equilitorial is plus any edditional in | Program Cosess \$186,000.00 | FTE (%) Adinin Cosis materials | Request \$18,200.00 \$18,200.00 Request \$165,000.00 | Cash Other - Cash Other - Cash | In-Kind Other - In-Kind Ti | \$16,200.0 |
| Ife anily Child Care Peer entors JECONTRACTS JECONTRACT | Function Class+ and goaching SF F5; 9,823 hrs x \$0.01 r CDE; 2,453 hrs x \$0.03 re | Calculation This line item amount is peas through costs and does not trigger any administrativa costs below. Toyral Sue ate plus any equitional to | Program Goets \$186,000.00 CONTRACTS Italning supplies/ | FTE (%) Adinin Cosis materials | Request \$18,200.00 \$18,200.00 Request \$185,000.00 Request \$12,042.00 | Cash Other - Cash Other - Cash | In-Kind Other - In-Kind Ti | \$16,200.0 otal \$165,000.0 Total \$17,115.5 |

1333

Wested, center for child and family studies . Se quality connections - quality improvement sendces 2012-13 budget - CMS form 4

| Printing/Graphics | SF F5: 6,623 brs x \$0.03 rate plus eny and additional printing costs CDE: 2,453 hrs x \$0.08 | \$13,149.00 | \$147,18 | | \$13,295,1 |
|--|--|---------------|---|-------------|---------------|
| State of the state | TOTAL PROGRAM MATERIALS | \$81,266.00 | | | |
| OTHER PROGRAM EXPEN | ISES | | 100000000000000000000000000000000000000 | | Land Laging A |
| | en appropriate to the control of the | | | ``Other ≃`` | • |
| Exponse | Calculations | Request | Cash | In-Kind | Total |
| Project Specific Direct | SF F5: 8,623 hrs x \$4.75 rate | . \$31,469,00 | \$11,676,16 | | \$43,037.10 |
| <u> rechnology</u> | CDE: 2,463 hrs x \$4.72 rate | | | ! | |
| roject Specific Direct | SF F5' 6,623 hrs x \$0.26 rate | \$1,722.00 | \$1,618.98 | | · \$3,340.04 |
| Ээсирапсу | CDE: 2,453 hrs x \$0,66 rate | | : | : | • |
| rajeat Specific Program | SF F5; 6,623 hrs.x \$7,52 rate | \$49,805,OD | \$18,471.09 | — · ···; | \$68,276,09 |
| Support | CDE: 2.453 hrs x 57.53 reta | | | | |
| Feaching Pyramid Model | Completed Cahort Activities - \$6,000; Second Half Activities - \$ 23,500; | \$93,600,00 | | | , \$99,500.01 |
| Fraining . | Additional Activities - \$69,000; Training Materials - \$6,000. This line liem | | | i | |
| | emaunt is fixed price upon completion and does not trigger any additional | | | | |
| | administrative costs below. | 1 1 | ' i | (| - |
| • | , | | j | l | • |
| Project Specific Travel | 5 coaches x 200 trips/yr × \$20/trip | \$23,705.00 | \$10,000,00 | | \$33,705.00 |
| | For Preschool Foundationa/Ourflowum Frameworks/DRDP, 9 people for a 3 | 220,0 | 410,000 | 1 | T11 PH.DC |
| • | day/2 night northolal trip (0, \$3,705 nin Year 1, | | : | • | |
| | CDE: 5 Specialists x 100 trostyr x \$200rlp | | į | | |
| | | 4000 404 00 | ļ | | |
| | TOTAL OTHER PROGRAM EXPENSES | \$200,191,00 | | يسبي يسيك | <u> </u> |
| MANAGEMENT OF THE A | | | | | |
| DMINISTRATIVE COSTS | | | | | - |
| · | | , * | Other - | Other - | • |
| ost Name | Calculations | Request | Cash | In-Kind | Tota) |
| olal Admin Coets | SF F5: (\$611,420 - \$93,500 - \$165,000) x 14,4% | \$79,620.00; | \$\$1,286,33 | | \$<10,008.33 |
| • | CDE: \$189,386.27 x 15.772% | 1 } | 1 | | • • |
| | | | | | |
| | TOTAL ADMINISTRATIVE COSTS | \$79,620.00 | Segmon Lister | | AND ENGLIS |
| | | | | | |
| TATALE | VINAET DEALERSON | PODA DAG OD | 6-4 | | |
| IDIMEE | iudget requested: | \$891,040.09 | | | |

| PERSONNEL | PERSONNEL WARRATIVE |
|--|---|
| 1 1 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| Title | Will oversea QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager, |
| Program Director II · Sr. Program Associate II | will dyerges rule project collaborate with the councilors, when y same all portion of SFQRS wab-site, supervise QIS Coordinator, arrange fraining of QIS staff with content exports, and develop fraining materials. |
| Research Associate li | Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to QtS |
| Tresonic I/Associate II | concluse 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 deseroom teachers and family child care providers to increase the quality of the programs and |
| Program Associate II Program Assistant | —lingreese ERS andres, work closely with near mentors on developing family child care cohorts and conduct for purposes of |
| Program Associate I | - training and peer support meetings, colleborate with QFCCN advisors easigned to family child care programs, and |
| Specialisi (Temp) | — participate in training |
| St. Program Associate II | |
| Research Associate II Sr. Program Associate I | → Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Eatly Learning and Development |
| Sr. Program Associate I | Foundations, program guidelines; and curriculum frameworks |
| Program Coordinator I | <u> </u> |
| Program Associate I (Temp) | Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children's Council of BF and peer mentors: |
| Program Assistent i | Will support Q1S Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials, complifing and printing materials, and processing silpends for pear mentions and resource materials for providers and classrooms |
| Program Coordinator (I | Will support QIS Coordinator and Coachos on data submissions, data analysis, and report preparation, and will oversee allocation of resource materials |
| 5 1 2 2 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| | FRINGE BENEFITS NARRATIVE |
| FRINGE BENEFITS | PRINGE BENEFITS NARRATIVE |
| Benelit Name | |
| Total Benefila | A blefided rate is used in cell E29 due to the varying rates between Regular and Tomporary Employees. Below is a |
| • | txexkdown of all panelila for regular employees: |
| _ | Total Dental Medical at 16,134% |
| • | Worker's Comp at 0.519% Life Ineurence/ADD at 0.583% |
| | S.T.O. Insurance at 0.084% |
| | L.T.D. Insurance at 0.226% |
| | EAP/Carcierla at 0.092% |
| | Retirement at 14,753% Supplementer at 1,674% |
| • | Staff Bonellts/Related Coals at 0.134% |
| | Unemployment Tax at 0,510% |
| | FICA at 1,883% |
| · company of the contract of t | |
| PROFESSIONAL SERVICES | PROFESSIONAL SERVICES WARRATIVE |
| | |
| Title | |
| Family Child Care Peer | Incentives of an average of \$1,800 each will be provided to a cadro of 9 to 19 family child care paer mentors. Weaking with |
| Menlora | the QIS Goordinator, QIS Casches, the Quality Family child Care Network Coordinator and Advisors, the family child care peer menturs will conduct outreach and develop cohort groups of family childcare providers to participate in SFQRS, ERS |
| | and Other related insights. |
| 11.50 | and a second to the second to the second to the second to the second to the second to the second to the second |
| | |
| SUBCONTRACTS | SUBCONTRACTS MARRATIVE |
| Lanner | |
| Agency Children's Council of SF | Childron's Council staff will assist with recruitment, technical assistance for online programs and video equipment, case |
| | menagament, monitoring reports, entering and epidating data into First 5 CA's PROOF database, and coordinating |
| | MyTeaching Pariner assessors and coachas. Includes implementation for 60 proschool teachers and family child care |
| | providers to participate in the 10 mosts program. |
| • | |
| eller garage de gler man | |
| | |
| ROGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
| • | |
| xpense upplies/Majeriais | Stationary, pens, writing tablets, markers, crips, noteparts, ifly charts and other training materials. |
| white and the second second | Temporary Maries Artiful Bremovel mental of Artiful Instalment in America Strategical (1914) (1914) |
| erficipent Resource Malerials | Materials headed for participants. |
| | |
| ostage/Telephone | General/bulk malling and telecommunications costs. |
| **** | L |

_T SERVICES

| Printing/Graphics | General office copyling and printing of training materials for the ERS, CLASS, QRS and other training events as well as marketing materials. An outside vendor will be used for bulk printing. |
|---------------------------------------|--|
| a de Villa esta massaga esta | |
| OTHER PROGRAM EXPENS | be other program expenses marrative |
| Ехряпае | |
| Project Specific Direct Fachnology | Computer equipment for QIS Coaches, 17 support and network/equipment costs. |
| Project Spacific Direct Coupancy | Renivoucupancy for project office ลวยce for Co-Directors, Data Analyst and trainers. |
| Project Spacific Program Support | includes admin pervices such as HR, purchasing, insurance, legal, mambarahip dues and program services such as sta planning, quality review, statt development, work planning, staff eyaluation and library assistance. |
| Teaching Pyramid Model Training | Wasted Conter for Child & Family Studies, San Marcos Office (Wested) will work with selected frainers and complete coaches to support continued implementation for cohorts trained during the 2011-2012 school year and complete the Teaching Pyramid model (resining to Preschool For All (PFA) sites in San Francisco as started in 2011-12. Wested is also committed to support the implementing elles and will continue to provide guidantes and technical assistance to the cohorts throughout the year. Food will be provided for all full days. |
| roject Specific Travel | Airfare and todging are based on current average ratas. Per filom is \$46/day or \$11.25/quarter day. For local fraval, pel diem is se follows: breakfast-\$9, junch-\$12, dinner-\$24. Other expenses include ground transportation (shutte, taxis or trains), parking, tolis, and incidentals. Mileage is charged at CA's approved reliabursement rate. |
| No. 1 Carried Section 1 | |
| dministrative costs | ADMINISTRATIVE COSTS NARRATIVE |
| ost Name | |
| otal Admin Cosis | includes Board/Board support, Exacultyo Director's Office, Rescurco Development, Communications, Contracts, and Accounting/Financo Services, Additional admin costs are applied at a rate of 2%, Excludes pass-through costs, |
| , | |

First 5 San Francisco Scope of Work Narrative

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

Project Description and Goals

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

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

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

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

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

and improve quality in early care and education settings. The Environment Rating Scales (ERS), developed by Harms, Clifford and Cryer, at Frank Porter Graham Child Development Institute, University of North Carolina-Chapel Hill campus has been used in San Francisco for the past six years and will be one of the tools to measure environmental quality in the SF-QRIS. Two additional instruments are anticipated to be utilized in some capacity during the three-year grant period. Beginning in 2012-2013, the Classroom Assessment Scoring System (CLASS), developed by Robert C. Pianta, Ph.D., Karen M. La Paro, Ph.D., and Bridget K. Harme, 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 (FCCERS-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 - Var 2/3/10

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

| | liziolity 101 | feligible | programs | during th | e 2012-20 | 13 fiscal year | CMS Activity Set up |
|--|---------------|----------------|------------------|---------------------------|-----------------------|--|--|
| rows (New York & Renformance Measures 1985) (1995) | 9960138k | 担约 02级数 | 938503352 | \$20Q4378 | g Anriualte | TELEVILLE TALENCE Reporting Instrictions as well as the second se | & 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" | o | 0 | <u>a</u> | 198 | 198 | Target of 198 generated from the likelihood of receiving 248 surveys and anticipated 80% high satisfaction rate (248x.8=198). In quarter four, report the actual number of surveys received with high satisfaction marked on question of overall satisfaction. Include in the comments section the actual total number of surveys received (i.e. sample size). | Survey/Dafabas |
| Number of assessments conducted in a linguistically appropriate way. | o · | 0 | 0 | 494 | 494 | Target of 494 generated from the likelihood of completing 549 assessments and an anticipated 90% completed in preferred language (549x,9=494). In quarter four, report the actual number of assessments completed in preferred language. Include in the comments section the actual total number of assessments (i.e. sample size). | Survey/Databas a |
| Number of ERS assessments completed for fee- for-service | 1 | 1 | 1 | 2 | 5 | Enter number of fee-for-service ERS assessment completed each quarter. | Database/ Tracking file |
| Service: Provide information about the assessme | ent instrur | nents zno | d assessi | nent proc | ess to the | provider community | CMS Activity Ser |
| Carlin war mary klasse 11800 | 1 | . 09 | Tam. (53.5.5 | h 04 | L describ | Ponerhad Instrictions | |
| | THE OTHER | 1886 (12 1998 | 388.Q3 | 15:00,Q4 34.50 | ½.Annual ₂ | www.minesortingInstructions | Data Source & |
| Number of TA providers participating in training | 30 | 20 | 03 ₈₆ | <i>i</i> g⊈Q4 <i>yş</i> ç | 2.Annual 2 | Reporting instructions who attended humber of TA providers who attend training sessions. Report quantitative information in comment section about efficacy of training sessions. | |
| Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA | | | 1 | | 1 | Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment | 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 | 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. Enter the number of information/ training sessions provided in | Data Source.s |
| Number of TA providers participating in training session and quarterly follow-up meetings Number of Information/ Training Sessions to TA | 30 | 20 4 | 1 2 | 1 2 | 52 . 5 | 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 Sign in Sheets Agenda/ minuter |
| 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 4 3 | 1 2 3 | 2 3 | 52 5 12 | 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 | Sign in Sheets Agenda/ minuter Agenda/ minuter |

| Service: Convene regular Rating Advisory Grou | p meeting | is ' | | | | | Lip |
|---|------------|-------------------|--|--------------|-------------|---|----------------------------|
| es and and a substitution of the substitution | 142 C 1725 | 555 Q2 755 | W. 03 W. | ESSE Q 4-MAG | ∰ Ģintritiệ | Massassassassassassassassassassassassass | ‱ Data;Source≅ |
| 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 sig |
| Number of stakeholders participating as Rating Advisory Group members | 8 | 1 | 1 | 1 | 9 | Enter the unduplicated number of stakeholders participating in advisory meetings | Rosier |
| Number of activities conducted around grievence procedure development (draft document, draft review, update on process to funders) | 1 | 1 | 1 | מי | 3 | Enter a 1 for each of the three key activities completed around grievance procedure development (draft document, review, and update to funders). | Written procedure |
| Number of activities conducted around fee-for- service plan development (draft document and review) | 2 | 0 | ū | G | 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 | ¢ · | a | 1 | 1 | Enter a 1 for the quarter in which the member survey was completed. Include key findings in the comments section. | Survey template |
| Number of SF-QRIS Development Meetings | , | | // ——————————————————————————————————— | | | Report on number of meetings afterded for the SF-QRIS. Note: | meeling sign-ir |
| 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. | sheets and |
| 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. | minutes Meeting sign-in |
| Deliver QRS Report to funders and make a presentation to stakeholder groups | Đ | 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 | _ | | - | | | | Chis Activity Se up |
| 高级级数据的证明,Performance Measures 实现的主要的 | 342 Q13-23 | EG QZmy | ## 03 577 | %€Q4¥8 | k.Annuala | 元元/安水平の東京大学記述 Reporting line truction 多元素は東京の東京大学主義 | |
| Number of outreach plans developed | 0 | 1 . | D. | a | 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 | í | 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 | <u>İ</u> | 1 | 0 | 0 | i | Put a *1" in the quarter in which the marketing of the Fee- for-Service Plan is implemented. Enter number of "paid" assessments completed in comment section each quarter. | Dafabase |

| PERSONNEL | | | | | | en", | | 7 |
|--|---|--------------------------------------|----------------------|------------------|---|----------------------|--|--|
| | Name | Function | • | FTE (%) | Request | Other - Cash | Othér - In-Kind | Total Salary |
| Evaluation Director | Kerry L. Kriener-Althen | Provide project over | sight . | 0.090 | | | | \$10,800.00 |
| Sr. Research Associate | Gabriala S. Lopez | Quality Review Man | #ger | 0,664 | \$15,515.00 | \$45,835.00 | <u>) </u> | \$61,860.00 |
| ,,, | • | | | | | | 1 | |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | <u> </u> | | - 10- | | | <u> </u> | N 45 575 45 |
| Project Manager | Jocelyn A. Schalbo | Project Managor | | 0.460 | \$6,812.00 | \$33,256,00 | } | \$40,070.00 |
| | | | • | | | | | |
| Research Assistant | Min Chen | Translation | | 0.017 | \$1,039.00 | 90,02 | | 81,039.01 |
| Quality Review Assistant | TBD | Quality Review | *** | 0,505 | \$4,314.00 | . \$20,893,00 | | \$25,207.00 |
| • • | | | |] . | | | ŀ | |
| | | <u> </u> | | . 0.547 | ' _^ ;;; ₌₌₌ ;; | ** | | <u> </u> |
| Project Coordinator Program Quality Assessors (6) | TBD TBD | Project Coordinator Quality Assessor | | 0,117 4.800 | \$1,758.00 \$287,454,00 | \$8,399,00 \$0,00 | | \$10,157.00 \$287,454.00 |
| · · · · · · · · · · · · · · · · · · · | • | · . | | | | | | • |
| | | , | | , | | | | |
| | | TOTAL | PERSONNEL | | \$318,748.00 | 8117,135,00 | | 5425,383.00 |
| | | | | | | | | |
| PRINCE BENEFITS | | | 20 mg mg 20 mg | to gases and the | <u> </u> | · Olher - | Other | S. C. Salaka |
| Henefit Name Total Benefits - Assessments | Calculations 36.4% of regular employe | ual anlarion pluss | \$267,454.00 | % 0,384013 | Request \$104,637.00) | Cash | In-Kind | · Total |
| Ozi bellelitz - Assessmenta | Serve of regular employer | aas aalanea hioa . | Φ 2 87,404.00 | 0,204013 | ינאט. זבסורים ניק ז | | • | \$104,637.0D |
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| | | | | İ | | | | |
| Total Benefits - General | 38.4% of regular employe | er' ealarius plus | \$148,429.00 | 0.384019 | \$11,391.00 | \$42,640,00 | <u>'</u> | \$64,031.00 |
| • | Leave | { | | (| | | | |
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| | | TOTAL FRING | BENEFITS | Ę | 3116,020.00 | \$42,640.00 | | \$152,668.00 |
| · | | | | | | | | |
| ROFESSIONAL SERVICES | | | | | | | | |
| rine | Function | | · — | FTE (%) | Request | Other - Cash | Other - In-Klad | Total |
| Yebsite Developer | | | } | | \$4,500,00 | | <u>12 / 12222</u> | \$4,500.00 |
| | • | • | .] | | | | | |
| pare or entirety of a system | <u> 10</u> | TAL PROFESSIONAL | SERVICES | all a Maria | \$4,600,00 | | | \$4,500.00 |
| s Important blance | Carlo | | | | | | | 11 (12) |
| UECONTRACTS | 7 | | Program | Admin | | Other- | Officer- | TO SECTION AND ADDRESS OF THE PARTY OF THE P |
| goncy one I | Function (| Calculation | Costs | Costs | Request \$0.00 | | | otal |
| | | TOTAL SUBC | NIRACTS | garanta salah | \$0.00 \$0.00 | Garage S | | \$0.00 \$0.00 |
| Rogram Materials | | | 9.048.594 | | | Arrivia Buenite | | A Value Maria |
| | | | | | | | Other - ' | |
| xponso . | Calculationa | | - | | Request | Cash | In-Kind | Totel . |

| Supplies/Materials | see narrative | | \$9,683.00 | \$488.00 | | \$4,951.00 |
|---|---|-----------------------|--|----------------------------|---------------------|--|
| 111 | | | | | | <u></u> |
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| Postage/Telephone | eea hamaliwo | | \$8,840.00 | \$2,387,00 | - | \$6,283.00 |
| | | | | | | |
| | | • | | | , | • |
| | | | 1 / | i | | |
| Printing/Graphics | see namative | | \$820.00 | \$1,126,00 | - | \$1,44 9 ,00 |
| 1 III to Branchard | DOM HAITTIN - | | VII. 10, 10 | | | |
| | | | . | | | |
| | TOTAL PROGRA | IN MATERIALS | \$8,129.00 | \$3,961,DD | | \$12,080.00 |
| AND ICE PROGRAM IS CAMPAIN | | the lifest throughout | TW, 125,05 | Aglat Har | | # 12.jegg.va |
| OTHER PROGRAM EXPENSE | | | | Other - | Other - | |
| Expanse | Galculations | | Request | Cash | _in-Kind | Total |
| Project Specific Direct | | | \$42,156,00 | | \$593.00 | \$42,185.00 |
| Technology - Assessments | | | | | \$593.00 | • |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments | | | \$0,00 | | \$593.00 | \$0,00 |
| Tachnology - Assessments Project Specific Direct | | | | | \$593.00 | • |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | | | \$0,00 | \$ 73,649.00 | \$593.00 | \$0,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments | | | \$0.00 | \$13,849.00 | \$593.00 | \$0,00 \$64,320.00 |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | | | \$0.00 | \$73,849.00 | \$593.00 | \$0,00 \$84,320.00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General | | | \$0.00 | \$73,849.00 \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General | | | \$0.00 584,320.00; \$3,648,00 | | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General | | | \$0.00 584,320.00; \$3,648,00 | | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | | | \$3,649,00 | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | | | \$0.00 584,320.00; \$3,648,00 | | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 |
| Tachnology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | | | \$3,649,00 | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | | | \$0.00 584,320.00; \$3,649.00 \$3,701.00; | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | \$0.34\Word | | \$3,649,00 | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | \$0,30\word | | \$0.00 584,320.00; \$3,649.00 \$3,701.00; | \$12,935,00 | \$593.00 | \$17,295.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Tachnology - General | \$0,30\vord | | \$0.00 584,320.00; \$3,649.00 \$3,701.00; | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General Project Specific Program Support - General | \$0,30/word Estimated at \$40/trip x 825 trips/year | | \$0.00 584,320.00; \$3,649.00 \$3,701.00; | \$12,935,00 | \$593.00 | \$0,00 \$84,320.00 \$17,295.00 \$16,638,00 |
| Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct Occupancy - General | | | \$3,648,00 \$3,648,00 \$3,701.00; \$19,502,00 | \$12,935,00 | \$593.00 | \$17,295,00 \$17,295,00 \$16,638,00 \$24,640,00 |

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

IALITY RATING SERVICES

| FCCRS Reliability Training | _/ | , | \$9,000.00 | | | \$9,000,0 |
|---|-----------------------------|--|-------------------------|-------------|--------------------|--------------------------------|
| Reliability Training | | | \$9,000.00 | | | \$9,000,0 |
| ್ರತ Reliability Training | | | \$9,000.00 | | | \$9,000.01 |
| roject Specific Fingerpainting | \$75 x 7 assessors | | \$626.00 | | | " \$525,QI |
| | | TOTAL OTHER PROGRAM EXPENSI | 5 \$200,09 7. 00 | \$46,109.00 | \$593.00 | \$246,206 <u>.</u> 00 |
| DMINISTRATIVE COSTS | | | | | | 2013 SEA 1800 |
| | | • | *** | Other | Othie _T | - V |
| Cost Namo 'otal Admin Gosts - Assessments | Calculations 13.67% rate | | Request \$88,234,000 | <u>Cásh</u> | In-Kind | Total \$68,239,00 |
| otal Arimin Costs - General | 13.67% rate | | \$18,740.00 | \$28,884,00 | | \$48,424,01 |
| | · | | | | | |
| | | TOTAL ADMINISTRATIVE COST | \$87,979.00 | \$28,084.00 | | \$116,663.00 |
| TOTAL B | udget reques | The second secon | | | \$593,00 | \$116,66 \$ 974, 000 |

3 -

| ERSONNEL | PERSONNEL NARRATIVE |
|---|--|
| Itla | |
| valuation Director | Provide everally everalgest and leadership to the project and ensure that the project has appropriate and adequate |
| r. Research Associato | sasources to effectively and efficiently come out the work with the highest standards of quality Develop training content (including online training) and assessment protocols and procedures; train QRS Assessors of Ciscones on assessment protocols; ensure that all protocols and procedures are carefully and consistently follows. |
| | and implemented across Assessors; review assessment reports; provide engoing training, supervision, and support to Assessors; and communicate with the client, includes \$8,031 for rapp-up. |
| mjoci 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 data entry; oversee the maintenance of existinal communications vehicles (wobsite, volcement, |
| esearch Assistant | emgil); manage the reporting to fundexs; and coordinate internal project meetings. For samp-up only, Review and thalixe translation of materials into Chinase. |
| uslity Review Assistant | Dedicated to sending letters and posters to programs prior to assessment, enter scores into the data system, track |
| | internates reliability; print and medi easessment reports to each assessed program; and provide general administrative support to the project, including maintaining project files, photocopying and filing of documents, and general effice support to the project, including maintaining project files, photocopying and filing of documents, and general effice support to the project, including maintaining project files, photocopying and filing of documents, and general efficiency |
| rojact Coordinator | Conduct community pulsace regarding sassasment processes |
| regram Quality Assossors (6) | ERS - 366 sessions at \$1,127/session CLASS - 184 sessions at \$645/session |
| | Elx assessors at \$29,15/hr. dedicated to achieving and maintaining rollability on each of the assessment instruments. |
| | conducibeg program quality assosaments, recultative completing source shoots and summary reports, and carefully and completely following all project protocols and propedures. |
| Sec Chine and a second | positiveitra trincant de la proposit que pro |
| RINGE BENEFITS | FRINGE BENEFITS NARRATIVE |
| \$1184111 E1114114 E140 | Called Debit 110 (transitive |
| onofit Neme dal Benefits - Assessmenta | Total Denta; Medical at 18.134% |
| nai Reneuls - 7428639mania | Workers' Comp at 0.519% |
| | Life Insurance/ADD at 0.303% |
| | S.T.O. Instrume et 0.084% L.T.D. Instrume et 0.084% |
| | EAP/Cafeterla st 0.052% |
| | Retirement at 1.674% |
| | Staff Benefija/Related-Costs at 0.134% |
| • | Unamployment Tax at 0.610% FICA ≥t 1,863% |
| rtal Benefils - General | Total Dental/Mexical at 19.134% |
| | Workers' Comp at 0.518% Life Insurance(ADD at 0.398% |
| | S.T.D. Insurance at 0,084% |
| | I.,T.D. Insurance at 0.228% EAP/Cefe/cxia at 0.092% |
| | Retirement at 14.753% |
| | Supplemental at 1.674% Statif Benefits/Re/alcid Costs at 0.134% |
| | Unemployment Tax at 0.510% |
| | FIGA at 1,587% The benefija rate is 39,4% of regular employaes' unjuscied saluries, inclusive of leave. Benefija include worker's |
| NINGE BENEFITS | ne penerijia jaus is 30,4 % un reginal englovees uniusaled salaties, inclusive of lease, but ents include variet s compensation, unemployment tax, and FICA for both employee stassifications. Regular employees also recolve referement, medical/dantat, life insurance, disability insurance, and other staff benefits. |
| OFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| t Plan | |
| lo abalba Dovekoper | The Webalta Developer will create a QRS/QIS wobsite for the project, to be accessed by Providers, QIS Cosches, and |
| • | QRS Assessors. The Website DaveAper will work with the WestEd project team to define the specifications of the site, |
| | solect and refine a design, and input content. The Website Developer will also train and provide website consulting to WestEd as needed |
| | |
| BCONTRAC T S | BLIBCONTRACTS MARRATIVE |
| ency | |
| ue | The second secon |
| | |
| | |
| DGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |

| | Full Year Operation: File folders - \$1 x 549 assessments = \$549. (File folders - \$1 x 56 literater assessments = \$65 |
|-----------------------------------|--|
| | |
| | Assessment reling shaet photocopies - \$0.20/page x 12 pgs x 549 assessments = \$1,318 Internatar reliability segesament rating sheet photocopies - \$0.20/page x 12 pgs x 66 (kerreter assessments = \$156 |
| | |
| | Assessor storage clipboarda - 521.33 x 6 assessors = \$126 SP First 5 Popied Costs: 536 hour units x \$0.1864 = \$101 |
| | |
| | |
| Todaya (Talay L | HAAS Popled Costs: 2,598.6 hour units x 50.1882 = \$488 |
| Postago/Telephone | Postage and talephone expenses include general malfing and telecommunication costs. Special purchases in additionals |
| Postage/Telephone | Postage and talephone expenses include general malang and telecommunication costs. Special purchases in additional the pooted costs will be charged directly to the project and are explained below. |
| Postano/Telephone | Postage and talephone expenses include general malfing and talecommunication costs. Special purchases in additional to the project and are explained below. Ramp-up: |
| Postago/Telephone | Postage and talephone expenses include general malfing and talepornmunication costs. Special purchases in additional to the protect and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 |
| [⊒] oslage/Telephone | Postage and talephone expenses include general mailing and talepornmunication costs. Special purchases in additional to the project and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: |
| [⊒] oslage/Telephone | Postage and telephone expenses include general mailing and telepommunication costs. Special purchases in additional to the protect and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment packets - \$3 x 549 providers = \$1,847 |
| oslage/Telephone | Postage and telephone expenses include general mailing and telepommunication costs. Special purchases in additional to the protect and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment packets - \$3 x 549 providers = \$1,847 |
| oslage/Telephone | Postage and talephone expenses include general mailing and telecommunication costs. Special purchases in additional to the posted costs with be charged directly to the project and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-generament peckets - \$3 x 549 providers = \$1,847 \$5 First 5 Pooled Costs: \$38 hour units x \$0.8787 = \$471 |
| · . | Postage and talephone expenses include general mailing and telecommunication costs. Special purchases in additional to the posted costs will be charged directly to the project and are explained below. Ramp-tip: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment peckets - \$3 x 549 providers = \$1,847 \$5 First 5 Pooled Costs; 538 hour units x \$0,8787 = \$471 HAAS Pooled Costs; 538 hour units x \$0,9011 = \$2,337 |
| | Postage and talephone expenses include general mailing and telecommunication costs. Special purchases in additional to the posted costs with be charged directly to the project and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-generament peckets - \$3 x 549 providers = \$1,847 \$5 First 5 Pooled Costs: \$38 hour units x \$0.8787 = \$471 |
| | Postage and talephone expenses include general mailing and telecommunication costs. Special purchases in additional to the posted costs will be charged directly to the project and are explained below. Ramp-tip: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment peckets - \$3 x 549 providers = \$1,847 \$5 First 5 Pooled Costs; 538 hour units x \$0,8787 = \$471 HAAS Pooled Costs; 538 hour units x \$0,9011 = \$2,337 |
| Postage/Telephone | Postage and talephone expenses include general mailing and telecommunication costs. Special purchases in additional to the protect costs will be charged directly to the protect and are explained below. Ramp-tip: Portect Coats: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pre-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment peckets - \$3 x 549 providers = \$1,847 SF Prais 5 Protect Costs; 536 hour units x \$0,8787 = \$471 HAAS Pooled Costs; 536 hour units x \$0,9011 = \$2,337 Printing/Graphics expenses localed general office copyling. |
| | Postage and telephone expenses include general mailing and telecommunication costs. Special purchases in additional to the protect costs will be charged directly to the protect and are explained below. Ramp-up: Posted Costs: 145.5 hour units x \$1.2400 rate = \$181 Full Year Operation: Pra-assassment packets - \$3 x 549 providers = \$1,847 Post-assassment packets - \$3 x 549 providers = \$1,847 Post-assassment packets - \$3 x 549 providers = \$1,847 \$F First 5 Pooled Costs: \$58 hour units x \$0.8787 = \$471 HAAS Pooled Costs: \$58.6 hour units x \$0.9011 = \$2,337 Printing/Graphics expenses include general office copyling. Ramp-up: Pooled Costs: 145.6 hour units x \$0.600 = \$87 |
| | Postage and telephone expenses include general mailing and telecommunication costs. Special purchases in additional to the protect costs will be charged directly to the protect and are explained below. Ramp-up: Posted Costs: 145.6 hour units x \$1.2400 rate = \$181 Full Year Operation: Pra-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment peckets - \$3 x 549 providers = \$1,847 Post-assassment peckets - \$3 x 549 providers = \$1,847 \$F First 5 Pooled Costs: \$58 hour units x \$0.8787 = \$471 HAAS Pooled Costs: \$586 hour units x \$0.9011 = \$2,337 Printing/Graphics expenses include general office copyling. Ramp-up: |

| CAUSE LIBERTINATION ENGINEERS | ES OTHER PROGRAM EXPENSES MARRATIVE |
|-------------------------------|---|
| | |
| Ехрепяе | |
| Project Specific Direct | Direct Technology includes Personal Computers, IT Support, Common Network, and Shared Equipment. |
| l'echnology - Assassments | Pooled Costs; 8,544 x \$5,0068 = \$42,778 |
| · | \$593 is the in-kind amount above max reimbureament |
| rojeci Specific Direct | |
| Occupancy - Assessments | |
| roject Specific Program | Includes admin solvices such as FIR, purchasing, insurance, legal, membership duos and program solvices such as siz |
| Support - Assessments | płąnning, quality polisy, staff development, work planning, staff evaluation and library assistance. Pooled Gosla: 8,544 x \$7.6261 = \$64,320 |
| Project Specific Direct | Direct Technology Includes Personal Computers, IT Support, Common Natwork, and Shared Equipment. |
| echnology - General | Ramp-up. |
| • | Prolad costs: 145.6 hour units x \$5.6876 = \$628 |
| • | Full Year Operation; |
| | SF First 5 Pooled Costs: 556 hour units x \$5.2681 = \$2,821 |
| | HAAS Pooled Costs; 2,593.6 hour units x 85.2826 a \$15,648 |
| roject Specific Direct | Direct Occupancy represents the real and/or occupancy of protect office space at a specific WestEd location. |
| Іссирансу - Сепени | Ramp-up: |
| | Poeled Costs: 145,6 hour units x \$7,0500 = \$1,026 |
| | Full Year Operation: |
| | SF First 5 Pooled Costs: 539 hour units x \$4.9907 = \$2,675 |
| | HAAE Pooled Costs; 2,693.8 hour units x \$4,9879 = \$12,936 |
| roject Spoolik Program | Includes admin services auch as HR, purchasing, insurance, legal, memberahip ducs and program services such as stal |
| obbou - genstaf | planning, quality review, steff devolopment, work planning, steff eveluation and littrary 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 = 54,035 |
| | HAAS Pouled Costs: 2,593,6 hour units x \$7,6281 = \$19,525 |
| roject Specific Translation | This includes the opete of transking provider friendly information into Spanish and Chinese regarding the assessment |
| | process, raport templates, and resource information |
| | Ramp-up: |
| | \$7,802 - 6,447 words into 3 lenguages. |
| | Full Year Operation: |
| | \$12,000 - 13,893 words into 3 languages. |
| ojeci Spacific Travel | All travel expanse rolmbursements are based on the Agency's policy. For each trip, other expenses include ground |
| | transportation (including parsonal car or public transportation) and parking, Where appropriate, mileage is charged at the |
| | State of Calliantia's approved reimoursement 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 626 trips, |
| CERS Reliablily Training | Includes aroual renewal of week-long interraler reliability triening with authorized trainers at the University of North |

| -1 12 14 22 14 25 1 1 10 1 14 14 1 | |
|--|--|
| FCCRS Reliability Training | Includes annual renewal of wack-long interretar reliability trianing with authorized trainers at the University of North |
| | Carolina - Chapet Hill and travel costs for 1 FCCERS-R Instrument anchor. |
| CLASS Reliability Training | Includes annual tenawal of interreter resability training for all assessors by authorized CLASS kalners. |
| ITERS Reliability Training | includes annual renewel of Week-long interneter reliability trianing with authorized trainers at the University of North |
| 1 | Carolina - Chapel Hill and travel costs for 1 ITERS-R instrument anchor. |
| Project Specific Fingsminting | Assessor fingerprinting (\$75 each x 7 assessors), |
| | |
| · | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS MARRATIVE |
| | |
| Cost Name | |
| Total Admin Costs - | includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and |
| Assessments | Accounting/Finance Sorvices, Additional admin costs at a applied at a rate of 1%. |
| | \$499,180 x 18,67% = \$69,239 |
| Total Admin Costs - General | Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and |
| | Accounting/Finance Services, Additional admin costs are applied at a rate of 1%. |
| | Ramp-up = \$21,994 x 13.67% = \$3,006 |
| | Full Year Oneration: |
| | SF FIRST 5: (\$126,912\$4,500) x 19.67% = \$15,734 |
| | HAAS: \$209,835 x 13.67% = \$28,684 |
| 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. 12 1. | |
| ., | |

New Appendix B

Appendix B-Definition of Grant Plan

The term "Grant Plan" shall mean

See attached Scope of Work and Budget.

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

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

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

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

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

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

Scope of Work

WestEd CCFS, through the 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 Family Studies Grant Year: 2012-2013 | |
|---------------------|---|--|
| Project/Initiative: | QRIS - Quality Improvement Services | |

Project Description and Goals

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

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

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

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

The creation of the SF QRIS, and the key functions of rating and program improvement services which will be provided by the SF Quality Connections Program will operationalize the vision of the City-wide Plan for Early Care and Education in which "San Prancisco 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 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-lunded programs. First priority for services include approximately71 sites with assessment scores below 3.0 on the Hauns 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, PCC and center-based providers.
- Provide access to additional TA resources (DRDP, CSEFEL, Learning Foundations)
 used in SFQRIS for ECE TA specialists, FCC and center-based providers.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers
- Participate in SF-QRIS Development Meetings and SF-QRIS Stakeholder Meetings. Develop and implement of a plan to guide Quality Connections' activities outreach and information activities for QRIS.

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

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

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| Provide four training sessions to inform practice with DRDP | 0 | Ð | -3 | 2 | 3 | Report number of community trainings | Sign-in sheets, |
| Number of attendees participating in DRDP training. | 0 | D. | 20 | 40 | 60 | Report number of participants | agendas Sign-in sheets, |
| Number of CSEFEL Webinar trainings made accessible to providers (one in each language. | 0 | .0 | 1 | 2 | 3 | Report on number of CSEFEL Webinars | agendas sign-in sheats, agendas |
| English, Spanish, Chinese) Number of attendees participating in CSEFEL Webinars | 0 | o | 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 | 0 | 14 | 0 | 0 | 14 | Enter unduplicated number of FCC providers. These providers are using leveraged funds | PITC Data system |
| Number of PITC training hours provided to Center-based programs. | 17 | 17 | 17 | 17 | 68 | Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract. | PITC Data system |
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| Number of SF-QRIS Development Meetings attended (including both local and regional) | 2 | 2 | 1 | O | 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 | 0 | O | ,ū | 1 | 1 | Mark a "1" in the quarter that materials are developed and distributed. | Completed Report |
| Service: Development and implementation of a p | lan to gu | lide Qual | ity Canne | ctions' ar | đivities o | utreach and information activities for QRIS. | CMS Activit Set-up |
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| Number of outreach plans developed | 0 | 1 | ٥ | ٥ | 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 | O | .0 | 2 | 2 | 4 | Report on number of community informational meetings provided. | sign-in sheets/meet g minutes |

| Number of providers who participate in the community informational meetings on SF-QRIS | 0 | O | 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 | 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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| Śr. Program Associate II | Arlene R. Paxlon | Ço-pragram Direct | or | 0.054 | \$7,017.00 | \$5,911.47 | · | 312,92H |
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| Research Associate II | Marcia J. Walsh | QIS Coordinator | | 0.600 | \$42,924,00 | \$21,696.44 | ļ. | 564,619, |
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| Program Associate I | Mezgare1 L. Bartelt | QIS Coach | | 0,50X | | \$18,407.60 | | \$54,826. |
| Program Associate II | Laura Y. Cheng | | | - | | | | \$96,466, |
| Program Assistant Program Associate | Yody Larraburo Narani Temarra Barreti | o QIS Coach QIS Coach | | 0,800 D.800 | | | | \$96,496. |
| Specialist (Temp) | TBD | QIS Coach | *************************************** | D.113 | | | | \$68,466. \$22,800. |
| Sr. Program Associate II | Melinda Brookshira | Trainer | | 0,009 | | | | \$1,091 |
| Research Associate II | Cherl J. Longaker | (Trainar | | 0,018 | | <u></u> | | \$1,578. |
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| Moamily Child Care Paer entors JECONTRACTS JORGEN MATERIALS TISO IISOMAN MATERIALS | Function Class+ and coaching Calculations SF F5: 9,823 hrs x \$0,01 rs | Catculation Catculation This line Item amount is pass ithrough costs and does not ingger any administrativa costs jestow. TOTAL SUS | Program Costs \$165,000.00 | Admin Coste | Request \$16,200.00 Request \$16,000.00 Request \$16,000.00 | Other- Gash | In-Kind Other - In-Kind Te | \$16,236.00 P.Eal \$165,000.00 |
| Month of the control | Function Class+ and coaching Calculations SFFB: 6,823 hrs.x \$3,01; | Catculation Catculation This line Item amount is pass ithrough costs and does not ingger any administrativa costs jestow. TOTAL SUS | Program Costs \$165,000.00 | Admin Coste | Request \$16,200.00 \$16,200.00 Request \$266,000.00 | Other- Gash | In-Kind Other - In-Kind Te | \$16,200.00 Ptal \$165,000.00 Total 517,115,59 |
| Milo amily Child Care Paer entors JECONTRACTS gency ilidren's Council of SF VISCO ilica/Materials riicipant Resourco terials | Eunption Class+ and coaching Calculations SF Fa; 6,823 hrs x \$0,01 m GDE; 2,463 hrs x \$0.03 m GDE; 2,463 hrs x \$0.03 m | Catculation This line liam amount is pass intrough costs and independent in the costs and independent in the costs in the | Program Costs \$165,000.00 CONTRACTS | Admin Coste | Request \$16,200.00 \$16,200.00 Request \$466,000.00 Request \$12,042.00 | Other- Gash | In-Kind Other - In-Kind Te | \$16,200.00 Peal \$165,000.00 |
| Cito amily Child Care Paer entors JECONTRACTS Anncy ildren's Council of SF Viso lice/Materials ricipant Resourco tarials stage/Telephone | Function Class+ and coaching Calculations SF F5: 9,823 hrs x \$0,01 rs | Catculation This line liam amount is pass intrough costs and indiger any administrative costs lesiow. TOTAL SUE attention any additional to plus any additional to plus any additional to plus any additional attention and plus any additional to plus any additional to plus any additional attentions. | Program Costs \$165,000.00 CONTRACTS | Admin Coste | Request \$16,200.00 Request \$16,000.00 Request \$16,000.00 | Other- Gash | In-Kind Other - In-Kind Te | \$16,200.00 Ptal \$165,000.00 Total 517,115,59 |

Wester, center for child and family studies . \Rightarrow F quality connections - quality improvement $s_{\rm KL}$ _1088 2012-13 Budget - CMS form 4

| Printing/Graphics | SF F6: 6,823 hrs x \$0.03 rate plus any and additional printing upats (CDE: 2,453 hrs x \$0.06 | \$13,149,00 | \$147.18 | | 517,296,1 |
|--|---|--------------|-----------------------|----------------|--|
| | TOTAL PROGRAM MATERIALS | \$61,266,00 | - Augusta Hyddiadd | er in Augs | Steel of the steel |
| OTHER PROGRAM EXPEN | | enfêrê Xewn. | | | . [4] |
| | | | Duise ? | OH(er = " | n nga takagii ta l |
| ≘хрел≲с | Calculations | Request | Cash | in-Kind | Total |
| roject Specific Direct | SF F5: 8.823 hrs x 54.76 reta | \$31,459,0D | \$11,678.16 | | \$43,037.9 |
| Fechnology | CDE: 2,453 hrs x \$4.72 rate | | | | |
| Project Specific Direct | SF F5; 8,623 hrs x \$0.26 rate | \$1,722,00 | \$5,618,88 | - | \$2,940.9 |
| Decupancy | GDE: 2,463 hrs x \$0,66 rate | !!! | | | • |
| Project Specific Program | SF F5: 6,623 hrs x \$7.52 rate | \$49,805.00 | \$18,471.09 | | \$58,276.0 |
| Support | CDE: 2,453 hra x 87.53 reta | _ | | · į | |
| Teaching Pyrainid Model | Completed Cohort Activities - \$5,000; Second Half Activities - \$ 23,500; | \$93,500,00 | | | \$93,500.0 |
| íraining | Additional Activities - 559,000; Training Materials - 56,000. This line item | . | | 1 | • |
| | len pillibbé ynd regelft 100 aaob bns nobalgmoo nogu seirg bexii ai Invoms | , , | ` | | • |
| | edministrative costs balow. | 1 1 | -[| | : |
| roject Specific Trevel | 5 coaches x 200 tripslyr x \$20/klp | \$23,705,00 | \$10,000.GO | | \$33,705.0 |
| | For Praechool Foundations/Custiculum Frameworks/DRDP, a people for a 3 | | | 1 | 1 21 |
| | day/2 right nonlocal trip @ \$3,705 nln Year 1. | i í | j | į | |
| | CDE; 5 Specialists x 100 jrlos/yr x \$20/irlp | | ļ | - (| |
| | TOTAL OTHER PROGRAM EXPENSES | 5200,191,00 | | | |
| Januariona de Cara de | | | | and the second | |
| DMINISTRATIVE COSTS | | | | | |
| | | | Other - | Other - | |
| Ost Name | Calculations | Request | Cash | in-Kind | Total |
| ulai Admin Costs | '8F F5: (\$811,420 - \$99,500 - \$165,000) x 14.4% | \$78,620.00 | \$91,2BG.33 | . | \$110,908.58 |
| • | CDE: \$198, 386, 27 x 15, 772% | 1 1 | j | .] | |
| Security and the security of t | TOTAL ADMINISTRATIVE COSTS | 579,620,00 | i Historiaanseense | | |
| | | | | | |

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 positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be utusafe, 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/Toddier 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

| PERSONNEL | Personnel Narrative |
|---|--|
| 1, 1 + 1 | |
| Title | Limit of the state |
| Program Director II · Br. Program Associate II | Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator and Manager, oversee outreach, oversee autocoptract with Children's Council of SF, oversee QIS portion of SFQRS web-site, supervise QIS Coordinator, arrange training of QIS staff with content experts, and develop training materials. |
| | Will supervise QIS coachars, collaborate with QRS Coordinator and QFCCN Coordinator, easign programs to QIS |
| Research Associate II | conches based on language needs and geography, conduct ERS and SFORS fraining, and coach a limited number of providers |
| Program Associate I | |
| Program Associate II Program Assistant I | increase ERS scores, work closety with pear mentors on developing family child care cohorts and conduct for purposes of training and pear support meetings, collaborate with QFCCN advisors assigned to family child care programs, and |
| Program Associate I Specialist (Temp) | - participate in training |
| Sr. Program Associate II | |
| Research Associate II | T Will provide kalning to QIS team and QFCCN advisors on DRDP IT, Proscincol, Early Learning and Development |
| Sr. Program Associate I | Foundations, program guidatinas, and conficulum frameworks |
| Sr. Program Associate I | Proposition of butter and Springers and Spri |
| Program Opordinator I Program Associate I (Temp) | Will frack expenditures of salaries, benefits, travel, resextree materials, and subcontract payments to Children's Council of |
| Program Assistant I | SF and pase mentors Will support QIS Coundinator and Cosches in processing timeshasts, travel claims, ordering supplies and meterials, compiling and printing iraining materials, and processing stipends for peer memors and resource materials for providers |
| Program Coordinator II | and classrooms Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and will everses |
| | allocation of resource materials |
| | |
| FRINGE BENEFITS | FRINGE BENEFITS NARRATIVE |
| Benefit Name | |
| Total Benefils | A blended rate is used in coll E29 due to the varying rates between Regular and Temporary Employees. Below is a |
| | breakdown of all benefits for regular employees: |
| | Total Contal Medical at 16,134% Worker's Comp at 0,519% |
| • | Life Insurance/ADD at 0.393% |
| | S.T.O. Insurance at 0.084% |
| | L.T.D. Insurance at 0,226% |
| | EAP/Careteria at 0,092% |
| | Retirement at 14.753% |
| | Supplemental at 1.674% Staff Benefits/Related Costs at 0.134% |
| • | Unamployment Tax at 0.510% |
| | FICA at 1.183% |
| ga ka kara ta | |
| TORESONALIA APALIATA | PROFESORALLA OFFICIATE HERRATURE |
| | PROFESSIONAL SERVICES MARRATIVE |
| Title Family Child Caro Pect | Incentives of an average of \$1,800 each will be provided to a cadre of 9 to 13 family child care peer mentura. Working with |
| Mentors | the QIS Coordinator, QIS Coaches, the Quality Family child data Network Coordinator and Advisors, the family child care peor mentors will conduct cultracts and develop coltect groups of family childcare providers to participate in SPORS, ERS and other related training. |
| | and the second of the second o |
| SUBCONTRACTS | SUBCONTRACTS NARRATIVE |
| Аделсу | |
| Children's Council of SF | Calluren's Council staff will assist with recrultment, 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 Payiner assessors and coaches. Includes implementation for an preschool teachers and family child core |
| , | providers to participate in the 10 month program. |
| | |
| | |
| PROGRAM MATERIALS | PROGRAM MATERIALS MARRATIVE |
| · · · · · · · · · · · · · · · · · · · | |
| xpense Ruppilea/Mateulals | Stationary, pans, willing tablets, markers, clips, notepads, filp Charls and other training materials, |
| articipani Rescurea Materiale | Materials needed for participants. |
| | |
| ostage/Telephone | General/bulk mailing and telecommunications costs. |

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

| Printing/Graphics | General office copying and printing of training meterials for the ERS, CLASS, QRIS and other training events as well as marketing materials. An outside yendor will be used for bulk printing. |
|---------------------------------------|--|
| average and see and | [HIGHS-165 - IN-A-1964 - All sequence Addison times as a sequence between the sequence of the |
| THER PROGRAM EXPENS | 5 other program expenses marrative |
| Expenso | The state of the s |
| Project Spacific Direct Fechnology | Computer equipment for QIS Coaches, IT support and network/equipment costs. |
| roject Spacific Direct · | Rent/occupancy for project office space for Co-Directors, Data Analyst and stainers. |
| Project Specific Program Support | includes admin services such as HR, parchasing, insurance, legal, mambership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. |
| Teaching Pyramid Modol Training | WestEd Center for Child & Family Staces, San Marcoa Office (WestEd) will work with adjocted trainers and complete coaches to support continued (explamentation for calculate trained during the 2011-2012 school year and complete the Teaching Pyramid model training to Preschool For Alt (PIA) after in San Francisco as stated in 2011-12. WestEd is also committed to support the implementing alias and will continue to provide guidance and technical assistance to the cohorts throughout the year, Food will be provided for all full days. |
| roject Specific Travel | Airfairs and lodging are based on current average raises. Per diem is \$45/day or \$11.25/quarter day. For local travel, per diem is as follows; brackfast-\$9, lunch-\$12, dinner-\$24. Other expenses include ground transportation (affultile, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate. |
| | |
| DMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| ost Namo | |
| otal Admir Costs | Includes Board/Board support, Executive Director's Office, Resource Dovelopment, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs. |
| aggrander a | |
| | |

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

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

| • | liability fo | eligible | programs | during th | ie 2012-20 | 13 fiscal year | CMS Activity Set up |
|--|--------------|----------|-------------|-----------------|--|---|--|
| vastes is comprehensive survey of the second survey | 2015年 | 科第Q2機動 | 144EQ333 | 385043×6 | ≽:Anπual:≱ | 当文理人为企业的证券企业Reportingsinstructions | agiData)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" | O. | .0 | 0 | 198 | 198 | Target of 198 generated from the likelihood of receiving 248 surveys and enticipated 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 | D. | 4 94 | 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 |
| Service: Provide information about the assessme | | | | • | | | CMS Activity Se up |
| Number of TA providers participating in training | | | | | Annual 2 | positives and accommodate Reporting Instructions access to a consumptions | Ju-Data-Source |
| session and quarterly follow-up meetings | 30 | 20 | 1 | 1 | _∞ Annual ₂ 52 | Report the unduplicated number of TA providers who attend training sessions. Report quantilative information in comment section about efficacy of training sessions. | Data Source E |
| Number of Information/ Training Sessions to TA | 30 5 | 20 4 | | | | Report the unduplicated number of TA providers who attend training sessions. Report quantitative information in comment | Sign in Sheets |
| Number of Information/ Training Sessions to TA Provider Community Number of monthly in-person or video | | | 1 | 1 | 52 | Report the unduplicated number of TA providers who attend training sessions. Report quantilative information in comment section about efficacy of fraining sessions. Enter the number of information/ training sessions provided in | Sign in Sheets Agenda/ minute: Agenda/ minute: |
| 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 | 5 | 4 | 1 2 | 1 2 | 52 5 | Report the unduplicated number of TA providers who attend training sessions. Report quantilative information in comment section about efficacy of fraining sessions. Enter the number of information/ training sessions provided in each quarter. Enter the number of in-person or video conference calls | Sign in Sheets Agenda/ minutes |
| 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 | 5 3 | 4 | 1 2 3 | 1 2 3 | 52 5 12 | Report the unduplicated number of TA providers who attend training sessions. Report quantilative information in comment section about efficacy of fraining 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 | Sign in Sheets Agenda/ minute Agenda/ minute |

| Service: Convene regular Rating Advisory Grou | b Wasijui | js | | | | Committee of the second | CMS Activity Set |
|--|----------------|-----------------------|---------------------|------------|----------------|--|--|
| | erio:eri | W0289 | 2025 0 3 250 | 90:04## | zieuguals: | wvestania vii vai ar Repostingi pappetipia vai ar ar ar ar ar ar ar ar ar ar ar ar ar | |
| Number of Rating Advisory Group meetings held | ī | 1 | . 1 | 1 | | 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 | Rosfer |
| Number of activities conducted around grievence procedure devalopment (draft document, draft review, update on process to funders) | 1 | 1 | 1 | 'Ο | 3 | Enter a 1 for each of the three key activities completed around | Writen Procedure |
| Number of activities conducted around fee-for- service plan development (draft document and review) | 2 | ū | O | 0 | 2 | Enter à 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 | а | 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 | | • | | _ | | • | CMS Activity Sat |
| Service Commission of the Comm | \$\$\$(Q,1886) | 5/5Q2@#; | Par O3 Par | 361¥Q4 354 | FARMUNA | ampanicacina electric Reporting Instructions previous and an electric state of the contract of | Agpara Spriiter |
| Number of SF-QRIS Development Maetings 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 aftended and/or convened | 2 | 1 | 2 | 1 | 6 | Report on number of SF-ORIS Stakeholder Meetings attended and/or convened. Note this viil start as a funder initiated meeting and then over time Quality Connections will assume greater responsibility in convening and leading. | Meeting sign-in |
| Deliver QRS Report to funders and make a presentation to stakeholder groups | Ø | ٥ | 0 | 1 | 1 | Mark a "1" in the quarter that materials are developed and distributed. | Completed Report |
| Service: Development and implementation of a pl | | | | | | | CMS Activity Se up |
| ###################################### | 842Q1333 | प्रश्न ्2 क्रस | 374 O3 275 | 755 Q4264. | -: Annuals | NATIONAL PROPERTY OF THE PROPE | 891Data Sources |
| Number of outreach plans developed | 0 | 1 . | 0 | 0 | 1 . | Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS. | Outreach Plan |
| Number of presentations made to CPAC on the development of the SF-QRIS | 1 | 1 | 1 | 1 | 4 | Report on number of CPAC presentations made. Note: this will involve the joint efforts of QIS and QRS. | Meeting sign-in |
| Number of Fee for Service Plans marketed | a | 1 | | Ó. | 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 |

| PERSONNEL | | | | | | | | |
|--|---|----------------------|------------------------|-----------------|-------------------------|-----------------|-----------------------|-------------------------|
| | Name | Function | | FTE (%) | Request | Other - Cash | Other - In-Kind | Total Salary |
| Evaluation Director | Karry L. Kriener-Aithen | Provide project over | eralght | Ċ,090 | \$1,958,00 | \$8,750,00 | | \$10,608.0 |
| Sr. Rasearch Associate | Gabriela S. Lopez | Quality Roview Ma | падег | 0.684 | \$16,665,00 | \$45,835.Di | | \$81,350,0 |
| - | | | | | | | | |
| Project Manager | Jacalyn A. Schelbe | Project Manager | | 0.450 | \$8,812.0D | \$33,258,00 | | \$40,070.0 |
| | | | | | | | | |
| Research Assistent | Min Chen | Translation | | 0.017 | \$1,039,00 | \$0.00 | - | \$1,039.0 |
| Quality Review Assistant | TBD | Quality Review | | 0,505 | 54,314.00 | \$20,893,00 | | \$25,207.0 |
| | | | | | | | | |
| Protect Coordinator | TBD | Project Capidinata | * | 0.117 | | 00.006.88 | | \$10,157.0 |
| Program Quality Assessors (6) | TBD | Quality Assessor | | 4.800 | \$287,454,00 | \$0.00 | } | \$287,454.0 |
| | | | | | | | . } | |
| | | TOTAL | PERSONNEL | | \$318,746.00 | \$117,135.00 | | \$435,683.00 |
| FRINGE BENEFITS | 2 | | | - | | | | |
| Consessions | re a status | . • | onia | . 11/ | Ħ | Other: | Other, | d. l |
| Benefit Name Tolal Benafila - Assessments | Calculations 36.4% of regular employe | esi salaries pius | Salary \$287,454,00 | %. 0.264013 | Request \$104,837.00 | Cash | In-Kind | • Total \$104,637,00 |
| | leava | - | |) | | | . | |
| | | | } | | | | | |
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| • • | • | | İ | | | | ĺ | |
| • | | | | | | j | | |
| Total Benefits - General . | 36.4% of regular amployer | asi salades plus | \$148,429.00 | 0.364019 | \$11,391,00 | \$42,640.00 | | \$54,031,00 |
| • | :leave | • | | | |] | | |
| | | • | | | | | | • |
| | | • | | | | | | |
| , | | | | j | | 1 | | j |
| | | j | | | | | | |
| | _ | TOTAL FRING | REPORTS | | \$116,023,00 | \$42,640.00 | | \$158,669.00 |
| | | | | | | i raja tavan | , | 4100,000,00 |
| ROFESSIONAL SERVICES | | | | FTE | | " atr | | |
| lt[e | Function | | | (%) | Request | Other - Cash | Diffet - in-Kind | Total |
| Vebsile Developer. | | | | 1 | \$4,500.00 | | | \$4,560.00 |
| | • | • | 1 | | <u> </u> | |) | . |
| | TO | TAL PROFESSIONA | L SERVICES | p. 10 (10), 101 | \$4,500,00 | r derived | | \$4,500.00 |
| DECONTRACTS | | | Barrier : | Admin . | | 015 | Guille I | Kir in Chin |
| | unction | Calculation | Program Costs | Costs | Roquest | | Other in Kind To | |
| Dua | to service of the service of the service of | TOTAL SUBO | CNTRACTS | | \$0,00 \$0,00 | , 1, 1818 - | | \$0.00 \$0.00 |
| ROGRAM MATERIALS | | | | 5,4 () - s. | | | | |
| (pense | ajculations | 11111 | | | Request | | Other - ** hi-Kind | Total |
| APPENDED . | -412n 10110119 | | | | 100HROST | VNDU | m PRHIM | Totali |

| Supplies/Materials | tae narrative | \$3,853.00\ | \$488,OD | 1 | \$4,361.0 | o |
|---|--|--|----------------------------|-----------|--|---|
| | | | | | | |
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| | ! | | | | | |
| Postago/Tetophone | see narrative | \$3,946.00 | \$2,337.00 | | \$6,283.0 | ö |
| · | |]] | | . } | | Į |
| | | | ; | | | |
| | | | : | ŀ | • | |
| Printing/Graphics | sae narrative | \$320,00 | \$1,128.00; | | \$1,448,00 | ā |
| | | | **** | [| | |
| | | | · | | | |
| | TOTAL PROGRAM MATERIALS | \$6,129.00 | \$3,961.00 | 1 | \$12,080.00 | |
| OTHER PROGRAM EXPENSES | in the state of th | | Other - | Dihor - | | |
| Expense | Calculations | Request | Cash | ln-Klnd | Total | ı |
| Project Spacific Direct | | \$52.(85.00) | | 5593.00 | \$42.\$85.DC | |
| Project Specific Direct Technology - Assessments | | \$42,185,00 | | \$593.00 | \$42,\$85.DC | |
| Project Specific Direct Technology - Assessments Project Specific Direct | | \$62,195,00\ \$0.00 | | \$593.00; | \$42,\$85.DC | |
| Project Specific Direct Technology - Assessments Project Specific Direct | | \$42,185,00} | | \$599.00) | \$42,\$85.DC | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | | \$62,195,00\ \$0.00 | \$13,649,00 | \$599.00 | \$42,\$85.DC | |
| Project Spaditic Direct Technology - Assessments Project Specific Direct Occupancy - Assessmants Project Specific Program Support - Assessmants | | \$62,185,00} \$0.00 \$64,320,90 | | \$590.00 | \$42,\$85.00 \$7.00 \$34,320,00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | | \$62,185,00} \$0.00 \$64,320,90 | | \$592.00 | \$42,\$85.00 \$7.00 \$34,320,00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General Project Specific Direct | | \$62,185,00} \$0.00 \$64,320,90 | | \$592.00 | \$42,\$85.00 \$7.00 \$34,320,00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - Ganeral Project Specific Direct | | \$62,195,00} \$0.00 \$64,320,00 \$3,849,00 | \$13,649,00 | \$592.00 | \$42,\$85.00 \$5.00 \$54,\$20,00 \$57,298.00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - Ganeral Project Specific Direct Occupancy - General | | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$590.00 | \$42,\$85.00 \$5.00 \$94,\$20,00 \$47,298.00 \$16,596.00 | |
| 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 | | \$62,195,00} \$0.00 \$64,320,00 \$3,849,00 | \$13,649,00 | \$590.00 | \$42,\$85.00 \$5.00 \$54,\$20,00 \$57,298.00 | |
| 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 | | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$590.00 | \$42,\$85.00 \$5.00 \$94,\$20,00 \$47,298.00 \$16,596.00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - Ganeral Project Specific Direct Occupancy - General Project Specific Program Support - General | | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$592.00 | \$42,\$85.00 \$5.00 \$94,\$20,00 \$47,298.00 \$16,596.00 | |
| Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - Ganeral Project Specific Direct Occupancy - General Project Specific Program Support - General | \$0,\$ti\ward | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$592.00 | \$42,\$85.00 \$5.00 \$94,\$20,00 \$47,298.00 \$16,596.00 | |
| 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 Project Specific Program Support - General | | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$592.00 | \$42,\$85.00 \$50.00 \$94,\$20,00 \$47,298.00 \$16,536.00 \$24,640.00 | |
| 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 Project Specific Program Support - General | \$0,\$ti\ward | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 \$5,116.00 | \$13,649,00 \$12,836.GO | \$592.00 | \$42,\$85.00 \$50.00 \$94,\$20,00 \$47,298.00 \$16,596.00 \$24,640.00 | |
| 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 Project Specific Program Support - General Project Specific Program Support - General | | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 | \$13,649,00 \$12,836.GO | \$598.00 | \$42,\$85.00 \$50.00 \$94,\$20,00 \$47,298.00 \$16,536.00 \$24,640.00 | |
| 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 Project Specific Program Support - General Project Specific Program Support - General | \$0,\$ti\ward | \$62,195,00 \$0.00 \$64,320,90 \$3,549,00 \$3,701.00 \$5,116.00 | \$13,649,00 \$12,836.GO | \$592.00 | \$42,\$85.00 \$50.00 \$94,\$20,00 \$47,298.00 \$16,596.00 \$24,640.00 | |

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

UALITY RATING SERVICES

| FCCRS Reliability Training | 7 | | \$9,000.00 | | | \$9,000.0 |
|--|-----------------------|----------------------------|-------------------------|---------------|--------------------|--------------|
| S Reliability Training | | | \$9,000.00 | | | \$9,000,0 |
| 3 Reliability Training | | | \$9,000.00 | | | \$9,000,0 |
| rojast Specific Fingerprinting | \$75 x 7 assessors | | \$525.00 | | | \$525,0 |
| The same of the sa | The responsible of to | TAL OTHER PROGRAM EXPENSES | \$200,097.00 | \$46,709.00 | \$592.00 | \$246,206,00 |
| administrative costs | | | | | | |
| Cost Name | Calculations | | Request | Other Cash | Other - In-Kind | Total |
| Fotal Admin Casts - Assessments | 13,67% rate | • | \$68,239.00 | | | 569,239,0 |
| blal Admin Costs - General | 19.67% rate | · · · | \$19,740.00 | \$28,684.00 | | \$48,424.0 |
| | | | | | , | |
| · | | · | | | | |
| | | TOTAL ADMINISTRATIVE COSTS | 587 _, 979.00 | \$28,684.00 | | \$116,662.00 |
| TOTALB | UDGET REQUESTED | | \$735,481.00 | \$238,519.00 | \$593.00 | \$974,000.00 |

| PERSONNEL | PERSONNEL NARRATIVE |
|---|--|
| Title | |
| Evaluation Director | Provide overall oversight and loadership to the project and ensure that the project has appropriate and adequate |
| Sr. Resestan 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 and QRS Coaches on assessment protocols; ensure that all protocols and procedures are derefully and consistently followed and implemented across Assessors; review assessment reports; provide ongoing training, supervision, and support to |
| Project Manages | Assessors, and communicate with the client includes \$6,0\$1 for ramp-up. Dedicated to day to day implementation of assessment services; operations management and administrative support; monitor the timetime and ensure that all deliverables are completed on time; oversee scheduling of program assessment oversee assessment data entry; oversee the matriceance of external communications vehicles (website, volcement, email); manage the reporting to funders; and occidingle internal project meetings. |
| Research Assistant | For I lighty-up only. Review and finalize translation of materials into Chinese. |
| Quality Review Assistant | Dedicated to sending letters and posters to programs prior to each essessment; enter scores into the data system; track intervalor reliability; print and mail assessment reports to each essessed program; and provide general administrative support to the project, including maintaining project files, photomopying and fixing of documents, and general office support |
| Project Coordinator | Coxiduot community otdreach regarding assessment processes |
| Program Quality Assessors (6) | ERS - 365 pecalons at \$1,127/session CLASS - 164 specifical \$4,127/session CLASS - 164 specifical \$4,127/session Six specifical specifical to achieving and maintaining reliability on each of the specifical instruments, conducting program quality assessments, accurately completing score sheets and summary reports, and carefully and |
| | coingletay following all protect protections and procedures, |
| pages, and seems to approximate a seem. | |
| FRINGS-BENEFITS | FRINGE BENEFITS NARRATIVE |
| Schefit Name | |
| Total Benefits - Assessments | Total Dental/Medical at 16,134% Workers' Comp at 0.519% |
| | Life Insurance/ADD et 0.863% S.T.D. Insurance at 0.094% |
| | LT.D. Insurance at 0.226% EAP/Cafeteria at 0.092% |
| | Refirement at 1.674% |
| | Staff Benezits/Rolated Costs at 0,134% Unemployment Tax at 0,510% FIGA at 1,888% |
| Fotal Benefia - General | Total Destal/Madical at 16,134% Workers' Comp at 0.513% |
| | Life insurance/ADD at 0.393% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.226% |
| | EAP/Cofeteria at 0.092% Reitrament at 14.755% |
| | Supplemental #1 1.674% Staff Bezodts/Seleted Costs #1 0.134% |
| | Unemployment Tex et 0.510% FICA at 1.882% |
| ringe benefts | The benefits rate is 30.4% of regular employees' unloaded salaries, inclusive of leave, Benefits include worker's compensation, unamployment tax, and FICA for both employee classifications. Regular employees also socialize retirement, medicalidants, life insurance, disability insurance, and other staff bonefits. |
| ROFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| Itle | |
| | The Websits Developer will create a QRS/DIS websits for the project, to be accessed by Providers, QIS Coephas, and QRS Assessors. The Websits Developer will work with the WestEd project team to dealing the specializations of the alte, asked and refine a design, and input content, The Websits Developer will also train and provide websits consulting to |
| | WastEd as needed. |
| UBCONTRACTS | subcontracts narrative |
| gency | |
| orve | |
| ROGRAM WATERIALS | PROGRAM MATERIALS MARRATIVE |
| • • • • | |
| cparise . | - · · · · · · · · · · · · · · · · · · · |

| Supplies/Materials | The Supplies and Materials detegory includes general office items such as stallonory, pens, writing tablets, markers, dipo |
|--------------------|--|
| ſ | notepads, filp charts and other training meterfals. 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 + \$60.26 shipping = \$461.96 |
| · · | ITERS-R material - \$66.95 x 6 assessora + \$60.26 shipping = \$461,96 |
| | ITERS-R Railing Scale - \$21.95 + \$5 shipping x 6 sasessors = \$161.70 |
| | CLASS Manual PreK @ \$49,95 x 6 assessors and CLASS Dimensions Guide PreK - \$12,95 x 6 assessors + \$45,29 |
| | (shipping = \$422.69 |
| | Pooled Costs: 145,6 hour units x \$0,2500 rata = \$38 |
| • | Full Year Operation: |
| | File (olders - \$1 x 549 assesments = \$648 |
| | File folders - \$1 x 66 iterrater gesessmonts = \$85 |
| | Assessment rating sheet photocopies - \$0.20/page x 12 pge x 549 assessments = \$1,318 |
| • | interrator reliability assessment rating sheet photocopies - \$0.20/page x 12 pgs x 65 literrator assessments = \$950 |
| | Asaesor storage dipboarts - \$21.33 x 6 REFESSOR = \$128 |
| | SF First 5 Pooled Costs: 536 hour units x \$0.1684 = 6101 |
| | HAAS Pooled Costs: 2,599,6 hour units x \$0.1862 = \$488 |
| Postage/Telaphorys | Postago and telephona expenses include ganeral malling and telecommunication costs. Special purchases in additiona to |
| | the popled costs will be charged directly to the project and are explained below. |
| | Ramp-dp; |
| | Pobled Costs: 145.6 frour units x \$1.2400 rate = \$(51 |
| | Full Year Operation: |
| . • | Pre-assessment packets - \$3 x 649 providers = \$1,647 |
| | Post-appearment packets - \$3 x 549 providers = \$1,547 |
| • | SF First 5 Pooled Costs: 596 hour units x \$0.8787 ≈ 9471 |
| | HAAS Pooled Costs: 2,698,6 hour units x \$0.9011 = \$2,337 |
| Printing/Graphics | Printing/Greehics expenses include general office copying. |
| | Ramp-up; |
| | Pooled Costs; 145,6 hour units x \$0,6000 = \$87 |
| | Full Year Operation: |
| | SF First 5 Popled Costs; 536 hour units x \$0.4347 = \$233 |
| | HAAS Pooled Obsts: 2,593,6 hour utrits x \$0.4341 = \$1,128 |

| | ser other program expenses narrative |
|--|--|
| 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| Expense | |
| Project Specific Direct | Direct Tachnology includes Personal Computers, IT Support, Common Network, and Shared Equipment. |
| Technology - Assessments | Pooled Costs: 8,544 x \$5.0068 = \$42,778 |
| | \$693 is the in-kind amount above max reimbursoment |
| Project Specific Direct | 1 |
| Occurrancy - Assessments | <u> </u> |
| Project Specific Program | Includes admin services such as HR, purchasing, insurance, logal, membarahip duas and program services such as sta- |
| Support - Assessments | planning, quetily raview, steff development, work planning, shaft avaluation and library assistance. |
| | Papled Costs: 6,544 x \$7.5281 = \$64,320 |
| Project Specific Direct | Direct Technology includes Personal Computers, IT Support, Common Network, and Sharad Equipment. |
| Technology - General | Ramp-up: |
| | Pocked coaks: 146.6 hour doils x \$5.6875 = \$828 |
| • | Full Year Operation |
| | SF First 5 Pacied Costs: 538 hour units x \$5,2631 = \$2,821 |
| | HAAS Pooled Costs: 2,593.6 hour trills x S5.2626 = \$13,649 |
| Project Specific Direct | Direct Occupancy represents the rent end/or occupancy of project office space at a specific WestEd location, |
| Occupancy - General | Ramp-up; |
| | Pooled Costs: 145.6 hour units x \$7.0500 = \$1,028 |
| | Full Year Operation: |
| | /SF First 6 Pooled Coats: 536 hour units x \$4.9907 = \$2.675 |
| | HAAS Pooled Costs; 2,593.6 hour units x \$4.9673 = \$12,935 |
| Project Specific Program | Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as signi |
| Support - General | planning, quality review, staff development, work planning, staff evaluation and library assistance. |
| | Ramp-up; |
| | Pogled costs; 145.6 hours units x \$7,4200 = \$1,050 |
| • | (Full Year Operation: |
| • | SF First 5 Pooled Costs: 536 hour units x \$7,5280 = \$4,085 |
| | HAAS Pooled Costs: 2,693,6 hour units x \$7,5281 = \$19,525 |
| roject Specific Translation | This includes the costs of kanslating provider friendly information into Speniah and Chinese regarding the assessment |
| • • | process, report templates, and resource information |
| | Ramp-uly: |
| | \$7,802 - 8,447 words Info 9 leaguages. |
| | Full Yest Operation: |
| | \$12,000 - 13,333 words Into \$ [anguages. |
| roject Specific Travel | All traval expense reimbursaments are based on the Agency's policy. For each trip, other expenses include ground |
| 142-41 - F 111111 | transportation (including personal car or public transportation) and parking. Where appropriate, missage is charged at the |
| | State of California's approved reimbursament rate, \$25,000 in travel costs is eatimated. Travel costs are estimated for |
| | travel beginning and ending in San Francisco County at a rate of \$40 per trip x 626 trips. |
| CERS Reliability Training | Includes annual ranewal of week-long interrater reliability trianing with authorized trainers at the University of North |
| APPLICATIONS OF COMMISSIONS | Carolina - Chapel Hill and travel costs for 1 ECERS-R instrument anchor. |

| S015-5013 Briotief MaltattA0 | |
|--|---|
| FCCRS Retiability Training | Includes annual renewal of week-long interrater reliability trianing with authorized trainers of the University of North Carolina - Chapel Hill and travel costs for 1 FCCERS-R (nature) anchor. |
| CLASS Reliability Training | (includes annual ranewal of internation sellability training for all assessors by authorized CEASS trainers. |
| ITERS Reliability Training | includes annual renewal of week-long interreter reliability trianing with authorized trainers at the University of North Carolina - Chapol Hijf and travel costs for 1 MERS-R instrument anchor. |
| Project Specific Fingarprinting | Assassor fingerprinting (\$75 aach x 7 assassors). |
| 4000 (C. C. C. C. C. C. C. C. C. C. C. C. C. C | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| Cost Name | |
| Total Admin Costs - Assassments | 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%. \$498,189 x 13.67% = \$68,238 |
| Total Admin Crsts - Gener≥l | Includes Board(Board support, Executive Director's Office, Rosource Development, Communications, Contracts, and Accounting/Finance Services. Additional schoin costs are applied at a rate of 1%. Resto-up = 521,994 x 19.67% = \$3,005 FUN Year Operation: SF FIRST 6: (\$126,912-\$4,500) x 18.67% = \$16,734 HAAS: \$209,835 x 13.67% = \$26,684 |
| | |

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

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

| Service: Development and Migration of site re- | view date | to QRIS | databas | e system | • | | CMS Activity Set-up |
|--|---------------|------------------------|--------------------|------------------------|-----------|--|------------------------------------|
| Performance Measures | 3010 | (028) | (A) (D3(A) | \$\$\ D4 \$\$\$ | Annual | Reporting instructions | Data Source |
| Formatted excel spreadsheets created and maintained | | | 1 | 0 | 1 | Enter previous and current review scores and other related data | Uploadable excel spreadsheet |
| Two updates to data files in preparation for upload to database system | | | | 2 | 2 | Enter new data fields as discussed with funders | Uploadable excel spreadsheet |
| Data configuration/migration meetings | | | 3 | 3 | 6 | Enter data meetings | Mtg agendas |
| | | | <u></u> | | | | |
| Service: Translation of SFQC website material | | • | | | | | CMS Activity Set-up |
| | NE DAY | (Q2)() | 表表 Q3 發展 | 編集Q4% 器 | | Reporting Instructions | Data Source |
| Translation of additional website documents and content into Chinese and Spanish | | | 5 | 5 | 10 | Report the number of documents translated and content uploaded to SFQC website | Documents |
| ervice: Additional Pre-K and Toddler CLASS | Assessi | nents | | | | | CMS Activity Sel-up |
| Performance Measures | 1992 Q (1983) | [5/0 02] | [## Q3 888] |]2881Q4/850 | [‰Annuäl | Reporting Instructions | (Data Source |
| Recruit additional CLASS observers | | | . 3 | 71300000 | | Enter number of onsite training provided each quarter | eventbrite |
| Conduct CLASS training for new observers | | | 1 | . 10 | 20 | Enter number of training participants | Sign in sheets |
| Number of Toddler CLASS assessments | | | | 20 | 20 | Enter number of Toddler CLASS assessments | Database/Tri cking file |
| | | | | | | | |
| Service: 2013-2014 Queue preparation and de | velopme | nt based | on local | program | and fur | iding requirements. | CMS Activity |
| | I-SOUR | 65% 02 /65 | | J###Q4### | [§Annual) | Reporting Instructions | Data Source |
| Queue for CB and FCC programs in Quality Circle | | | | 1 | 1 | Delivery of proposed queue | document |
| | | | | | | | |

| PERSONNEL | | | e (file | | | her (106) |
|---|--|--|------------------|--|---|--|
| Trilo Senky Research Associate I | Name Lopoz, Gabricia, 8 | Functions Quality Review Manager : | 25% | Request 8 \$22,972.00 | Cash Soli Soloo | Kind Salarit \$0,00 \$22,97 |
| Kesearch Associate (| Schellie, Joselyn A | Project Manager | 20% | \$18,147 ₋ D0 | \$ä_op. | \$0.00 \$18,14 |
| Pipoisiur Asalsiant ' | Beioochi, Alicia L | Quality Review Assistant | 16% | \$7,962.00 | : : aa.ap; | \$0.00 87.95 |
| Technology - 1 | | TOTAL PERSONNEL | | \$49,081.00 | | |
| FRINGE BENEFITS | | A CALLED TO THE | | | | - Lutterian Administration |
| Benefit Namo Total Benefits | Calculations 36.4017% of regular amploy and 14.7% for temperaty etr | | 36.4011% | Raquest \$17,888,00 | | fier Kind: [516] \$0.00 \$17,88 |
| | | | | | | |
| | | | .] | | | |
| • | | | | | · [| |
| | | ľ | | | , | |
| | Lyzna | TOTAL FRINGE BENEFITS | | 517,866.0D | | |
| ROFESSIONAL SERVICES | | OTAL PRINCE DENETITO | | 317,000.00 | | <u> </u> |
| line. | Function | | FIE | Request | Oiher Oi Cash In | ner Kind Total |
| | | TOTAL PROFESSIONAL SERVICES | 8 | (0.00 (0.00 | \$0.00 | \$0.00 SEE SEE 30 |
| BUEGONTRACTS | | | | et as silt sa as | | Carranta (Carranta) |
| lgency . | Function | Program Calculation Costs | Çost | | Oing Cash | (ind. Total |
| | and the state of the state of | TOTAL SUBCONTRACTS | | \$0.00 \$0.00 | \$0_DD. | \$0.00 |
| ROGRAM MATERIALS | non a Socialist Library | TO THE POST OF THE | 9012221243344442 | 00000000000000000000000000000000000000 | San San San San San San San San San San | deldelekaralbadının Atani |
| xpense Tupplies/Metoriels | Categrations: | | | Request. \$246.00 | Other Offi Cash In- | |
| oslage/Talaphono | :1,085.8 hrs x \$1.35 rate :1,065.8 hrs x \$0.62 rate | " ''' | | \$1,439.00; \$661.00; | \$0.00 | 30.00% \$1.439 30.00\$ 36 61 |
| | | TOTAL PROGRAM MATERIALS | | \$2,345.00 | | |
| ITHER PROGRAM EXPENSES | | | | | Other (%) Oth | 00 |
| xpanse roject Sperific Direct Tachnology | Calculations 1,005.5 hrs x \$8.00 rate | | | Request: \$8,804.00 | \$0.00 \$0.00 | ijnd |
| roled Specific Direct Occupancy | 1,085.6 bis x \$7.15 rate | | . . | \$7,619.00 | . ۵۵,۵۵ | \$0.00 \$7,019 |
| rojeol Specific Program Support | 1,065,6 lvs x \$8.63 rate | • | | 87,065.00 | \$0.00 | \$7,065 |
| LASS Training ranalation | \$0.80/word | *** | | \$9,000,00 \$15,000.00 | | \$0.00 \$2.000 \$0.00 \$2.50 |
| DMINISTRATIVE COSTS | | TOTAL OTHER PROGRAM EXPENSES | | \$45,076.00 | OHEE COM | |
| ost Name otal Admin Casts | Galculations (| | | Request: \$17,910.00 | Cash n.k | |
| | THE COLUMN TWO IS NOT THE PARTY OF THE PARTY | TOTAL ADMINISTRATIVE COSTS | | \$17,010,00 | | |
| | BUDGET REQUESTED: | | | 132,280.00 | o spring a second | |

| FERSONNEL | PERSONNEL NARRATIVE |
|--|--|
| Title | |
| Senior Research Associate I | Manage regration of review date to QRIS data base. Secure and train additional (CLASS assessors), and oversoo additional translation of decuments and website content. |
| Research Associate I | Manage daily project operations such as scheouling of additional assassments, support additional assessors in conducting Toddler CLASS assessments, and updates to website content and documents. |
| Program Assistant I | ত্ৰাহ entry of additional assessments, process schoduling and (eports for edditional assessments. |
| | |
| PRINGE BENEFITS | FRINGE BENEFITS NARRATIVE |
| Benefit Name Total Benefits | A blended rate is used at Coli E28 due to the verying rates between Regular and Temporary Employees. Selow is a breakdown of all benefits for regular employees: Total Dental Medical at 16.134% Workers' Comp at 0.519% Life theorems/ADD at 0.383% S.T.D. Insurance at 0.084% L.T.D. Insurance at 0.084% L.T.D. Insurance at 0.026% |
| | EAP/Cafetaria at 0.092% Rotirement 제 14.753% Supplemental at 1.674% Staff Benefits/Related Ocala at 2.134% Unomplayment Tax at 8.510% FICA at 1.883% |
| · | |
| PROFESSIONAL SERVICES This | PROFESSIONAL SERVICES NARRATIVE |
| | The property of the control of the c |
| SUBCONTRACTS Agency | SUBCONTRACTS NARRATIVE |
| . <u>V</u> | |
| FROGRĀM MATERIALS | PROGRAM MATERIALS MARRATIVE |
| Expense Supplies/Materials Postese/Telephone | Stationary, pens, wriling tablets, markers. clips, notopads. flip charts and other traveling materials. General/bulk mailing and telecommunications costs. |
| | Ceneral office copying and Minting of training materials as well as marketing materials. |
| | |
| OTHER PROGRAM EXPENSES | OTHER PROGRAM EXPENSES MARRATIVE |
| Experise Project Specific Direct Technology | Computer equipment for QIS Coaches, IT support and network/squipment costs. |
| Project Specific Direct Occupancy | Rent/accupancy for project office space for project staff. |
| Project Specific Program Support | Includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planding, quality review, staff development, work planding, staff evaluation and stracy assistance. |
| | Teach-stone Teddjer CLASS training fee, materials for trainling participants, and logisitor for training. Transladion of updates of webalte content and decuments posted on project website into Chinese and Spanish. |
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| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| Cost Name Total Admin Costa | ADMINISTRATIVE COSTS NARRATIVE Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Sprvices. |

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

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

| rvice: Coaching for 18 classrooms @ an a | verage of : | 30 hours | each. Tot | tal 540 h | ours | , | CMS Activit |
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| Performance Measures | 7601 | (0) Q2%W | 4%Q3% | 22\Q4\\$3 | Annual | Reporting Instructions (1988) | Data Sour |
| mber of PFA IT Classrooms Served | | | 18 | Ö | | Enter number of PFA Infant Toddler classroom receiving | Roster |
| | | | | | | coaching services from SF QI | |
| mber of Administrators Served | | | 10 | 1 | 10 | Enter number of administrators informed about and/or participating in | Roster |
| mber of Infant/Toddler Teachers Served | | | 54 | 0 | 54 | Enter number of IT teachers served through onsite coaching. | Roster |
| mber of Coaching hours provided | | | 300 | . 360 | 660 | Enter number of onsite coaching hourse provided, | Coaching logs |
| imber of IT classrooms receiving tangible sources | · | | 18 | O | 18 | Enter number of classrooms who are recipients of reosurce sharing. | Coaching expense logs |
| | | | | | | | |
| | | | | | | | |
| lifornia State Department of Education Ea | arly Learnic | ng and Da | evelopme | nt Syste | m inclu | best practice for infants and toddlers based on the ling the Infant/Toddler Foundations, CSEFEL, | GMS Activ |
| minars will be provided in the community difornia State Department of Education Ea | arly Learnic | ng and Da | evelopme | nt Syste | m inclu | best practice for infants and toddlers based on the ling the Infant/Toddler Foundations, CSEFEL, Reporting Instructions | |
| minars will be provided in the community difornia State Department of Education Ea | arly Learnic | ng and Da | evelopme | nt Syste | m inclu | ling the Infant/Toddler Foundations, CSEFEL, | Sel-up |
| minars will be provided in the community | arly Learnic | ng and Da | evelopme | nt Syste | m includ Annual | ling the Infant/Toddler Foundations, CSEFEL, Reporting Instructions | Sel-up |
| eminars will be provided in the community alifornia State Department of Education Experience Measures (Mea | arly Learnic | ng and Da | evelopme 77% Q3 %/ 1 | nt Syste | m includ #Annual 4 10 | ling the Infant/Toddler Foundations, CSEFEL, Reporting Instructions Enter number of seminars completed each quarter | Sel-up Coata Sour Flyers Rosters Sign In |
| eminars will be provided in the community difornia State Department of Education Ea | arly Learnic | ng and Da | evelopme 22 Q3 11 11 | nt Syste | m includ #Annual 4 10 | ling the Infant/Toddler Foundations, CSEFEL, Reporting:Instructions Enter number of seminars completed each quarter Enter number of administrators participating | Sel-up Data Sour Flyers Rosters |
| eminars will be provided in the community difornia State Department of Education Ea | arly Learnir | ng and Do | evelopme 22.03.3.1 11.5.1 40.40 | nt Syste | m includ #Annual 4 10 | ling the Infant/Toddler Foundations, CSEFEL, Reporting:Instructions Enter number of seminars completed each quarter Enter number of administrators participating | Sel-up Chata Sour Flyers Rosters Sign In |
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| eminars will be provided in the community differnia State Department of Education Ex- eminars Performance Measures mber of Seminars Provided mber of Teachers Participating ervice: Onsite CLASS Training for Presche mber of Seminars Provided | arly Learnir | ng and Do | 2 Q3 0 10 | 120 104 | Annual 10 160 Annual 20 20 | Enter number of seminars completed each quarter Enter number of administrators participating Enter number of teachers participating. Reporting Instructions Reporting Instructions | Set-up Chara Sou Flyers Rosters Sign In sheets CMS Action Set-up CMS Action Set-up CMS Action Set-up |

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| [file Sr, Program Associata II | Name Arlene R. Paxlon | Function Co-program Director | ith trader e detaile dath e each | 4%: | 54,678.00 | \$0,00 | | \$4,870.0 |
| • | | | | | | | | |
| Program Associate II | Yudy Larraburo | QIS Coordinator | ···· · | 4%: | \$3,057.00 | \$0,00 | 50.00 | \$3,067.0 |
| . <u> </u> | Naranjo | l· | · | Į : | | \$0,00 | SD.O0 | \$9,797.0 |
| Progrem Associate I | Joya Chavailis | QIS Coach | · | 11% | \$9,787,00 | | | |
| Program Associato II | Laura Y. Cheng | QIS Coach | , | 12% | \$6,625.00 | \$0.00 | \$0.00 | ≝ 6 0 025:0 |
| Program Associate I | Shepardson, Susan F | QIS Coach | | . 12% | \$8,670.00 | 50.00 | \$0.00 | \$8,670,0 |
| Program Associate I (Temp) | Janet P. Kinoshita | ₹ }Fiscal Analyst | | 2% | \$980.00 | \$0.00 | 90,00 | \$960,0 |
| | | | | | #0 #00 00 | \$0.0D | ta ab | #464mm |
| Program Coordinator II | Susanno H. Camp | Data Analyst | : | 4% | \$2,499.GO | \$0.00 | \$0.00 | \$2,498.0 |
| | A State of Land State of State | Angeles and TOT | AL PERSONNEL | | \$36,286.00 | | | |
| FRINGE BENEFITS | | | | | | - "" | 15742.154 | |
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| Benefit Name Total Benefits | Galculations | mployees' salariss plus loo | | #1###### | Request \$11,563,00 | Cash: \$0.00 | in Kind sa aoi | \$1,583,0 |
| I ULAI DENGINA | and 14.7% for tempora | | 430,200,00 | . Anthony . | | ΨΟ.ΟΩ | 40.00 | |
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| Title | Function | | | 1617 | Requests | Cash | in kind | Total |
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| SUBCONTRACTS | | ************************************** | Service de la company | NA ARISES | www.co.co.co.co.co.co.co.co.co.co.co.co.co. | SOLHers: | М ан ыйам | sinyidetea |
| Agency | Function) | Cajcujation | Costs | Costs | Request | | In-Kind | [otel. |
| Children's Council of SF | Class band coaching | This line Item amount is pe through costs and does no | | 0.00 | 810,888,00 | \$0,00 | \$0.00 | 510 888 0 |
| | | trigger any administrative o | | | | ļ | | |
| | | below. | i UBCONTRACTS | 8 | \$10,828.0D | Agraph A C | | |
| 1-11 | | ROTATE C | | | O Lada Ania A | | | |
| Rogram Materials | entraterialistics excellent entra | State of the State | gentles (elektrickste) | atterne en bestelle | | Other | Others | ens position de la constant |
| Expanse . | Calculations | | | | Request | | Ja-Kind | Total |
| Supplies/Materials | | us any additional training su | polieskaaturials | | \$480.00 | \$0.00 | \$0.00 | \$480,0 |
| la sarcom Resource Materials ostagori etaphone | 18 Classrooms @ \$1,0 849 hrs x \$0.12 (ald plu | uo each us any additional training au | ipplies/materials | | 00,000,818 00,612 | \$0,00° 00.00 | \$0,06 50.08 | \$18,000 Q \$184.0 |
| rinting/Graphica | 849 hrs x \$0.06 rate plu | ıs any additional training su | pplles/materials | <u>-</u> | 51,678.00 | \$0,00 | 50,00 | K) B78,18 |
| Subsistence | 160 participants @ \$30 | each | - 1- | 1 | \$4,800.00 | 50,00 | \$0.00 | \$ 4,800.00 |
| | Service Service | TOTAL PROGR | AM MATERIALS | NO SOLO V | \$25,122,00 | | | |

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| | <u> </u> | TOTAL ADMINISTRATIVE | COSTS 515,030.0 | Lang. | 100000000000000000000000000000000000000 |
| otal Admin Costs | (8\$15,283 - \$10,888) x 14,4% | | \$15,030. | 20 \$0,00 | \$0.00 515,030 |
| | Celculations | | Request | Cash | in-Kind Total |
| DMINISTRATIVE COSTS | | unista anna samban an an an an anna | onesta el materiología que proprio de secono | on KOther 2000 | Othorographismes |
| | | THE PROPERTY OF | - E1 16 E 6 90 1 940 41 C | | |
| | | TAL OTHER PROGRAM EX | PENSES \$31,404.0 | ! | |
| roject Specific Travel | Coach travel: 3 coaches x 26 Seminas travel: 4 staff x 2 trip | | \$20,075. | \$0,00 | \$0.00 \$20,075 |
| | | E laine . Applica | | | |
| roject Specific Program Suppor | | | 56,383, | | \$0.00 %\$6,393 |
| ochnotosy roject Specific Direct Occupano | LIGAD has v \$1 B3 rata | | | 30 \$0,00° | \$0.00 8875 |
| roject Specific Direct | 049 lvs x \$4,78 rate | | 54,081. | 50,00 | \$0.00 |
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| THER PROGRAM EXPENSES | | | | | - |

| RSONNEL | PERSONNEL WARRATIVE |
|--|--|
| Title | |
| Sr. Program Associate If | Will oversee QIS project, callaborate with QRS Coordinator, Quality Family Child Care Notwork Coordinator and Manager, oversee autocontract with Children's Council of SF, oversee QIS purllen of SFORS web-site, supervise QIS Coordinator, arrange training of QIS staff with content exports, and develop training materials. |
| Program Associate II | Will supervise OIS coechers, 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 Associalė 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 poor mentors on developing family child care cohorts and conduct for purposes of training and peer support meetings, collaborate with QECCN advisors assigned to family child care programs, and participate in training |
| Program Associate I | |
| Program Associate I (Temp) | Will trank exponditures of salaries, benefits, traval, resource materials, and subcontract payments to Children's Council of SF and pear mentors |
| Program Coordinator II | Will support OIS 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 | |
| Tolaš Benefils | A biended rate is used in coll 120 due to the varying rates betwoon Regular and Temporary Employees. Balow is a breakdown of all benefits for regular amployees: Total Dental/Medical at 18.134% Workers: Comp at 0.619% Life Insurance/ADD at 0.393% 3.T.D. Insurance at 0.084% |
| | L.T.D. Insurance at 0.226% EAP/Cafeteria at 0.002% Retirement at 14,753% Supplemental at 1,674% |
| | Staff Benefits/Related Costs at 0,134% Unamployment Tax at 0.510% FICA at 1,883% |
| | |
| PROFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| Tible | 0 |
| | |
| SUBCONTRACTS | SUBCONTRACTS NARRATIVE - |
| | |
| Agency: | Children's Council staff will pasiat with recruitment, technical assistance for online programs and video emilpment, case management, montiloring reports, entering and updating data into First 5 CA's PROOF database, and coordinating MyTeaching Partner assessors and coaches, Includes implementation for 80 preschool teachers and family child care providers to participate in the 10 month program. |
| No. of the state o | |
| PROGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
| Expense Supplies/Materials | Stationary, pena, writing labilets, markers, clips, rotepads, filip charts and other training materials, |
| Classroom Rescurce Materials | Materials neuded for participants. |
| Postage/Telephone | General/bulk mailing and telecommunications costs. |
| Printing/Graphius | Ganeral office copying and printing of training materials for the ERS, CLASS, QRIS and differ training events as well as marketing materials. An outside vendor will be used for bulk printing. |
| Subsiafence | Continental Breakfast and Lunch for attendee's at 4. Seminars, approximately 40 attendees per event |
| | |

| other program expenses | OTHER PROGRAM EXPENSES MARRATIVE | | | |
|---|--|--|--|--|
| Expense | | | | |
| Project Speallic Direct Technology | Computer equipment for QIS Coaches, IT support and network/equipment costs. | | | |
| Project Specific Direct Occupancy | Rent/occupancy for project affice space for Co-Directors; Data Analyst and trainers. | | | |
| Project Specific Program Support | Includes admin services such as HR, purchasing, insurance, tagal, memberahip dues 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 \$45/day or \$11.25/quarter day. For local fravol, por diom is a follows: breakfast-89, lunch-\$12, dinner-\$24. Other expenses include ground fransportation (shuttle, taxls or trains), parking, talls, and incidentats. Mileago is charged at CA's approved reimbursement rate. | | | |
| State of the control | | | | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE | | | |
| Cost Name | | | | |
| Tolal Admin Coata | 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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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 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).
- (l) "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.
- 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</u>, FOUR-HUNDRED AND EIGHTY-ONE DOLLARS (\$735,481.00) in the period from JULY 1, 2012 to JUNE 30, 2013.

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed <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 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 90 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; provided, 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, 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 subcontractors of any tier 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 damages 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 GRANTÈE: By signing this Agreement, I certify that I comply SAN FRANCISCO CHILDREN AND with the requirements of the Minimum **FAMILIES FIRST COMMISSION** 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 By: employment inequities, encouraging compliance Laurel Kloomok with the MacBride Principles, and urging San **Executive Director** Francisco companies to do business with corporations that abide by the MacBride Principles. WESTED, CENTER FOR CHILD & FAMILY STUDIES Print Name: Michael Neuenfeldt Approved as to Form: Title: Director of Finance and Contracts Dennis J. Herrera Federal Tax ID #: 943233542 City Attorney City Vendor Number: 90618 Virginia Dario Elizondo

Deputy City Attorney

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 Studies Grant Year: 2012-2013

Project/Initiative: QRIS - Quality Improvement Services

Project Description and Goals

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

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

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

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

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

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.

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

| | | | | | | - Quality Conflictions - Quality Improvement Gervices | |
|--|-----------------|-----------|-----------|------------|---------------|--|-------------------------------|
| Service: Provide on-site program Improvement s for an average of 2 x a month at 2 hours each. | ervices to | increase | quality a | as measu | red by El | RS scores to providers/classrooms in Q1, Q2, Q3, and Q4 | CMS Activity Set-up |
| Performance Measures | 增加01回 | 源於02%級 | 編與Q3 | 想線Q4個線 | Annual | Reporting Instructions | 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 | О | 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 quring year (i.e. total sample size). | Established Data System |
| Service: Provide training on assessment tools (E measures will be tracked on separate CMS accou | RS, CLA | SS) and a | ssessme | ent proces | ss to FC0 | C, center-based, and TA providers and mentors. Note: CMS | CMS Activity Set-up |
| Performance Measures | ME Q1 | 网络Q2 | 编版Q3高级 | 源的Q4部結 | Annual | Reporting Instructions | @Data\Source |
| 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 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. | ¹ 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 |

| Service: Provide access to additional TA resourc based providers. | es (DRD | P, CSEF | EL, Lear | ning Foun | idations) | used in SFQRIS for ECE TA specialists, FCC and center- | CMS Activity Set-up |
|---|-----------------|-----------|----------|--|------------------|--|---|
| | 國國Q1 為國際 | Q2 | 028 Q348 | 和 Q4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | ⊚Annual ⊮ | Reporting Instructions | #Data:Source¥ |
| Provide four training sessions to inform practice with DRDP | 0 | 0 | 1 | 2 | 3 | Report number of community trainings | Sign-in sheets, agendas |
| Number of attendees participating in DRDP training. | 0 | 0 | 20 | 40 | 60 | Report number of participants | Sign-in sheets, agendas |
| Number of CSEFEL Webinar trainings made accessible to providers (one in each language, English, Spanish, Chinese) | 0 | ٠0 | 1 | 2 | 3 | Report on number of CSEFEL Webinars | sign-in sheets, agendas |
| Number of attendees participating in CSEFEL Webinars | 0 | 0 | 30 | 60 | 90 | Report on number of participants in CSEFEL Webinars | Sign-in sheets, agendas |
| Number of PITC training hours provided to Family Child Care Providers | 33 | 33 | 33 | 33 | 132 | Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract. | |
| Number of FCC Providers participating in PITC training | 0 | 14 | . 0 | 0 | 14 | Enter unduplicated number of FCC providers. These providers are using leveraged funds | PITC Data system |
| Number of PITC training hours provided to Center-based programs. | 17 | 17 | 17 | 17 | 68 | Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract. | PITC Data system |
| Number of Center-based providers participating in PITC Training | 0 | 7 | 0 | Q | 7 | Enter unduplicated number of center-based providers. These are centers using leveraged funds. | PITC Data system |
| Service: Participation in SF-QRIS Developmen | - | | | | | | CMS Activity Set-up |
| | 職Q1福祭 | 11Q2 | Q3 | ##Q4 | Annual | | Data Source |
| Number of SF-QRIS Development Meetings attended (including both local and regional) | 2 | · 2 | - 1 | 0 | 5 | Report on number of meetings attended for the SF-QRIS. Note: this will involve the joint efforts of QIS and QRS. | meeting sign- in sheets and minutes |
| Number of SF-QRIS Stakeholder Meetings attended | 2 | 1 | 2 | 1 | 6 | Report on number of SF-QRIS Stakeholder Meetings attended | Meeting sign- in |
| Deliver QIS Report to funders and make a presentation to stakeholder groups | 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 | lan to gu | ide Quali | ty Conn | ections' ac | tivities ou | treach and information activities for QRIS. | CMS Activity Set-up |
| anna uma sasa Rerformance Measures | 如原 Q1 Ease | 2003/QZ加强 | 鄉族Q3mb | * (*) Q4 | Annual | Reporting Instructions | Data Source |
| Number of outreach plans developed | 0 | 1 | 0 | 0 | 1 | Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS. | Outreach Plan |
| Number of 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/meetin g minutes |

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| Number oviders who participate in the community informational meetings on SF-QRIS | 0 | 0 . | 60 | 60 | 1.1.1 | sign-in sheets/meetin g minutes |
|---|---|-----|----|-------|--|---|
| Number of presentations made to CPAC on the development of the SF-QRIS. | 1 | 1 | 1 | · 1 · | 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 | media. Note: this will involve the joint efforts of QIS and QRS. | Print and electronic media materials |

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| | | · · · · · · · · · · · · · · · · · · · | | FTE | | Other - | Other - | Total |
| Title | Name | Function | | (%) | Request | Cash | In-Kind | |
| Program Director II | Janet L. Poole | Co-program Direct | or | 0.007 | \$1,208.00 | \$8,141.92 | 4 | \$9,349,9 |
| Sr. Program Associate II | Ariene R. Paxton | Co-program Directi | or | 0,054 | \$7,017.00 | \$5,911.47 | , | \$12,928,4 |
| | | | · · · · · · · · · · · · · · · · · · · | | | | | |
| Research Associate II | Marcia J. Walsh | QIS Coordinator | | 0,500 | \$42,924.00 | \$21,895.44 | 1 | \$64,619,4 |
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| | Manager 1 Dad 1 | 010 0000 | | 0.500 | 600 440 00 | 649 407 64 | | 554 909 0 |
| Program Associate I | Margaret L. Bartelt | QIS Coach | | 0.500 | | | | \$54,828.6 \$66,466.2 |
| Program Associate II | Laura Y. Cheng Yudy Larraburo Naranio | | | 0.800 | | \$13,401.25 | | \$66,466,2 |
| Program Assistant I | Tamarra Barrett | QIS Coach | | 0.800 | | \$13,401.28 | | \$66,466,2 |
| Program Associate I | TBD | QIS Coach | | 0,800 | | | | \$22,800,0 |
| Specialist (Temp) Sr. Program Associate II | Melinda Brookshire | Trainer | | 0.113 | | \$10,000,00 | ' | \$1,091.0 |
| | Cherl J. Longaker | Trainer | | | | | | |
| Research Associate II Sr. Program Associate I | Janice K. Davis | Trainer | | 0,018 | | | | \$1,578.0 \$3,274.0 |
| | | | | | | | | |
| Sr. Program Associate I | Allen K. Young | Trainer | | 0.023 | | | | \$2,319.0 |
| Program Coordinator I | Talla J. Leahy | Trainer | | 0.014 | \$868.00 | | | \$866,0 |
| Program Associate I (Temp) | Janet P. Kinoshita | Fiscal Analyst | | 0.007 | \$720,00 | | · | \$720,0 |
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| Program Assistant I | Matthew E, Gunnison | Administrative Supp | port | 0.000 | \$0.00 | \$2,562.89 | ' | \$2,582.8 |
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| Program Coordinator II | Susanna H. Camp | Data Analyst | | 0,054 | \$3,748,00 | \$3,157.23 | | 640.000.0 |
| Program Coordinator if | Susanna n. Camp | Data Analyst | | 0.054 | \$3,748,00 | \$3,707.20 | , | \$10,000.0 |
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WESTED, CENTER FOR CHILD AND FAMILY STUDIES - SF QUALITY CONNECTIONS - QUALITY IMPROVEMENT SERVICES 2012-13 BUDGET - CMS FORM $\bf 4$

| 'Inting/Graphics | SF F5; 6,623 hrs x \$0.03 rate plus any and additional printing costs | \$13,149.00 | \$147.18 | | \$13,296.1 |
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| | CDE 2,453 hrs x \$0.06 TOTAL PROGRAM MATERIALS | \$61.286.00 | | | |
| 20 C C C C C C C C C C C C C C C C C C C | | | | | |
| OTHER PROGRAM EXPEN | VSES | | | | |
| ::: ' · · · · · · · · · · · · · · · · · | | | Other | Other - | and the spiritual of |
| 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 | ł | \$3,340,98 |
| Occupancy | CDE; 2,453 hrs x \$0.66 rate | | | | |
| Project Specific Program | SF F5: 6,623 hrs x \$7.52 rate | \$49,805.00 | \$18,471.09 | - 1 | \$68,276.09 |
| Support | CDE: 2,453 hrs x \$7.53 rate | | | | |
| Teaching Pyramid Model | Completed Cohort Activities - \$5,000; Second Half Activities - \$ 23,500; | \$93,500.00 | i | | \$93,500,0 |
| Training | Additional Activities - \$59,000; Training Materials - \$6,000. This line item | - | | ĺ | |
| | amount is fixed price upon completion and does not trigger any additional | 1 . { | | | |
| | administrative costs below. | | | | , |
| 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 | | | 1 | |
| | day/2 night nonlocal trip @ \$3,705 nin Year 1. | 1 1 | · | | |
| • | CDE; 5 Specialists x 100 trips/yr x \$20/trip | | | | |
| | TOTAL OTHER PROGRAM EXPENSES | \$200,191.00 | | | |
| ADMINISTRATIVE COSTS | | | | | |
| | | · | Other - | Other - | |
| Cost Name | Calculations | Request | Cash | in-Kind | Total |
| otal 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 16.772% | 4,020.00 | 401,200.00 | | 4110,000.00 |
| • | , | 1 1 | - 1 | ł | |
| | TOTAL ADMINISTRATIVE COSTS | \$79,620.00 | | | |
| | | | | | |
| IUIALI | BUDGET REQUESTED: | \$891,040.00 | | | |

| Title Program Director II Will oversee QIS project, collaborate with QRS Coordinator, Quality Family Child Care Network Coordinator a oversee outreach, oversee subcontract with Children's Council of SF, oversee QIS portion of SFQRS web-sil QIS Coordinator, arrange training of QIS staff with content experts, and develop training materials Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited in providers Will provide coaching to classroom teachers and family child care providers to increase the quality of the program Associate I Program Associate I Program Associate I Specialist (Temp) Sr. Program Associate I Research Associate I Sr. Program Associate I Sr. Program Associate I Program Associate I Program Associate I Program Associate I Sr. Program Associate I Sr. Program Associate I Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Developm Foundations, program guidelines, and curriculum frameworks Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and macompilling and printing training materials, and processing stipends for peer mentors and resource materials for and classrooms Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and validocation of resource materials | e, supervise O QIS umber of grams and r purposes o , and nent |
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| Program Associate II Research Associate II Program Associate II Research Associate II | o QIS umber of grams and r purposes o , and nent |
| Sr. Program Associate II Research Associate II Research Associate II Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited in providers Program Associate II Program Associate II Program Associate II Program Associate II Program Associate II Program Associate II Specialist (Temp) Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Will provide training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Developm Foundations, program guidelines, and curriculum frameworks Foundations, program guidelines, and curriculum frameworks Frogram Associate I (Temp) Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children SF and peer mentors Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and macompiling and printing training materials, and processing stipends for peer mentors and resource materials for and classrooms Program Coordinator II Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and v | o QIS umber of grams and r purposes o , and nent |
| Research Associate II Will supervise QIS coachers, collaborate with QRS Coordinator and QFCCN Coordinator, assign programs to coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited in providers Program Associate II Program Associate II Program Associate II Program Associate II Specialist (Temp) Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Sr. Program Associate II Program Associate II Sr. Program Associate II Sr. Program Associate II Program Associate II Program Associate II Program Associate II Program Associate II Sr. Program Associate II Program Associate II Program Associate II Program Associate I (Temp) Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children SF and peer mentors Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and virial support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and virial salary conditions, and coaches on data submissions, data analysis, and report preparation, and virial salary conditions are coaches in processing stipends for peer mentors and resource materials for and classrooms Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and virial salary conditions are complicated and classrooms | grams and r purposes conditions and representations of the conditi |
| coaches based on language needs and geography, conduct ERS and SFQRS training, and coach a limited in providers Program Associate I Program Associate II Program Associate II Program Associate I Program Associate I Program Associate I Program Associate I Program Associate I Program Associate II Specialist (Temp) Sr. Program Associate II Sr. Program Associate II Sr. Program Associate I Sr. Program Associate I Program Associate I Program Associate I Program Associate I Sr. Program Associate I Program As | grams and r purposes o s, and nent |
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| Program Associate Program Associate Increase ERS scores, work closely with peer mentors on developing family child care cohorts and conduct for training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs participate in training and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs participate in training special participate in training and peer support meetings, collaborate with QFCCN advisors assigned to family child care cohorts and conduct for training and peer support meetings, collaborate with QFCCN advisors assigned to family child care cohorts and conduct for training and peer support meetings, collaborate with QFCCN advisors assigned to family child care cohorts and conduct for training and peer support meetings, collaborate with QFCCN advisors assigned to family child care cohorts and conduct for training and peer support meetings, collaborate with QFCCN advisors assigned to family child care cohorts and conduct for training and peritipate in training participate in training and peritipate in training to QIS team and QFCCN advisors on DRDP IT, Preschool, Early Learning and Developm Foundations, program guidelines, and curriculum frameworks Program Associate Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children SF and peer mentors Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials for and classrooms Program Coordinator Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and visit and processing stipends for peer mentors and resource materials for and classrooms | r purposes on and series of the series of th |
| Program Assistant Program Associate Iralining and peer support meetings, collaborate with QFCCN advisors assigned to family child care programs participate in training | e, and nent |
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| Program Associate Program Coordinator Program Associate Will track expenditures of salaries, benefits, travel, resource materials, and subcontract payments to Children SF and peer mentors Program Assistant Will support QIS Coordinator and Coaches in processing timesheets, travel claims, ordering supplies and materials, and processing stipends for peer mentors and resource materials for and classrooms Program Coordinator Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and very contract payments to Children SF and peer mentors and materials, and processing stipends for peer mentors and resource materials for any coordinator Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and very contract payments to Children SF and peer mentors Will support QIS Coordinator and Coaches Program Coordinator Program Coordinator Program Coordinator Program Coordinator Program Assistant Program Assistant Will support QIS Coordinator and Coaches Program Coordinator Program Assistant Progr | |
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| Program Coordinator II Will support QIS Coordinator and Coaches on data submissions, data analysis, and report preparation, and v | terials, r providers |
| | rill oversee |
| | |
| FRINGE BENEFITS FRINGE BENEFITS NARRATIVE | |
| The state of the s | |
| Benefit Name Total Benefits A blended rate is used in cell E29 due to the varying rates between Regular and Temporary Employees. Beld | ou le a |
| breakdown of all benefits for regular employees. Beld 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. | |
| Mentors the QIS Coordinator, QIS Coaches, the Quality Family child Care Network Coordinator and Advisors, the family peer mentors will conduct outreach and develop cohort groups of family childcare providers to participate in S | y child care |
| and other related training. | runo, eno |
| orth strict folders delining. | |
| | Parent and Control of the Parent |
| 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. | |
| management, monitoring reports, entering and updating data into First 5 CA's PROOF database, and coordina | iting |
| MyTeaching Partner assessors and coaches. Includes implementation for 60 preschool teachers and family c | nild care |
| providers to participate in the 10 month program. | |
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| PROGRAM MATERIALS PROGRAM MATERIALS NARRATIVE | |
| | |
| PROGRAM MATERIALS PROGRAM MATERIALS NARRATIVE Expense Supplies/Materials Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials. | |
| Expense Supplies/Materials Stationary, pens, writing tablets, markers, clips, notepads, flip charts and other training materials. | |
| Expense | |

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

| 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 EXPENSES NARRATIVE |
| · "我们就是我们的一个人,我们就是一个人,我们就是一个人,我们就是一个人,我们就是一个人的,我们就是一个人的,我们就是一个人的。" 第一 |
| Computer equipment for QIS Coaches, IT support and network/equipment costs. |
| Rent/occupancy for project office space for Co-Directors, Data Analyst and trainers. |
| includes admin services such as HR, purchasing, insurance, legal, membership dues and program services such as staff planning, quality review, staff development, work planning, staff evaluation and library assistance. |
| WestEd Center for Child & Family Studies, San Marcos Office (WestEd) will work with selected 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. |
| Airfare and lodging are based on current average rates. Per diem is \$45/day or \$11.25/quarter day. For local travel, per diem is as follows: breakfast-\$9, lunch-\$12, dinner-\$24. Olher expenses include ground transportation (shuttle, taxis or trains), parking, tolls, and incidentals. Mileage is charged at CA's approved reimbursement rate. |
| |
| ADMINISTRATIVE COSTS NARRATIVE |
| |
| Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and Accounting/Finance Services. Additional admin costs are applied at a rate of 2%. Excludes pass-through costs. |
| |
| |

First 5 San Francisco Scope of Work Narrative

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

Project/Initiative: QRIS - Quality Rating Services

Project Description and Goals

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

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

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

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

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

and improve quality in early care and education settings. The Environment Rating Scales (ERS), developed by Harms, Clifford and Cryer, at Frank Porter Graham Child Development Institute, University of North Carolina-Chapel Hill campus has been used in San Francisco for the past six years and will be one of the tools to measure environmental quality in the SF-QRIS. Two additional instruments are anticipated to be utilized in some capacity during the three-year grant period. Beginning in 2012-2013, the Classroom Assessment Scoring System (CLASS), developed by Robert C. Pianta, Ph.D., Karen M. La Paro, Ph.D., and Bridget K. 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

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

| Service: Conduct program quality reviews with re | liability fo | r eligible | programs | during th | ne 2012-20 | 013 fiscal year | CMS Activity Set up |
|---|---|------------|-----------|-----------|------------|--|----------------------------|
| Performance Measures | MACON | 1 Q2 | 23 Q3 | 104 | @Annual@ | Reporting Instructions | 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 |
| Service: Provide information about the assessme | | | d assessm | | | provider community Reporting Instructions | CMS Activity Se |
| 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 | Ż | .2 | . 5 | Enter the number of information/ training sessions provided in each quarter. | Agenda/ minute |
| Number of monthly in-person or video conference calls with TA providers | . 3 | 3 | 3 | 3 | 12 | Enter the number of in-person or video conference calls provided in each quarter. | Agenda/ minute |
| Number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team | 3 | 0. | 0 | 0 | 3 | Enter number of FCC and Center-based information meetings and training sessions conducted jointly with Quality Connections QIS Team | Training Agend |
| Number of TA provider responses rating that they are knowledgeable about assessment process | 0 | 0 | 0 | 52 | 52 | Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size). | Survey/ Database |
| Number of TA provider responses rating that they know where to direct providers/programs for assessment | 0 | 0 | 0 | 52 | 52 | Target of 52 generated from the 52 participating TA providers and an anticipated 100% success rate (52x1.0=52). In quarter four, report the actual number of providers reporting knowledge increase. Include in the comments section the actual total number of surveys (i.e. sample size). | Survey/ Database |

| ervice: Convene regular Rating Advisory Group | | _ | | | | 111 - 1111 | CMS Activity Se up |
|--|----------------|--------------|------------------|------------|-------------------|---|--|
| 对比对在通知的表面的自由的自由的对于是企业的知识的证明的是实现的证明的证明的证明的的。 | 海州Q1 海湾 | 頭族Q2個際 | 照明(03)测明 | 器器Q4测数 | 《MAnnual 》 | 中国的国际的国际的国际的国际的国际的国际国际国际国际国际国际国际国际国际国际国际 | Data Source |
| lumber 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 sig |
| lumber of stakeholders participating as Rating dvisory Group members | 6 | 1 | 1 | 1 | 9 | Enter the unduplicated number of stakeholders participating in advisory meetings | Roster |
| lumber of activities conducted around grievance rocedure development (draft document, draft eview, update on process to funders) | 1 | 1 | 1 | .0 | 3 | Enter a 1 for each of the three key activities completed around gnevance procedure development (draft document, review, and update to funders). | Written - procedure |
| lumber of activities conducted around fee-for- ervice plan development (draft document and eview) | 2 | . 0 | 0 | 0 | 2 | | Written procedure |
| lumber of member surveys conducted annually | Ō | 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 |
| ervice: Participation in and/or convening of SF- | QRIS D | | ent Meetir | | | itakeholder Meetings | CMS Activity Se up |
| | 温度の記憶 | 與斯Q2強制 | 際與Q3機器 | 聚磷酸Q4 原则 | | Reporting Instructions | ***Data Source |
| lumber of SF-QRIS Development Meetings ttended (including both local and regional) | 2 | 1 | 2 | 1 | 6 | | meeting sign-in sheets and minutes |
| lumber of SF-QRIS Stakeholder Meetings ttended 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 |
| reliver QRS Report to funders and make a resentation to stakeholder groups | 0 | 0 | 0 | 1 | 1 | Lifering and desired memory and an arrangement of the second | Completed Report |
| THE MESSAGE STORES OF THE PROPERTY OF THE | 914.75 | 1.13.547 | | | | Brown in the Hilliam of the Company | |
| ervice: Development and implementation of a pla | in to-gui | de Qualit | / Connec | tlons' act | ivities outr | each and information activities for QRIS. | CMS Activity Se up |
| Commission Performance Measures interest and commission of the com | ernO1mm | oran O Zeans | AUGUA () STEENAG | www.Odosen | lavAnnualii | | Data Source |
| umber of outreach plans developed | 0 | 1 | 0 | 0 | 1 | Report on number of plans developed by Quality Connections. Note: this will involve the joint efforts of both QIS and QRS. | Outreach Plan |
| | | l | | | | Report on number of CPAC presentations made. Note: this will | Meeting sign in |
| umber of presentations made to CPAC on the evelopment of the SF-QRIS. umber of Fee for Service Plans marketed | 1 | 1 | 1 | 1 | 4 | involve the joint efforts of QIS and QRS. | Meeting aightin |

| PERSONNEL | | rake, kitado to a Mig Midlios Chil. a | | FTE | er gele verskelige fan keiste keiste fe | Other - | Other - | Total |
|--|--|--|---------------------------------------|-------------|---|--------------|--|-------------------------|
| Title | Name | Function | | (%) | Request . | Cash | In-Kind | Salary |
| Evaluation Director | Kerry L., Kriener-Althen | Provide project ove | rsight | 0.090 | | \$8,750.00 | | \$10,606.0 |
| Sr. Research Associate | Gabriela S. Lopez | Quality Review Mar | nager | 0.664 | \$15,515.00 | \$45,835.00 | | \$61,350.0 |
| | | | - | | | | | |
| ₹ Project Manager | Jocelyn A. Scheibe | Project Manager | | 0.450 | \$6,812.00 | \$33,258.00 | | \$40,070.0 |
| - | | | | | | | | |
| Research Assistant | Mln Chen | Translation | | 0.017 | \$1,039.00 | \$0.00 | | \$1,039. |
| Quality Review Assistant | TBD | Quality Review | | 0.505 | \$4,314.00 | \$20,893.00 | | \$25,207, |
| | | | | | | | | |
| Project Coordinator | TBD | Project Coordinator | | 0.117 | \$1,758.00 | \$8,399,00 | | \$10,157. |
| Program Quality Assessors (6) | TBD | Quality Assessor | | 4.800 | \$287,454.00 | \$0.00 | | \$287,454. |
| | | | | | | | | |
| | | TOTAL | PERSONNEL | | \$318.748.00 | \$117,135.00 | | \$435.883.0 |
| FRINGE BENEFITS | | | | | | | | |
| | en en 1941 februarie de la company de la company de la company de la company de la company de la company de la | The second section of the second section is the second | | | | Other- | Other : | |
| Benefit Name | Calculations : | | Salary | % | Request | Cash | In-Kind | Total |
| Total Benefits - Assessments | 36,4% of regular employe | ees' salaries plus | \$287,454.00 | 0.364013 | \$104,637.00 | | | \$104,637.0 |
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| • | | | | | | | | |
| Total Benefits - General | 36.4% of regular employe | an' aniarina piun | \$148,429.00 | 0,364019 | \$11,391.00 | \$42,640.00 | | \$54,031.0 |
| Tutal petients - General | leave | ses saianes pius | \$ 140,429.00 | 0,004010 | \$11,081.00 | Q42,040,00 | 1 | 0.1 60 ₁ ,00 |
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| | | TOTAL FRING | GE BENEFITS | | \$116,028.00 | \$42,640.00 | | \$158,668.00 |
| | | | | | | | | |
| PROFESSIONAL SERVICES | | | | | | | | |
| nakan katan da katan da katan da katan da katan da katan da katan da katan da katan da katan da katan da katan | ages on principality of principality and 1 million of a | eronda lastas el de establicatura (| 2000 o 1 May 100 oc 10 february 1 aug | FTE | Service Service Services | Other - | Other - | ss and constraint and a |
| îtie . | Function | | | (%) | 'Request | Cash | in-Kind | Total |
| Vebsite Developer | | • | 1 | | \$4,500.00 | | | \$4,500.0 |
| · | • | | • | | | • | - | • |
| | TC | OTAL PROFESSION | AL SERVICES | Tracks | \$4,500.00 | | (Supplemental Supplemental 0.00 |
| SUBCONTRACTS | | | | | | | | |
| | : | | Program ' | Admin | | Other- | Other - | |
| igency Ione | Function | Calculation | Costs | Costs | Request \$0.00 | Cash | In-Kind T | otal \$0.00 |
| No to | | TOTAL SUB | CONTRACTS | | \$0.00 | | | \$0.00 |
| ROGRAM MATERIALS | | | | | | Other - | Other - | |
| xpense | Calculations | | | | Request | Cash | In-Kind | Total |
| | | | | | | | | |

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

| Printing/Graphica \$320.00 \$1,120.00 \$1,446. | Supplies/Materials | see narrative | \$3,863.00 | \$488,00 | | \$4,351.0 |
|---|---|-------------------------|--|----------------------------|---------|--|
| Printing/Graphics \$320,00 \$1,120,00 \$1,120,00 \$1,446, | ŀ | | | | | |
| Printing/Graphics See narralive S320,00 \$1,120,00 \$1,446, | | | | | | : |
| Printing/Graphics See narrative \$320,00 \$1,126,00 \$1,446. | | · | | | <u></u> | |
| Printing/Graphics See narrative \$320,00 \$1,126,00 \$1,446. | • | | | | | |
| Printing/Graphics See narralive S320,00 \$1,120,00 \$1,446, | | | | | | : |
| Printing/Graphics \$320,00 \$1,120,00 \$1,120,00 \$1,446, | | | | | | |
| Printing/Graphics \$320,00 \$1,120,00 \$1,120,00 \$1,446, | | • | | | | |
| Printing/Graphics \$320,00 \$1,120,00 \$1,120,00 \$1,446, | | | | | { | |
| Printing/Graphics \$320,00 \$1,120,00 \$1,120,00 \$1,446, | | | | | 1 | |
| TOTAL PROGRAM MATERIALS \$8,129.00 \$13,521.00 \$12,000.00 ATHER PROGRAM EXPENSES Calculations Request Cash Cas | Postage/Telephone | see narrative | \$3,946.00 | \$2,337.00 | | \$6,283.0 |
| TOTAL PROGRAM MATERIALS \$8,129.00 \$13,521.00 \$12,000.00 ATHER PROGRAM EXPENSES Calculations Request Cash Cas | | | | | | |
| TOTAL PROGRAM MATERIALS \$88,129.00 \$13,691.00 \$12,000.00 | • | | | ! | | |
| TOTAL PROGRAM MATERIALS \$88,129.00 \$13,691.00 \$12,000.00 | | | | | | |
| TOTAL PROGRAM MATERIALS \$88,129.00 \$13,691.00 \$12,000.00 | • | | | | | |
| Number Calculations Request Other Other In kind Total Seq. 185.00 Se | Printing/Graphics | see narrative | \$320.00 | \$1,126.00 | | \$1,446.0 |
| Project Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Direct Specific Program Specific Direct Specific | | | | | | |
| Project Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Program Specific Direct Specific Program Specific Direct Specific | | | . | | | |
| Calculations Request Other Other In kind Total Separation Separatio | | | | | | |
| | | TOTAL PROGRAM MATERIALS | \$8,729,00 | 53,951,00 | | \$12,080.00 |
| Request Cash Ini-Kind Total | OTHER PROGRAM EXPENSE | | | Other | Other | |
| Technology - Assessments | | | , | | Other - | |
| Project Specific Direct S0.00 S0 | | Calculations | Request | Cash | In-Kind | |
| Occupancy - Assessments \$64,320.00 \$64,320.00 \$64,320.00 \$64,320.00 \$64,320.00 \$64,320.00 \$17,298.00 \$17,298.00 \$17,298.00 \$17,298.00 \$17,298.00 \$17,298.00 \$17,298.00 \$16,638.00 | Project Specific Direct | Calculations | Request \$42,185.00 | Cash | In-Kind | \$42,185.0 |
| Support - Assessments \$3,649.00 \$13,849.00 \$17,298,0 Project Specific Direct \$3,701.00 \$12,935.00 \$16,636,0 Occupancy - General \$3,701.00 \$12,935.00 \$16,636,0 Project Specific Program \$5,115.00 \$19,525.00 \$24,840,0 Support - General \$19,602,00 \$19,525.00 \$19,502,0 Project Specific Translation \$0,30/word \$19,602,00 \$19,602,00 \$25,000,00 ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000,00 \$25,000,00 \$25,000,00 | Project Specific Direct Technology - Assessments | Calculations | \$42,185.00 | Cash | In-Kind | \$42,185.0 |
| Project Specific Direct \$3,701,00 \$12,935.00 \$16,636.0 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments | Calculations | \$42,185.00 | Cash | In-Kind | \$42,185.0 \$0.0 |
| Project Specific Direct \$3,701,00 \$12,935.00 \$16,636.0 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program | Calculations | \$42,185.00 | Cash | In-Kind | \$42,185.0 \$0.0 |
| Project Specific Program \$5,115.00 \$19,525.00 \$24,640.0 Support - General \$19,602.00 \$19,602.00 Ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 \$25,000.00 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments | Calculations | \$42,185.00 \$0.00 \$64,320.00 | | In-Kind | \$42,185.0 \$0.0 \$64,320.0 |
| Project Specific Program \$5,115.00 \$19,525.00 \$24,640.0 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | Calculations | \$42,185.00 \$0.00 \$64,320.00 | | In-Kind | \$42,185.0 \$0.00 \$64,320.00 |
| Project Specific Program \$5,115.00 \$19,525.00 \$24,640.0 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct | Calculations | \$42,185.00 \$0.00 \$64,320.00 | | In-Kind | \$42,185.0 \$0.00 \$64,320.00 |
| Project Specific Program Support - General Project Specific Translation S0.30/word \$19,602.00 \$19,602.00 \$19,602.00 \$24,640,00 \$19,602.00 \$19,602.00 \$25,000.00 | Project Specific Direct Technology - Assessments Project Specific Direct Occupancy - Assessments Project Specific Program Support - Assessments Project Specific Direct Technology - General | Calculations | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 | \$13,649.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 |
| Support - General | 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 | \$13,649.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 |
| Support - General | 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 | \$13,649.00 | In-Kind | \$42,185.0 |
| Support - General | 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 | \$13,649.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 |
| ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 | 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 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 \$16,636.00 |
| ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 | 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 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.00 \$64,320.00 \$17,298.00 \$16,636.00 |
| ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 | 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 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 \$16,636.00 |
| ct Specific Travel Estimated at \$40/trip x 625 trips/year \$25,000.00 | 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 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 \$16,636.00 |
| | 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 Project Specific Program Support - General | | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 \$16,638.00 \$24,840.00 |
| | 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 Project Specific Program Support - General | | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 |
| | 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 Project Specific Program Support - General | | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.00 \$16,638.00 \$24,840.00 |
| | 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 Project Specific Program Support - General | | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.0 \$16,638.0 \$24,840.00 |
| TORTO D. M. L. W. L. D. | 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 Project Specific Program Support - General | \$0.30/word | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.0 \$16,638.0 \$24,840.00 |
| ECERS Reliability Training \$9,000.00 \$9,000.00 | 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 Project Specific Program Support - General | \$0.30/word | \$42,185.00 \$0.00 \$64,320.00 \$3,649.00 \$3,701.00 \$5,115.00 | \$13,649.00 \$12,935.00 | In-Kind | \$42,185.0 \$0.0 \$64,320.0 \$17,298.0 \$16,636.0 \$24,840.00 |

WESTED, CENTER FOR CHILD AND FAMILY STUDL 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 |
| TERS Reliability Training | | \$9,000.00 | | | \$9,000,00 |
| Project Specific Fingerprinting | \$75 x 7 assessors | \$525.00 | | | \$525.00 |
| | TOTAL OTHER PROGRAM EXI | PENSES \$200,097.00 | \$46,109.00 | \$593.00 | \$246,206.00 |
| ADMINISTRATIVE COSTS | | | | | |
| | | | Other - | Other - | 1997 |
| 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 |
| | | | | | |
| | | | | | |
| | TOTAL ADMINISTRATIVE | COSTS \$87,979.00 | \$28,684.00 | | \$116,663,00 |
| | • | • | | | • |

| PERSONNEL | PERSONNEL NARRATIVE |
|---|--|
| " | |
| Title | Treadle arrangement to the angle of the second state of the second |
| 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 |
| Sr. Research Associate | Develop training content (Including online training) and assessment protocols and procedures; train QRS Assessors and |
| GI. I Cacal GI Associate | 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. |
| Project Manager | Dedicated to day-to-day implementation of assessment services; operations management and administrative support; |
| • | monitor the timeline and ensure that all deliverables are completed on time; oversee scheduling of program assessments |
| | oversee assessment data entry; oversee the maintenance of external communications vehicles (website, voicemail, |
| | email); manage the reporting to funders; and coordinate 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 assessment; enter scores into the data system; track |
| - | interrater reliability; print and mail 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 suppor |
| Project Coordinator | Conduct community outreach regarding assessment processes |
| Program Quality Assessors (6) | |
| o | 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 | FRINGE BENEFITS NARRATIVE |
| | |
| Benefit Name | |
| Total 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% |
| | 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% |
| Total Benefits - General | Total Dental/Medical at 16.134% |
| , woner | 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 Benefils/Related Costs at 0.134% |
| | Unemployment Tax at 0.510% |
| li tana na manakan 1868 kacamatan di dalam sa Semilan na masa | FICA at 1.883% |
| FRINGE BENEFITS | The benefits rate is 36.4% of regular employees' unloaded salaries, inclusive of leave. Benefits include worker's |
| MINOE BENEFITS | compensation, unemployment tax, and FICA for both employee classifications. Regular employees also receive retirement, medical/dental, life insurance, disability insurance, and other staff benefits. |
| | Temement, niedrozinaenio, nie insurance, disability insurance, anti olinerstani benenis. |
| PROFESSIONAL SERVICES | PROFESSIONAL SERVICES NARRATIVE |
| | |
| Title . | |
| Website 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. |
| | |
| SUBCONTRACTS | SUBCONTRACTS NARRATIVE |
| | |
| Agency | |
| Vone | |
| | |
| ROGRAM MATERIALS | PROGRAM MATERIALS NARRATIVE |
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|--|--|
| Supplies/Materials | The Supplies and Materials category includes general office items such as stationery, pens, writing tablets, markers, clips, |
| | notepads, filip 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 = \$461.98 |
| 1 . | ITERS-R material - \$66.95 × 6 assessors + \$60.26 shipping = \$461.96 |
| | ITERS-R Rating Scale - \$21.95 + \$6 shipping x 6 assessors = \$161.70 |
| | CLASS Manual PreK @ \$49.95 x 6 assessors and CLASS Dimensions Guide PreK - \$12.95 x 6 assessors + \$45.29 |
| ł | shipping = \$422.69 |
| | Pooled Costs: 145.6 hour units x \$0.2600 rate = \$38 |
| | Full Year Operation: |
| | File folders - \$1 x 549 assessments = \$549 |
| | File folders - \$1 x 65 iterrater assessments = \$65 |
| 1 | Assessment rating sheet photocopies - \$0.20/page x 12 pgs x 549 assessments = \$1,318 |
| ļ | Interrater reliability assessment rating sheet photocopies - \$0.20/page x 12 pgs x 65 (terrater assessments = \$156 |
| İ | Assessor storage clipboards - \$21.33 x 6 assessors ≃ \$128 |
| | SF First 6 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. |
| | Ramp-up: |
| | Pooted Costs: 145.6 hour units x \$1.2400 rate = \$181 |
| ŀ | Full Year Operation: |
| j | 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 |
| } | HAAS Pooled Costs; 2,593.6 hour units x \$0.9011 = \$2,337 |
| Printing/Graphics | Printing/Graphics expenses include general office copying. |
| | Ramp-up: |
|] | Pooled Costs: 145.6 hour units x \$0.6000 = \$87 |
| | Full Year Operation: |
| | SF First 5 Pooled Costs: 536 hour units x \$0.4347 = \$233 |
| ļ | HAAS Pooled Costs: 2,593.6 hour units x \$0.4341 = \$1,126 |
| Auto Carlo Anno Carlo Ca | |

| OTHER PROGRAM EXPENSE | SOTHER PROGRAM EXPENSES NARRATIVE |
|--|--|
| The second secon | |
| 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 staff |
| 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 \$5.6875 = \$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: 538 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 |
| J | Full Year Operation: |
| | SF First 5 Pooled Costs; 536 hour units x \$7.5280 = \$4,035 |
| D-1-10-16- T | 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; |
| Desire I Oceania Transal | \$12,000 - 13,333 words Into 3 languages. |
| Project 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. |
| ECERS 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. |

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| FCCRS Reliability Training | Includes annual renewal of week-long interrater reliability trianing with authorized trainers at the University of North |
|---------------------------------|---|
| 1 Oorto Reliability Halling | 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 fingerprinting (\$75 each x 7 assessors). |
| | |
| | |
| ADMINISTRATIVE COSTS | ADMINISTRATIVE COSTS NARRATIVE |
| | ** 1. 1982年 - |
| 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 Admin Costs - General | Includes Board/Board support, Executive Director's Office, Resource Development, Communications, Contracts, and |
| | Accounting/Finance Services. Additional admin costs are applied at a rate of 1%. |
| | Ramp-up = \$21,994 x 13.67% = \$3,006 |
| · · · · | Full Year Operation: |
| | SF FIRST 5: (\$126,912 - \$4,500) x 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.

Appendix D--Interests In Other City Contracts

| City Department of Commission | Date of Contract | Amount of Contract |
|--|---------------------|-----------------------|
| San Francisco Preschool for All Data Systems, First Five San Francisco | 05/01/08-06/30/2012 | \$605.000 |
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Appendix E--Permitted Subgrantees

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.

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 | • | |
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| Michael Neuenfeldt, Director of Finance and Contracts | | |
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| As certified by the Executive Director, Glen Harvey | • | |
| | | |
| Name typed/printed | | |
| August 16, 2012 | | |
| Signature Date | | |
| | | |

Carroll, John (BOS)

om:

Maybaum, Erica (BOS)

ent:

Tuesday, January 24, 2017 1:41 PM

To:

Carroll, John (BOS)

Subject:

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 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. a 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 <u>here</u> 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) < john.carroll@sfgov.org > 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

----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)

dos.legislation@sfgov.org>

Subject: Sponsor - Resolution - Subject

Dear Ms. Cavillo,

tached, 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

an 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.



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

RECEIVER

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EY IB

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 Governmenta City Elective Officer Information (<i>Please print clearly</i> .) | ll Conduct Code § 1.126) |
|--|---|
| Name of City elective officer(s): | City elective office(s) held: |
| Name of City elective officer(s). | City elective office(s) field. |
| Members, Board of Supervisors | Members, Board of Supervisors |
| | V . |
| Contractor Information (Please print clearly.) Name of contractor: WestEd | |
| Name of contractor. Wested | |
| Please list the names of (1) members of the contractor's board of dirfinancial officer and chief operating officer; (3) any person who has any subcontractor listed in the bid or contract; and (5) any political additional pages as necessary. | an ownership of 20 percent or more in the contractor; (4) |
| 1) Board of Directors: Tacy Ashby, John Baracy, Cecil Brim, Stev Delgado, Christopher Deschene, Sydnee Dickson, Rena Dorph, Di Franquiz, Ruth Glass, David Gordon, Guadalupe Guerrero, Terry, Marsha Hirano-Nakanishi, Tonia Holmes-Sutton, Paul Houston, E Marsden, Robert McCord, Wade McLean, Thelma Melendez de S Rubalcava, Terry Shoemaker, Pat Skorkowsky, William Speer, Da Thorne Jr., Thomas Timar, Tom Torlakson, Tina Trujillo, McKell | iane Douglas, Dale Erquiaga, Beth Foley, Maria Hansen, Glen Harvey, Jay Heiler, Guilbert Hentschke, severly Hurley, Harold Levine, Carol Lippert, Dale anta Ana, Jacob Moore, Thomas Reagan, Jesus avid Sperry, Bernice Stafford, Ed Sullivan, Willam |
| See attached for remaining info. | |
| Contractor address: 730 Harrison Street, San Francisco, CA 94107 | |
| Date that contract was approved: | Amount of contract: \$10,881,026 |
| Describe the nature of the contract that was approved: To amend a contract between First 5 San Francisco and WestEd to pe and rating services for publicly funded early care and education proven | |
| Comments: | · |
| | |
| Print Name of Boar | d |
| Filer Information (Please print clearly.) | |
| Name of filer: Angela Calvillo, Clerk of the Board | Contact telephone number: (415) 554-5184 |
| Address: City Hall, Room 244, San Francisco, CA 94114 | E-mail: Board.of.Supervisors@sfgov.org |
| | |
| Signature of City Elective Officer (if submitted by City elective office | er) Date Signed |
| | |

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

Date Signed

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