



Direct Service Contract  
Contract #1617-72040  
El Dorado County Library  
Family Literacy IMPACT

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## **ATTACHMENTS**

### **I. Scope of Work**

### **II. Budget Forms:**

Approved FY Budget (Budget Form 1),  
Monthly Invoices (Budget Form 2),  
Budget Revision Request (Budget Form 3),  
Budget Revision Narrative (Budget Form 4)

### **III. Parent Registration Form**

### **IV. Progress Reports:**

Semi-Annual (Progress Report Form 1)  
Population Served Report (Progress Report Form 2)

### **V. Corrective Action Plan**

### **VI. Family Survey**

**THIS AGREEMENT** is made this 1<sup>st</sup> day of July, 2016, by and between First 5 El Dorado Children and Families Commission (hereinafter 'Commission') and El Dorado County Library Department (hereinafter 'Contractor') whose principal place of business is at 345 Fair Lane, Placerville, CA 95667.

## **RECITALS**

**WHEREAS**, Contractor has agreed to implement strategies that support the Goals and Objectives of the STRATEGIC PLAN of the Commission,

**NOW, THEREFORE**, for and in consideration of the agreement made, and the payments to be made by the Commission, the parties agree to the following:

## **AGREEMENT**

### **1. CONTRACT TERM**

The term of this Agreement is from July 1, 2016 to June 30, 2017. Nothing in this Agreement shall be interpreted as requiring either party to renew or extend this Agreement. All work required by this contract shall be completed no later than June 30, 2017.

### **2. SCOPE OF WORK**

Contractor shall provide services in the amount, type, and manner described in Attachment I, Scope of Work, attached hereto and by this reference made a part hereof. In cases of ambiguity, the Commission Executive Director may interpret the Scope of Work by using the Contractor's proposal and letters of clarification, copies of which are on file with the Executive Director.

### **3. FISCAL PROVISIONS**

- A. Commission shall pay Contractor an amount not to exceed **\$48,000** as recorded in the Contract Budget (Attachment II, Budget Form 1).
- B. Commission shall pay Contractor 10% of the total contract upon approval of Agreement. The basis for this Agreement shall be cost reimbursement. Actual expenses to be billed in arrears, monthly, due to the Commission by the second Friday of each month. Contractor shall submit Monthly Invoices (Attachment II, Budget Form 2) with supporting backup documentation for all reported expenditures (timesheets, receipts, paid invoices, travel expense claims). Final two months expenses will be billed at fiscal year-end and the 10% advance will be applied as a credit to the amount due. Should the application of the credit result in an overpayment by the Commission, it will be refunded within 30 days of fiscal year end.
- C. Contractor is permitted a budget variation of up to fifteen percent (15%) for each budget line item for the contract period but shall not exceed the total approved budget amount. Any larger budget variation must be submitted in writing using the Budget Revision Request Form and Narrative (Attachment II, Budget Forms 3 and 4), and receive written Commission approval. All Budget Revision Requests must be received by the Commission by April 15<sup>th</sup>, 2017.

#### **4. INDEPENDENT CONTRACTOR**

It is expressly understood that in performance of the work under this contract, the Contractor, and the agents and employees thereof, shall act as an independent contractor and not as officers, employees or agents of the Commission. The Contractor shall not subcontract nor assign any portion of the work required by this contract without prior written approval of the Commission except for any subcontract work identified herein. The rights, responsibilities and duties under this contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Commission.

#### **5. CONTRACTOR RESPONSIBILITIES**

A. **Fiscal:** Contractor agrees to comply with the Commission's fiscal policies and procedures for the purposes of planning and monitoring.

- i) **Reporting:** The Commission shall forward payment request to the County Auditor/Controller within fifteen (15) business days of approving Monthly Invoices. Final invoices are due to the Commission no later than the second Friday of August for the reporting fiscal year. If the due date for submission of a report falls on a standard holiday, the report will be due on the following regularly scheduled business day.
- ii) **Allowable Expenses:** The Commission will not compensate Contractor for unauthorized services rendered by the Contractor, nor for claimed services which Commission contract monitoring shows have not been provided as authorized. The following types of expenses will be disallowed: alcoholic beverages, firearms, purchasing of motor vehicles, capital assets, late fees/finance charges, termination fees, fees for missed conferences or trainings, out-of-country travel, out-of-state travel if not expressly pre-approved by the Commission and cost associated for fundraisers. This list is not all-inclusive. If a program realizes a need for any expense that is not specifically budgeted/ approved, prior Commission approval should be obtained before proceeding. Per Commission policies and procedures, all costs are subject to review and audit and if appropriate, may be disallowed. If Commission has advanced funds for services later determined not to have been provided, Contractor shall refund requested amounts within five (5) days of demand by Commission. The Commission has the option of offsetting such amounts against future payments due to Contractor.
- iii) **Indirect Costs:** Indirect costs charged to this grant shall not exceed the approved indirect cost rate of the El Dorado County Superintendent of Schools established by the California Department of Education's School Fiscal Services Division. For fiscal year 2016-2017 this rate has been set at 8.5% (rounded to nearest hundredth).
- iv) **Unspent Funds:** At the discretion of the Commission, any unspent funds that remain at the end of the contract year shall be returned to First 5 El Dorado by the first Friday in August following the completion of the contracting period.

- v) **Grant Reduction:** The Commission shall have the right to reduce the amount of this grant budget to offset Commission expenditures incurred in support of activities related to this grant.
- vi) **Fees:** Contractor shall not collect from participants any fees for services rendered pursuant to this agreement.
- vii) **Supplantation:** First 5 Proposition 10 funds shall be used exclusively to develop new projects, expand existing programs and/or services or to enhance existing programs and services. Proposition 10 funds shall not supplant state or local General Fund money for any purpose. If Contractor uses such funds to replace state or federal categorical funds, Contractor shall demonstrate to the Commission's satisfaction that such state or federal categorical funds have increased the level of services provided to children birth through 5 years of age.

If Commission determines that supplantation has occurred, Contractor shall be required to reimburse the Commission for all Proposition 10 funds that were used in violation of this Section. Use of Proposition 10 funds in violation of this Section shall be grounds for termination of this Agreement.

- B. **Data Collection:** Contractor agrees to collect data and report to the Commission for the purposes of program planning and evaluation.

Contractor agrees to provide the Commission a registrar of children, parents/guardians, other family members and early care and education providers served through this grant for the purposes of reporting unduplicated annual counts. The registrar shall be submitted to the Commission within 2 weeks of service provided via Parent Registration Form (Attachment III).

The data shall include, but is not limited to:

- i. Unduplicated count of the number children less than 3 years of age, and 3 through 5 years of age by ethnicity and primary language that receive services through this First 5 El Dorado grant.
- ii. Unduplicated count of the number of parents/guardians/other family members of children birth through 5 years of age by ethnicity and primary language that receive services through this First 5 El Dorado grant.
- iii. Unduplicated count of the number of early care and education providers of children birth through 5 years of age that receive services through this First 5 El Dorado grant.

First 5 El Dorado Family Survey (Attachment VI) shall be offered to each family that receives services through this First 5 El Dorado grant upon agreed assessment period documented in the Scope Of Work (Attachment I).

If the Contractor is unable to submit complete and accurate registration data in the First 5 Database, than the original and editable electronic copy Population Served Report (Attachment IV, Progress Report Form 2) shall be due to the Commission no later than the final Friday of the month following December 31 and June 30 of each year.

- C. **Evaluation:** Contractor agrees to collect and report data to the Commission on a quarterly basis and agree to monthly contract monitoring for the purposes of program planning and evaluation.

Semi-Annual Progress Reports (Attachment IV, Progress Report Form 1) are due in original and editable electronic copy to the Commission no later than the final Friday of the month following December 31 and June 30 of each year.

Substandard performance as determined by Commission staff will constitute noncompliance with this Contract. If action to correct such substandard performance is not taken by Contractor within a reasonable period of time, which may be 30 days after notification by Commission staff, the Commission may initiate a formal Corrective Action Plan (Attachment V), contract suspension or termination procedures. Program evaluation components may not be modified by Contractor without prior written approval from Commission staff.

## 6. **AMENDMENTS**

This contract may be amended or modified only by written agreement of all the parties. Contractor agrees to provide immediate written notice to the Commission if significant changes or events occur during the term of this contract which could potentially impact the progress or outcome of the grant including, but not limited to, changes in the Contractor's management personnel, loss of funding, revocation or suspension of the grant recipient's tax-exempt status (if applicable) or license.

## 7. **DISCRIMINATION**

With respect to all issues associated with this Agreement, the parties and their directors, officers, employees, agents, volunteers and guests shall not illegally discriminate on any basis.

## 8. **TERMINATION**

Contractor agrees to commence and to complete the work within the time schedules outlined within this contract and contained in the Scope of Work.

- A. If the Contractor fails to provide in any manner the services required under this Contract, or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the Commission may terminate this Contract by giving thirty (30) calendar days written notice to the Contractor. Contractor shall be provided an opportunity to cure any breach of this Contract identified by the Commission in a notice of contract termination during the thirty (30) day termination notice period.
- B. Failure of the Contractor to secure or obtain funding from other sources, which are needed by the Contractor to completely carry out the programs provided in this Contract may be grounds for termination of this Contract, at the discretion of the Commission.
- C. Either party may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be in writing to the other parties and be sent by registered mail.

D. In the event of termination the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall refund to the Commission any advanced funds issued in accordance with this Contract.

## **9. STATE REQUIREMENTS**

This contract is funded by a First 5 grant with monies from the California Children and Families Trust Fund (health & safety code 130100-130155). Funding is guaranteed by the state of California First 5 sources. If the state of California's First 5 funds are no longer distributed, the contract shall be null and void within sixty (60) days of a written notice by certified mail to the Contractor. The state of California, may, through First 5, enact requirements that affect the performance of the Contractor. If the state does impose new obligations affecting the performance of this contract, commission reserves the right to amend the contract as necessary to comply with state requirements. Contractor will be notified at least thirty (30) days in advance if new requirements are to be imposed. No funds provided by the commission shall be used for any political activity or political collaborations. All documents generated by this contract are subject to disclosure pursuant to the California public records act.

## **10. GOVERNING LAW**

The Contractor shall comply with any and all state and local laws affecting the services covered by this contract.

## **11. JURISDICTION AND VENUE**

This contract shall be construed in accordance with the laws of the state of California and the parties hereto agree that venue shall be in El Dorado County, California.

## **12. INDEMNIFICATION**

To the fullest extent allowed by law, Contractor shall defend, indemnify and hold Commission harmless against and from any and all claims, suits, losses, demands, and liability for damages including attorneys-fees and other costs of defense brought for or on account of injuries to or death of any person, or damage to any property, or any economic, consequential or special damages which are claimed or which shall in any way arise out of or be connected with services, operations or performance hereunder, caused by Contractor's negligence. This duty of Contractor to indemnify and save Commission harmless expressly includes the duties to defend set forth in California civil code section 2778. Commission shall give Contractor prompt written notice of any such demand, claim or suit against it, and commission shall have the right to compromise or defend the same to the extent of his own interest.

To the fullest extent allowed by law, the Commission shall defend, indemnify, and hold the Contractor, and their officers, employee's agents, and representatives harmless against and from any and all claims, suites, losses, demands, and liability for damages, including attorney's fees and other costs of defense brought for or on account of damage to any property, or any economic, consequential or special damages which are claimed or which shall in any way arise out of or be connected with services, operations or performance hereunder, caused by Commission's negligence. This duty of Commission to indemnify and save Contractor harmless expressly includes the duties to defend set forth in California Civil Code section 2778. Contractor shall give Commission prompt written notice of any such demand, claim or suit against it, and Commission shall have the right to compromise or defend the same to the extent of his own interest.

**13. INSURANCE**

Contractor shall provide proof of a policy of insurance satisfactory to the Commission and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- A. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- B. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- C. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- D. Contractor shall furnish a certificate of insurance satisfactory to the Commission as evidence that the insurance required above is being maintained.
- E. The insurance will be issued by an insurance company acceptable to the County of El Dorado Risk Management, or be provided through partial or total self-insurance likewise acceptable to the County of El Dorado Risk Management.
- F. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the Commission and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, the Commission may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- G. The certificate of insurance must include the following provisions stating that:
  - i. The insurer will not cancel the insured's coverage without prior written notice to Commission, and;
  - ii. The Commission, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.



- H. The Contractor's insurance coverage shall be primary insurance as respects the Commission, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Commission, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- I. Any deductibles or self-insured retentions must be declared to and approved by the Commission, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Commission, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- J. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Commission, its officers, officials, employees or volunteers.
- K. The insurance companies shall have no recourse against the Commission, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- L. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- M. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- N. Certificate of insurance shall meet such additional standards as may be determined by the Commission.

#### **14. WORKER'S COMPENSATION**

The Contractor acknowledges that it is aware of the provisions of the labor code of the state of California which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code and it certifies that it will comply with such provisions before commencing the performance of the work of this contract. (Statutory or \$1,000,000. Employers liability-minimum \$100,000)

#### **15. SEVERABILITY**

The provisions of this Agreement are divisible. If any such provision shall be deemed invalid or unenforceable, such provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

#### **16. WAIVER**

No delay or omission by the Commission or the Contractor in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision of this Agreement, shall be effective in any event unless it is in writing, designated a waiver, and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose for which it is given.

**17. AUDIT**

Contractor shall maintain on a current basis, complete books and records relating to this contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. These documents and records shall be retained for at least 5 years from the completion of this contract. Contractor will permit the Commission to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Contractor who participated in this contract in any way. Any Subcontractor paid by the Contractor as authorized by the Commission, shall be required by Contractor to maintain detailed records for all amounts paid and will be required to provide Commission access to those records, if necessary, for the contracted auditing period.

**18. OWNERSHIP**

The Commission shall own all rights, title, and interest to all information, documents, data, content, software, or other intellectual property developed in accordance with this Agreement. Title to property on any single item valued at \$1000 or more shall remain with the Commission for the first two years after purchase, thereafter title to property shall transfer to Contractor unless otherwise agreed upon in writing. All materials and publications developed under this Agreement will be attributed to the Commission and will include the Commission's logo and other identification as agreed upon by the parties.

**19. CONFIDENTIALITY AND INFORMATION SECURITY PROVISIONS**

- A. The Commission and Contractor ("Parties") shall both comply with applicable laws and regulations, including but not limited to The Code of Federal Regulations, Title CFR45, parts 160-164, regarding the confidentiality and security of personal identifiable information (PII).

Personal identifiable information (PII) means any information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including but not limited to, his or her name, signature, social security number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, or any other financial information.

- B. Permitted Uses and Disclosures of PII by the Commission and Contractor:

- (1) Permitted Uses and Disclosures: The Parties hereto shall each develop and maintain an information privacy and security program that includes the implementation of administrative, technical, and physical safeguards appropriate to the size and complexity of its operations and the nature and scope of its activities. The information privacy and security programs must reasonably and appropriately protect the confidentiality, integrity, and availability of the PII that it creates, receives, maintains, or transmits; and prevent the use or disclosure of PII other than as provided for in this Agreement. Except as otherwise provided in this Agreement, the Parties may use or disclose PII to perform functions, activities or services identified in this Agreement provided that such use or disclosure would not violate Federal or State laws or regulations.

- (2) Specific Uses and Disclosures provisions: Except as otherwise indicated in the Agreement, the Parties will:
  - a. Use and disclose PII for the proper management and administration of the Scope of Work (Attachment 1) or to carry out the legal responsibilities of the Parties, provided that such use and disclosures are permitted by law.
  - b. Take all reasonable steps to destroy, or arrange for the destruction of a customer's records within its custody or control containing personal information which is no longer to be retained in the performance of this Agreement by (1) shredding, (2) erasing, or (3) otherwise modifying the personal information in those records to make it unreadable or undecipherable through any means.

C. Responsibilities of the Parties:

- (1) Safeguards: To prevent use or disclosure of PII other than as provided for by this Agreement. Each party shall provide the other with information concerning such safeguards as may be reasonably requested from time to time.
  - (2) The Parties shall restrict logical and physical access to confidential, personal (e.g., PII) or sensitive data to authorized users only.
  - (3) The Parties shall implement appropriate user authentication and authorization procedures. If passwords are used in user authentication (e.g., username/password combination), strong password controls shall be implemented on all compatible computing systems that are consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-86 and SANS Institute Password Protection Policy.
  - (4) The Parties shall implement the following security controls on each server, workstation, or portable (e.g. laptop computer) computing device that processes or stores confidential, personal, or sensitive data:
    - a. Network based firewall and/or personal firewall
    - b. Continuously updated anti-virus software
    - c. Patch-management process including installation of all operating system/software vendor security patches.
- D. Mitigation of Harmful Effects. To mitigate, to the extent practicable, any harmful effect that is known due to the use or disclosure of PII by each Party or its subcontractors in violation of the requirements of this Agreement.
- E. Agents and Subcontractors of the Consultant. To ensure that any agent, including a subcontractor that receives PII for the purposes of this contract shall comply with the same restrictions and conditions that apply through this Agreement to both Parties with respect to such information.

F. Notification of Electronic Breach or Improper Disclosure. During the term of this Agreement, either Party shall notify the other immediately upon discovery of any breach of PII and/or data, where the information and/or data are reasonably believed to have been acquired by an unauthorized person. Immediate notification shall be made to the County Privacy Officer, or to First 5 El Dorado Children and Families Commission at (530) 622-5787, as appropriate within two business days of discovery. Prompt corrective action shall be taken to cure any deficiencies and any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations. The Party in breach shall investigate such breach and provide a written report of the investigation to the County Privacy Officer and/or First 5 as appropriate, postmarked within thirty (30) working days of the discovery of the breach.

## **20. CONFLICT OF INTEREST**

Contractor shall comply with all Commission conflict of interest requirements in the same manner and to the same extent as if Contractor was a Commission employee including but not necessarily limited to those set forth in the Commission policies, Government Code Sections 1090 et seq., Gov. C. §§ 1126 et seq., Gov. C. §§ 87100 et seq., Education Code Section 35230 and common law.

## **21. ENTIRE AGREEMENT**

This document and the documents referred to herein or attachments hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

## **22. CONTRACTOR WARRANTIES**

Contractor warrants that Contractor:

- (1) is fully licensed, experienced and qualified, and otherwise meets all Federal, State and local requirements as a condition of or necessary to carry out the work;
- (2) has carefully reviewed the scope of work, understands it and has had a full opportunity to ask questions, and voice any concerns about Contractor's understanding about the scope of work;
- (3) has thoroughly reviewed all Commission and other policies, procedures and documents that relate to the scope of work;
- (4) has disclosed to the Commission any filed claims and lawsuits in which Contractor has been a party regarding similar work performed by Contractor.

**23. NOTICES**

Any notice required or permitted to be given under this Agreement shall be in writing and delivered to the other Parties at the following respective addresses:

Kathleen Guerrero, Executive Director  
2776 Ray Lawyer Drive, Placerville, CA 95667  
Email: kguerrero@edco.org

El Dorado County Library Department  
Jeanne Amos, Director  
345 Fair Lane, Placerville, CA 95667  
Email: jeanne.amos@edcgov.us

**AUTHORITY TO CONTRACT:** The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this contract on behalf of the Contractor organization and shall pass on responsibility to successor.

**IN WITNESS WHEREOF,** The parties have executed this Contract on the date written

**APPROVED BY:**  
FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

**CONTRACTOR:**

\_\_\_\_\_  
Board of Supervisors, Chair

Date: \_\_\_\_\_



**First 5 El Dorado**  
Children and Families Commission

**FY16-17 Family Literacy IMPACT | Scope of Work \$48,000**

**Contract Administrator Information**

Administrator Name: Jeanne Amos

Administrator Title: El Dorado County Library Director Date: April 22, 2016

Address: 345 Fair Lane

*Street Address* *Suite/Unit #*

Placerville CA 95667

*City* *State* *ZIP Code*

Phone: 530-621-5540 Email: jeanne.amos@eldoradolibrary.org

**Assurances**

Contractor agrees to:

YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>Support Hub</b> implementation by promoting activities within the community.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>Promote the Commission</b> through introduction where appropriate as "a funded partner of First 5 El Dorado Commission", and on printed materials indicating "funded by First 5 El Dorado Commission" using the <u>Commission logo</u> found in assurance tools. Ensure each communication is an acceptable use of public funds.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>Attend contract monitoring site visits</b> for the purposes of assessing progress on contract milestones.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>Attend contractor's meetings</b> for the purposes of training and professional development.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Commit to providing programs services that <b>respect diversity and meet the needs of families</b> .
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Meet all <b>evaluation requirements</b> including, but not limited to <u>database maintenance</u> , survey distribution and data collection.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Meet all <b>reporting requirements</b> including but not limited to contract milestones, Annual Report data, invoicing, progress reporting, program level data, registration form data, and promoting surveys.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>Assess program quality</b> utilizing the <u>Family Strengthening Support Program Self-Assessment Tool</u> as part of the Annual Reporting process.
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Assure <b>timely delivery</b> of program service and commit to continuous quality improvement necessary to meet the local needs of children and families.










**Signature**

Signatures are binding contractors to the following scope of work agreement:

Administrator Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## References

Assurance Tools	Links				
<a href="#">Family Strengthening Support Program Self-Assessment Tool</a>	<a href="http://www.cssp.org/reform/strengtheningfamilies/2014/COMMUNITY-BASED-PROGRAM-SELF-ASSESSMENT.pdf">http://www.cssp.org/reform/strengtheningfamilies/2014/COMMUNITY-BASED-PROGRAM-SELF-ASSESSMENT.pdf</a>				
<a href="#">First 5 El Dorado Logo</a> 	<a href="https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%20First%205%20EI%20Dorado%20Logo%20-%20PDF.pdf">https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%20First%205%20EI%20Dorado%20Logo%20-%20PDF.pdf</a>  Scan this QR code with your phone or tablet to open				
<a href="#">First 5 El Dorado Plane Logo</a> 	<a href="https://edcoe.sharepoint.com/sites/first5/contractors/layouts/15/Lightbox.aspx?url=https%3A%2F%2Fedcoe.sharepoint.com%2Fsites%2Ffirst5%2Fcontractors%2FShared%2520Documents%2FF5EDC%2520First%25205%2520EI%2520Dorado%2520Plane%2520Logo%2520-%2520PNG.png">https://edcoe.sharepoint.com/sites/first5/contractors/layouts/15/Lightbox.aspx?url=https%3A%2F%2Fedcoe.sharepoint.com%2Fsites%2Ffirst5%2Fcontractors%2FShared%2520Documents%2FF5EDC%2520First%25205%2520EI%2520Dorado%2520Plane%2520Logo%2520-%2520PNG.png</a>  Scan this QR code with your phone or tablet to open				
<a href="#">First 5 El Dorado Flyer Template</a>	<a href="https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%202016-17%20Flyer%20Template.pub">https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%202016-17%20Flyer%20Template.pub</a>  Scan this QR code with your phone or tablet to open				
<a href="#">First 5 El Dorado Poster Template</a>	<a href="https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%202016-17%20Poster%20Template%20(basic).pub">https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%202016-17%20Poster%20Template%20(basic).pub</a>  Scan this QR code with your phone or tablet to open				
<a href="#">First 5 El Dorado Database</a>	<a href="http://first5.edcoe.org">http://first5.edcoe.org</a> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 5px;"><b>Username</b></td> <td style="padding: 2px 5px;"><b>Password</b></td> </tr> <tr> <td style="padding: 2px 5px;">rrial</td> <td style="padding: 2px 5px;">changeme</td> </tr> </table>	<b>Username</b>	<b>Password</b>	rrial	changeme
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 <a href="#">SharePoint</a>	<a href="https://edcoe.sharepoint.com/sites/first5/contractors">https://edcoe.sharepoint.com/sites/first5/contractors</a> access to registration form, family survey and progress report <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 5px;"><b>Username</b></td> <td style="padding: 2px 5px;"><b>Password</b></td> </tr> <tr> <td style="padding: 2px 5px;">rrial@partner.edcoe.org</td> <td style="padding: 2px 5px;">changeme</td> </tr> </table>	<b>Username</b>	<b>Password</b>	rrial@partner.edcoe.org	changeme
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 <a href="#">Face Book Promotions</a>	<a href="https://www.facebook.com/first5eldoradocounty">https://www.facebook.com/first5eldoradocounty</a>				
<a href="#">TRS Guidelines</a>	<a href="https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%20TRS-GUIDELINES-07-14-15.pdf">https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/F5EDC%20TRS-GUIDELINES-07-14-15.pdf</a>  Scan this QR code with your phone or tablet to open				

## Result Area 1: Family Functioning

**Commission Goal (Family Literacy):** Children birth through 5 are read to on a daily basis.

**Primary Indicator:**

# and % of parents report that they or another family member reads with the child each day

Recommended Provider and Family Engagement Practices and Assessment Tools	<a href="#">Reach Out and Read Literacy Milestones</a> Very Ready Reading CA Preschool Foundations and Frameworks Early Literacy on the Move Raising a Reader (BOOM Book Bag Model)
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**Early Literacy On the Move (ELOM) Outreach:** How will Early Childhood Literacy Specialists (1) Collaborate with El Dorado County Office of Education and Choices for Children Resource and Referral to identify and contact potential child care providers to participate in El Dorado County QRIS Matrix (2) Provide an orientation ensuring providers understand they are part of the High 5 for Quality Program, they will be rated, the rating will be publicized (3) facilitate program application and enrollment?

**Strategy 1.** *Please describe best or promising practice and if not using one recommended, please justify.*

- 1) Early Childhood Literacy Specialist's (ECLS) will collaborate with High 5 for Quality (H5Q) and Choices for Children in developing a plan to enroll:
- 36 Family Childcare Providers (FCCP) Pathway enrolled in STEAM early learning curriculum activities with the library.
  - 5 H5Q Transitional Pathway Providers enrolled in working with STEAM early learning curriculum activities with the library and other quality improvement work as defined by H5Q.
  - 4 Family, Friends and Neighbor Pathway early learning opportunities  
Alternate settings: family resource center, family support groups or legally licensed exempt pre-school age group learning sites, etc. using STEAM or ELOM Literacy and Language or Very Ready Reading curriculum.
- 2)
- During the first visit, library staff will reinforce FCCP understanding that they are part of the greater H5Q program, that they will be rated and the ratings will be publicized. Additional questions regarding these programs and activities will be referred to H5Q or Choices for Children.
- 3)
- Working with H5Q the library staff will develop a Provider Application along with a Site Improvement Plan that will be completed at the first visit. All original documents will be sent to EDCOE for H5Q processing.
  - Monthly curriculum and outreach planning meetings will be held to monitor provider participation, modify curriculum, update status of enrollments, and identify engagement opportunities.

**How many will you serve annually?**

	41		4	
Annual Target:	# FCC	# CCC	# FFN	# Providers

List of Activities:	# of Activities	hrs. per Activity
36 Sites will receive 12 visits (Intro visit, Exit visit and curriculum support and mentoring using 5 skill sets = 10 visits)	432	2
5 Sites will receive 12 visits (Intro visit, Exit visit and curriculum support and mentoring using 5 skill sets = 10 visits) along with other quality improvement activities as defined by H5Q.	60	2
4 Family, Friend and Neighbor groups will receive a variation of services/workshops as developed, which may include STEAM or ELOM Literacy and Language or Very Ready Reading curriculum.	4+	6
<b>F5 Contractor Meetings</b>		2 hrs x 4 meetings = 8 hrs per staff
<ul style="list-style-type: none"> <li>• Compliance with contract requirements and collaboration among contractors</li> </ul>	4	
<b>ECLS Library Meetings</b>		2 hrs x 7 meetings = 14 hrs per staff
<ul style="list-style-type: none"> <li>• Site visit meetings, monitor grant requirements, facilitate communication and program consistency.</li> </ul>	7	



**Books Out On the Move (BOOM) Books:** How will Early Childhood Literacy Specialists (1) Coordinate with Early Childhood Literacy Specialist's to assemble information and resources for programs participating in El Dorado County QRIS Matrix (2) Select resources that increase that increase a parents understanding of their child's social and emotional development (3) Select resources that align with the ELOM curriculum and encourage parents to read daily?

**Strategy 2.** *Please describe best or promising practice and if not using one recommended, please justify.*

1)	<ul style="list-style-type: none"> <li>ECLS will assemble, manage and distribute a collection of new and gently used picture books to be distributed by FCCP to parents and children in their care to support early literacy activities in the home. This easy to manage lending library will include community resource materials, book bins, library book bags and books for children and parents.</li> </ul>				
2)	<ul style="list-style-type: none"> <li>Parent resource books will be made available in the BOOM Book collection to support a child's social and emotional development by facilitating learning and growth.</li> <li>EDCOE Family Engagement Specialists will provide bi-monthly resources focusing on developmental milestones and other topics.</li> </ul>				
3)	<ul style="list-style-type: none"> <li>BOOM Books will be chosen with high literary merit to introduce early language skills and will align with ELOM curriculum to reinforce science concepts.</li> </ul>				
<b>How many will you serve?</b>					
	<table border="1"> <tr> <td>41</td> <td>328</td> </tr> <tr> <td><b># Providers</b></td> <td><b># of Parents</b></td> </tr> </table>	41	328	<b># Providers</b>	<b># of Parents</b>
41	328				
<b># Providers</b>	<b># of Parents</b>				
<b>List of Activities:</b>					
Assemble, manage and distribute Boom Book collection (41sitesx5exchanges)	<table border="1"> <tr> <td># of Activities</td> <td>hrs. per Activity</td> </tr> <tr> <td>205</td> <td>.5</td> </tr> </table>	# of Activities	hrs. per Activity	205	.5
# of Activities	hrs. per Activity				
205	.5				

**Early Literacy On the Move (ELOM) Curriculum:** How will Early Childhood Literacy Specialists (1) Develop a curriculum based upon the CA Preschool Learning Foundations and Frameworks designed to teach early literacy strategies (ELOM) (2) Model a story time using one element from the curriculum (visit 1), (3) Observe the teaching staff implementing strategies from the previous visit and provide feedback (visit 2)

**Strategy 3.** *Please describe best or promising practice and if not using one recommended, please justify.*

1)	<ul style="list-style-type: none"> <li>ECLS will develop a curriculum to build upon five focus areas based upon the CA Preschool Learning Foundations and Frameworks in Science, Technology, Engineering, Arts or Math (STEAM).</li> <li>Curriculum will cover five (5) focus areas of STEAM (Investigation, Earth Science, Life Science, Physical Science and Art Science) and will be delivered through ten (10) site visits.</li> </ul>				
2)	<ul style="list-style-type: none"> <li>Each topic will be delivered through two visits (1 hour each): (1) to introduce the topic and model implementation and (2) to observe provider's use of skill and provide constructive feedback.</li> <li>Curriculum will be developmentally appropriate, delivered through storytimes, mentoring and hands on exploration.</li> </ul>				
3)	<ul style="list-style-type: none"> <li>Observation of applied strategies will be documented at visit 2 of each skill with immediate feedback if applicable.</li> </ul>				
<b>How will you administer the First 5 Survey?</b>					
	<table border="1"> <tr> <td>17 (5%)</td> <td>Given as the end of the 5th lesson</td> </tr> <tr> <td><b># of Parent Surveys to collect</b></td> <td><b>When they will be distributed</b></td> </tr> </table>	17 (5%)	Given as the end of the 5th lesson	<b># of Parent Surveys to collect</b>	<b>When they will be distributed</b>
17 (5%)	Given as the end of the 5th lesson				
<b># of Parent Surveys to collect</b>	<b>When they will be distributed</b>				
<b>How many people will you serve annually?</b>					
164	164	328	na	41	
<b># Children &gt;3</b>	<b># Children 3&gt;6</b>	<b># Parents / Guardians</b>	<b># Other Family Members</b>	<b># Providers</b>	
<b>List of Activities:</b>				<b># of Activities</b>	<b>hrs. per Activity</b>
Implementation of the STEAM curriculum (12 visits x 41 providers)				492	2

**Early Literacy On the Move (ELOM) Library:** How will Early Childhood Literacy Specialists encourage teaching staff to utilize library resources that promote reading to children daily for their programs and their parents?

**Strategy 4.** *Please describe best or promising practice and if not using one recommended, please justify.*

1)		
<ul style="list-style-type: none"> <li>ECLS will model library resources during visits (Early Learning Kits, Storytime Kits, Beyond School Resources, etc.)</li> <li>ECLS will encourage FCCP to acquire and use an El Dorado County Library card.</li> <li>STEAM curriculum materials will reference resource materials and provide information for direct access.</li> </ul>		
<b>List of Activities:</b>	<b># of Activities</b>	<b>hrs. per Activity</b>
Encourage FCCP access to library resources	492	.25

**Family Early Literacy On the Move (ELOM) Sessions:** How will Early Childhood Literacy Specialists (1) Adapt and facilitate parent early literacy sessions based upon ELOM curriculum (2) ensure are designed to increase the number of parents or family members reading with their child each day (3) Ensure cultural and linguistic needs are met.

**Strategy 5.** *Please describe best or promising practice and if not using one recommended, please justify.*

1) ECLS will adapt and facilitate a total of 4 alternate settings activities (STEAM, Very Ready Reading, etc.) to meet the needs of Family, Friends, and Neighbors (FFN) who care for children 0-5.		
<ul style="list-style-type: none"> <li>Facilitate four (4) workshops made up of a series of sessions, with a minimum of five (5) self-identified FFN, but not to exceed ten (10) attendees, modeling best practices and providing instruction to: <ul style="list-style-type: none"> <li>Increase children's emergent literacy skills acquisition</li> <li>Increase the use of books and time read at home</li> <li>Increase parent/caregiver skills to support early literacy development</li> </ul> </li> </ul> <p>Or, engage legally licensed exempt pre-school or childcare provider with 12 week STEAM or ELOM Literacy and Language curriculum.</p> <ul style="list-style-type: none"> <li>H5Q will provide \$250 incentives for each attendee (not to exceed 40 incentives) to be determined by library staff</li> </ul>		
2)		
<ul style="list-style-type: none"> <li>Programs will emphasize the development of emergent literacy skills as a continuous process to: <ul style="list-style-type: none"> <li>Increase understanding of literacy development</li> <li>Increase a child's use of language</li> <li>Increase the use of books</li> </ul> </li> </ul>		
3)		
<ul style="list-style-type: none"> <li>To insure cultural and linguistic needs are met: <ul style="list-style-type: none"> <li>Offer book resources that are culturally relevant</li> <li>Actively involve parents and caregivers in the early learning setting.</li> <li>Seek assistance from Family Engagement Specialists to facilitate communication</li> </ul> </li> </ul>		

<b>How will you administer the First 5 Survey?</b>	20	At end of each program
	<b># of Parent Surveys to collect</b>	<b>When they will be distributed</b>

<b>How many people will you serve annually?</b>				
10	10	20	Unknown	2
<b># Children &gt;3</b>	<b># Children 3&gt;6</b>	<b># Parents / Guardians</b>	<b># Other Family Members</b>	<b># Providers</b>

<b>List of Activities:</b>	<b># of Activities</b>	<b>hrs. per Activity</b>
4 Family, Friend and Neighbor groups will receive a variation of services/workshops as developed, which may include STEAM curriculum, Very Ready Reading sessions, etc..	4+	6

**Early Literacy On the Move (ELOM) Library:** How will Early Childhood Literacy Specialists ensure the children’s library environment promotes self-directed learning with monthly themes aligned with ELOM curriculum and resources encourage the number of parents or family members reading with their child each day?

**Strategy 6.** *Please describe best or promising practice and if not using one recommended, please justify.*

1) ECLS will ensure children’s library environment promotes self-directed learning by making available an area of self-discovery.

- Five themes will be aligned with ELOM curriculum (STEAM) delivered bi-monthly and corresponding to the implementation of provider STEAM activities to enrich the language environment.
- Tabletop activities promoting family engagement and independent learning opportunities.

**How will you administer the First 5 Survey?**

na	na
<b># of Parent Surveys to collect</b>	<b>When they will be distributed</b>

**How many people will you serve annually?**

Unknown	Unknown	Unknown	Unknown	na
<b># Children &gt;3</b>	<b># Children 3&gt;6</b>	<b># Parents / Guardians</b>	<b># Other Family Members</b>	<b># Providers</b>

**List of Activities:**

	<b># of Activities</b>	<b>hrs. per Activity</b>
• Develop and maintain self directed STEAM activities in the library	30	2