



**Standard Agreement
between the
First 5 El Dorado Commission
and
the El Dorado County Library**

This agreement is made and entered into by and between the First 5 El Dorado Commission, hereinafter referred to as "F5EDC," having its principal office at 6767 Green Valley Road, Placerville, California 95667 and El Dorado County Library, hereinafter referred to as "CONTRACTOR", having its principal office at 345 Fair Lane, Placerville, CA 95667 each being a "Party" and collectively the "Parties".

RECITALS

Whereas, the terms "First 5 El Dorado Commission", "Commission", or "F5EDC" shall mean both the Executive Director and the First 5 El Dorado Children and Families Commission, their officers, employees, representatives, and agents in their respective employment and oversight capacities of the First 5 El Dorado Commission.

Whereas, F5EDC requires professional services for Community Hubs including Early Literacy, Navigation, Hub Coordination and Child Care Outreach.

Whereas, CONTRACTOR is qualified and desires to provide professional services for Community Hubs including Early Literacy, Navigation, Hub Coordination and Child Care Outreach that support the Goals and Objectives of the STRATEGIC PLAN of the Commission.

Whereas, F5EDC desires CONTRACTOR to provide such services.

Whereas, the Parties warrant that they have had the opportunity to obtain advice of counsel throughout the negotiations leading to the preparations and execution of this Agreement, and have read it carefully and understand its terms and consequences.

A. AGREEMENT

NOW, THEREFORE, in consideration of the acts and promises contained herein the Parties agree as follows:

B. SCOPE OF WORK:

CONTRACTOR agrees to take all steps and do all things reasonable and necessary to perform and complete in a good and workmanlike manner the project work of:

ATTACHMENT I: Scope of Work

CONTRACTOR shall work in partnership with and based on the guidance of F5EDC to fulfill the deliverables and benchmarks identified within the Scope of Work.

C. CONTRACT PERIOD:

The contract period will be July 1, 2022 through June 30, 2023 or upon the completion of obligations stated herein whichever occurs first. F5EDC and the CONTRACTOR may extend or amend this contract by mutual written consent. This contract can be terminated by either party with 30 days written notice. In the event of termination for reasons other than cause, F5EDC will pay Contractor for work done up to the time of termination. In the event of termination for cause, Contractor need be compensated only to the extent required by law.

D. FEE SCHEDULE:

Commission shall pay Contractor an amount not to exceed \$381,500 as recorded in the Contract Budget (Attachment II, Budget Form 1).

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, quarterly, due to the Commission by the second Friday of every quarter. Contractor shall submit Quarterly Invoices (Attachment II, Budget Form 2) with supporting backup documentation for all reported expenditures (timesheets, receipts, paid invoices, travel expense claims, etc.). Final quarter 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.

The Commission shall forward payment request to the County Auditor/Controller within fifteen (15) business days of approving Quarterly Invoices. Final invoices are due to the Commission no later than the second Friday of July for the reporting fiscal year. If the due date for submission of an invoice falls on a standard holiday, the invoice will be due on the following regularly scheduled business day.

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 15th of the fiscal year.

E. EXPENSES/INCIDENTALS/TRAVEL REIMBURSEMENTS:

Expenses/incidentals/travel reimbursements require preapproval by F5EDC. Expenses and incidentals require a receipt be submitted with invoice. Travel reimbursements require the dates, locations, and miles traveled, and must be submitted with invoice.

F. INDEPENDENT CONTRACTOR:

This is an independent contractor agreement. F5EDC shall bear no responsibility for the payment of wages and benefits to any person providing services under this Agreement. It shall be the sole responsibility of the CONTRACTOR to pay wages or salary and employee benefits and to withhold taxes, unemployment insurance or pay other insurance premiums, including workers' compensation insurance.

G. CONTRACTOR RESPONSIBILITIES

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

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.

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 annually by the California Department of Education's School Fiscal Services Division.

Unspent Funds: At the discretion of the Commission, any unspent funds that remain at the end of the contract year shall be returned to the Commission within 30 days following the completion of the contacting period.

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.

Fees: Contractor shall not collect from participants any fees for services rendered pursuant to this agreement.

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.

Data Collection: Contractor agrees to collect and enter data on the Commission approved data system for the purposes of program planning and evaluation.

Contractor agrees to collect and enter data 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.

This population served data shall include, but is not limited to:

- 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.
- 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.
- 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.

Contractor agrees to collect and report data in the Commission's data system on a weekly basis and agree to regular contract monitoring for the purposes of program planning and evaluation.

If the Contractor is unable to submit complete and accurate population served data through the First 5 Data System, then an electronic report shall be due to the Commission no later than the final Friday of the month following June 30 of each year.

Evaluation: Contractor agrees to use evaluation tools, as approved by the Commission.

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 mutually agreed reasonable period of time following notification, not to exceed 30 calendar days after notification by Commission staff, the

Commission may initiate a formal Corrective Action Plan, contract suspension, or termination procedures. Program evaluation components may not be modified by Contractor without prior written approval from Commission staff.

H. 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 Contractors management personnel, loss of funding, revocation or suspension of the grant recipient's tax-exempt status (if applicable) or license.

I. DISCRIMINATION:

With respect to all issues associated with this Agreement, the parties and their directors, officers, employees, agents, volunteers and guests shall not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

J. 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.

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.

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.

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.

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.

K. 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, the 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.

L. GOVERNING LAW:

This Agreement shall be construed in accordance with, and the rights and duties of the parties hereto shall be governed in all respects by, the laws of the State of California.

M. 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.

N. INDEMNIFICATION AND HOLD HARMLESS/INSURANCE:

F5EDC agrees to indemnify, defend and hold harmless the CONTRACTOR and his officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable solely and exclusively to acts or omissions of F5EDC, and F5EDC's officers, agents and employees, in performance of this contract.

The CONTRACTOR agrees to indemnify, defend and hold harmless F5EDC and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable solely and exclusively to acts or omissions of the CONTRACTOR, and the CONTRACTOR's officers, agents and employees, in performance of this contract.

F5EDC agrees to purchase and/or maintain through the duration of this agreement insurance or liability coverage (such as liability coverage provided by a Joint Powers Agency) ensuring their ability to meet their respective defense and indemnity obligations set forth above. Such insurance or liability coverage shall have a limit of liability of no less than \$1,000,000.00 per claim/occurrence, and \$2,000,000.00 in the aggregate. The insurance or coverage shall include, as may be reasonable and appropriate given the acts and activities contemplated by this Agreement, commercial general liability, premises liability, automobile liability (owned, non-owned, and hired), professional liability/errors and omissions, employer's liability, product liability, completed operations, and/or educator's legal liability coverages. With respect to such coverage(s), F5EDC shall provide evidence of such coverage by way of a Certificate of Insurance or Certificate of Coverage upon request.

The CONTRACTOR agrees to purchase and/or maintain through the duration of this agreement insurance or liability coverage (such as liability coverage provided by a Joint Powers Agency) ensuring their ability to meet their respective defense and indemnity obligations set forth above. Such insurance or liability coverage shall have a limit of

liability of no less than \$1,000,000.00 per claim/occurrence, and \$2,000,000.00 in the aggregate. The insurance or coverage shall include, as may be reasonable and appropriate given the acts and activities contemplated by this Agreement, commercial general liability, premises liability, automobile liability (owned, non-owned, and hired), professional liability/errors and omissions, employer's liability, product liability, completed operations, and/or educator's legal liability coverages. To the full extent of the CONTRACTOR respective indemnity obligations, but only up to the agreed limit of liability set forth above, the CONTRACTOR's insurance or liability coverage agreements shall also be endorsed to extend "additional insured" or "additional covered party" status to all proposed indemnitees, with such coverage to be provided on a "primary" basis. With respect to such coverage(s), CONTRACTOR shall provide evidence of such coverage by way of a Certificate of Insurance or Certificate of Coverage.

The parties' indemnity and coverage obligations shall survive the termination of this agreement with respect to any claim arising from the parties' actual or alleged performance or non-performance of or their respective rights, privileges, or obligations existing under this Agreement.

O. 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.

P. WAIVER:

No delay or omission by F5EDC 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.

Q. AUDIT

Contractor shall maintain complete books and records relating to this contract on a current basis. 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.

R. OWNERSHIP:

F5EDC shall own all rights, title, and interest to all information, documents, data, content, software, or other intellectual property developed in accordance with this

Agreement. All materials and publications developed under this Agreement will be attributed to F5EDC and will include F5EDC's logo and other identification as agreed upon by the parties.

S. CONFIDENTIALITY AND INFORMATION SECURITY PROVISIONS

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.

Permitted Uses and Disclosures of PII by the Commission and Contractor:

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.

Specific Uses and Disclosures provisions: Except as otherwise indicated in the Agreement, the Parties will:

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. 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.

Responsibilities of the Parties:

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.

The Parties shall restrict logical and physical access to confidential, personal (e.g., PII) or sensitive data to authorized users only.

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.

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:

- Network based firewall and/or personal firewall
- Continuously updated anti-virus software
- Patch-management process including installation of all operating system/software vendor security patches.

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.

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.

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 El Dorado County Office of Education (EDCOE) 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 EDCOE Privacy Officer and/or First 5 as appropriate, postmarked within thirty (30) working days of the discovery of the breach.

T. CONFLICT:

In the event of a dispute arising under this Agreement, the CONTRACTOR and F5EDC Superintendent, or their jointly agreed representatives, shall meet to resolve the conflict. If they are unsuccessful in their attempt to resolve the dispute, the matter shall be submitted to binding arbitrator, of the parties' choosing or upon appointment by a Court, with the arbitrator directed to resolve the dispute in the most efficient and cost effective manner. In addition to any damages properly awarded to the prevailing party, attorneys' fees and costs shall also be awarded upon a finding by the arbitrator that the losing party's position was not made or continued in good faith and with reasonable cause or justification.

U. ENTIRE AGREEMENT:

This Agreement supersedes all prior agreements, understandings, and communications between the F5EDC and the CONTRACTOR, whether written or oral, express or implied, relating to the subject matter of this Agreement and is intended as a complete and final expression of the terms of the agreement between F5EDC and the CONTRACTOR and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither of them, nor anyone acting on their behalf, made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

V. NOTICES:

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

For F5EDC:
First 5 El Dorado Commission
Attn: Kathleen Guerrero, Executive Director
6767 Green Valley Road
Placerville, CA 95667

For CONTRACTOR:
El Dorado County Library
Attn: Carolyn Brooks, Director
345 Fair Lane
Placerville, CA 95667

W. ARBITRATION

All disputes arising out of this Agreement shall be submitted to final and binding arbitration. The arbitrator shall be selected in accordance with the rules of the Judicial Arbitration and Mediation Services (JAMS). If such services are not available, the dispute shall be submitted to arbitration in accordance with the laws of the State of California. The arbitrator's award shall be final, and judgment may be entered upon it by any court having jurisdiction thereof. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried only in El Dorado County.

El Dorado County Library | FY 22-23 COMMUNITY HUBS

*Goal 1: Systems are person-centered, coordinated, responsive to community needs, and aligned.

Lead Agency: El Dorado County Library

Target Population: Expectant parents and families with children birth through five years of age in El Dorado County.

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 LOCATION(S) (WHERE)	4 DOSAGE (HOW OFTEN)	5 TARGET (HOW MANY)	6 PERFORMANCE MEASURES (HOW WELL DID WE DO)
Hub Teams will participate in the community feedback system.	All Community Hub Leaders, Coordinator and Navigators will participate in the planning and implementation of a community feedback system.	All Hubs	TBD	TBD	Meeting Notes
Hub Teams will recruit and support families in the community feedback system for the purposes of continuous improvement.	Community Hub Navigators will recruit and support parents, caregivers and family members in the community feedback system. Strategies may include: a. Offer supports such as child care, transportation, food, translation and stipends as needed b. Accompany them at meetings c. Engage in collaborative projects	All Hubs	TBD	TBD	Meeting Notes

* This goal will reflect the Early Learning Lab's Recommendations from the Family Centered Design work due to the Commission by June 30, 2022. Details will be recorded in the FY 22-23 Community Hubs Operational Guidelines.

El Dorado County Library | FY 22-23 COMMUNITY HUBS

Goal 2: Services are adjusted based on information from service recipients and community feedback systems that allows for a rapid cycle of improvement with a priority to reach marginalized populations.

Lead Agency: El Dorado County Library

Target Population: Expectant parents and families with children birth through five years of age in El Dorado County.

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 LOCATION(S) (WHERE)	4 DOSAGE (HOW OFTEN)	5 TARGET (HOW MANY)	6 PERFORMANCE MEASURES (HOW WELL DID WE DO)
Hub Teams will have regular meetings.	All Community Hub Coordinators and Navigators will meet to facilitate Plan-Do-Study-Act (PDSA) cycles for each Hub while incorporating collaboration and team building activities.	Each Hub	Monthly for 1 hour	12 meetings per Hub, annually	Monthly PDSA Worksheet (Hub Coordinators will ensure PDSA Worksheets are submitted to the Commission the first Friday of the month for the previous month)
Hub Teams will implement a continuous improvement process for each Hub.	Community Hub Coordinators and Navigators will complete PDSA cycles using: a. PDSA Worksheet b. Data Systems Reports c. Huddle Notes Template	Each Hub	Monthly for 1 hour	12 cycles per Hub, annually	Monthly PDSA Worksheet
Hub Teams will use data reports to inform their continuous improvement cycles.	Community Hub Coordinators and Navigators will create a client record within a data system to generate monthly reports to inform PDSA cycles including, but not limited to: a. Intake data including the demographics of clients served consistent with First 5 CA requirements. b. Inquiry of client's social determinants of health (SDOH) within the first four weeks of intake. c. Navigation services provided in response to client's SDOH screening	Each Hub	Monthly	12 reports per Hub, annually	Monthly PDSA Worksheet

EI Dorado County Library | FY 22-23 COMMUNITY HUBS

	<p>d. Referrals as a result of navigation services recorded in Unite Us including resolved cases, unresolved cases, and reasons for unresolved cases</p>				
<p>Hub Team Members will develop AIM statements to prioritize populations marginalized by the system.</p>	<p>Community Hub Coordinators and Navigators will analyze data from PDSA worksheets to develop and adjust AIM statements for marginalized population(s) for each Hub Team as needed.</p>	<p>Each Hub</p>	<p>Monthly</p>	<p>12 per Hub</p>	<p>Monthly PDSA Worksheet</p>
<p>Hub Team Members will develop outreach strategies to increase marginalized populations' engagement in Hub Services.</p>	<p>Community Hub Coordinators and Navigators will use PDSA cycles to analyze progress on their AIM Statement:</p> <ul style="list-style-type: none"> a. As a Hub Team, develop outreach strategies that may include programming, community engagement, promotion and events b. Collaboratively implement the outreach strategy c. Track, assess and report the impact as part of the monthly PDSA Cycle. d. Implement changes as a result of the PDSA Cycle and repeat process 	<p>Each Hub</p>	<p>Monthly</p>	<p>12 meetings per Hub, annually</p>	<p>Monthly PDSA Worksheet</p>

El Dorado County Library | FY 22-23 COMMUNITY HUBS

Child Care Team will use data from their data system to inform their improvement cycles.	Community Hub Coordinators, Child Care Coaches and Community Hub Navigators assigned to child care outreach will generate monthly reports from the Hubbe data system to inform the PDSA cycle including: a. Demographics of child care providers b. Identify supports provided c. Identify gaps in supports d. Identify barriers to supports	All Hubs	9 times a year for 1 Hour (Jan-May & Aug-Nov)	9	Monthly PDSA Worksheet <i>(Hub Coordinators will ensure PDSA Worksheets are submitted to the Commission the first Friday of the month for the previous month)</i>
Child Care Team will develop AIM statements to prioritize child care populations.	Community Hub Coordinators, Child Care Coaches and Community Hub Navigators assigned to child care will analyze data from Hubbe to develop and adjust AIM statements for priority population(s) in the County.	Each Hub	9 times a year for 1 Hour (Jan-May & Aug-Nov)	9 per Hub	Monthly PDSA Worksheet
Child Care Team will utilize improvement cycles to identify child care priorities.	Child Care Coaches and Community Hub Navigators assigned to child care outreach will use PDSA cycles to increase outreach to child care programs: 1. Identify marginalized population(s) 2. Develop outreach strategies that may include, but are not limited to, programming, training, technical assistance and other professional development. 3. Use PDSA Cycles to improve outreach strategies and increase engagement in marginalized populations. 4. Identify change ideas, assess impact and inform PDSA cycles every month.	All Hubs	9 times a year for 1 Hour (Jan-May & Aug-Nov)	10 Family Friends and Neighbors 20 Family Child Care Providers 5 Child Care Centers	Monthly PDSA Worksheet

El Dorado County Library | FY 22-23 COMMUNITY HUBS

<p>Child Care Team will develop outreach strategies to engage child care providers in high quality services.</p>	<p>Child Care Coaches and Community Hub Navigators assigned to child care outreach will work with providers to build the capacity for high quality services:</p> <ul style="list-style-type: none"> a. Register and maintain provider contact in the Hubbe database b. Assess provider quality using tools that may include the CA QRIS Matrix and Implementation Guide, LENA Grow, Parents as Teachers (PAT) c. Develop a Site Improvement Plan that identifies change strategies to improve quality that may include developing Professional Growth Plans and facilitating professional development opportunities d. Serve as a coach in guiding continuous quality improvement e. Train and maintain reliability on all assessment tools f. Facilitate ASQ screenings for families in care 	<p>All Hubs</p>	<p>9 times a year for 1 Hour (Jan-May & Aug-Nov)</p>	<p>10 Family Friends and Neighbors 20 Family Child Care Providers 5 Child Care Centers</p>	<p>Monthly PDSA Worksheet</p>
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El Dorado County Library | FY 22-23 COMMUNITY HUBS

Goal 3: Systems are organized to provide outreach, intake, screening, referral, and disposition with high levels of satisfaction for recipients, community feedback systems, and the community.

Lead Agency: El Dorado County Library

Target Population: Expectant parents and families with children birth through five years of age in El Dorado County.

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 LOCATION(S) (WHERE)	4 DOSAGE (HOW OFTEN)	5 TARGET (HOW MANY)	6 PERFORMANCE MEASURES (HOW WELL DID WE DO)
Hub Team Members will maintain a shared calendar.	Community Hub Coordinators will ensure all Community Hub Navigators will use the shared calendar.	All Hubs	Ongoing	All Hub Meetings and Activities	Shared Calendar <i>(First 5 Staff will access the shared calendar on a monthly basis to assess usage)</i>
Hub Team Members will coordinate appointments with community partners.	Community Hub Coordinators and Navigators will coordinate office hours and appointments for community partners using the shared calendar.	All Hubs	Ongoing	All Community Appointments	Shared Calendar
Hub Team Members will maintain a central access point for Hubs.	Community Hub Coordinators will ensure all Community Hub Navigators answer the 833-332-4827 in regular rotation for English and non-English calls or texts.	All Hubs	2 Navigators per week, 1 for English and 1 for non-English callers	All Calls/Texts received	Phone.com Call Log <i>(First 5 Staff will access Phone.com call log on a monthly basis to assess usage)</i>
Hub Team Members will complete an intake form for all clients.	Community Hub Coordinators will ensure all Community Hub Navigators capture intake data for all clients, either electronically or on paper, including consent.	All Hubs	Ongoing	Quarterly Number of Clients by Hub Hub 1: 120 Hub 2: 120 Hub 3: 120 Hub 4: 120 Hub 5: 120	Monthly PDSA Worksheet <i>(First 5 Staff will review data reports on a monthly basis to assess usage and monitor contracts quarterly)</i>

El Dorado County Library | FY 22-23 COMMUNITY HUBS

<p>Hub Team Members will provide universal screenings.</p>	<p>Community Hub Coordinators will ensure all Community Hub Navigators contact all clients by the 4th encounter or within four weeks from intake to seek completion of a Social Determinants of Health Screening and ASQ Developmental Screen for clients with children 0-5 years of age.</p>	<p>All Hubs</p>	<p>Ongoing</p>	<p>Per Client</p>	<p>Monthly PDSA Worksheet and Brooke's Reports <i>(First 5 Staff will review Unite Us and Brookes reports on a monthly basis to assess usage)</i></p>
<p>Hub Team Members will assess screening results.</p>	<p>Community Hub Coordinators will ensure all Community Hub Navigators score completed screening tools, seek consultation as needed, and respond to clients. All referrals shall be facilitated through Unite Us.</p>	<p>All Hubs</p>	<p>Ongoing</p>	<p>Per Client</p>	<p>Brooke's Reports</p>
<p>Hub Team Members will make referrals.</p>	<p>Community Hub Coordinators will ensure all Community Hub Navigators: a. Refer for services outside of Hubs through Unite Us. b. Follow up on referral to ensure service completion and close cases in the system. c. Provide additional navigation services upon request not to exceed 6-8 hours annually per client.</p>	<p>All Hubs</p>	<p>As needed</p>	<p>Per Client</p>	<p>Unite Us Reports</p>

El Dorado County Library | FY 22-23 COMMUNITY HUBS

Goal 4: Systems are sustainable.

Lead Agency: El Dorado County Library

Target Population: Expectant parents and families with children birth through five years of age in El Dorado County.

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 LOCATION(S) (WHERE)	4 DOSAGE (HOW OFTEN)	5 TARGET (HOW MANY)	6 PERFORMANCE MEASURES (HOW WELL DID WE DO)
<p>Hub Team Members will engage in monthly rounding.</p> <p><i>(What is working well for you? Do you have what you need to do your job? Is there anything I can do to help you continue to perform well? Is there anyone who has been especially helpful to you?)</i></p>	<p>Community Hub Leadership, Coordinators and Navigators will engage in regular rounding:</p> <ul style="list-style-type: none"> a. Leadership rounding will take place during weekly huddles as a group activity. b. Community Hub Coordinators will round with each Hub Navigator for 30 minutes at least quarterly. 	<p>Virtually or in person</p>	<p>Quarterly per Navigator</p>	<p>4 per Navigator annually</p>	<p>Rounding Tool <i>(First 5 will complete Leadership Rounding. Hub Coordinators will ensure completed Hubs Rounding Tool is submitted to the Commission the first Friday of the month for the previous month)</i></p>
<p>Community Hub Leadership will meet regularly.</p>	<p>All Hub Team Leaders and Coordinators will engage in regular meetings to monitor Community Hubs implementation:</p> <ul style="list-style-type: none"> a. Discuss highlights and barriers b. Strategies for continuous improvement c. Capacity building and sustainability 	<p>Virtually or in person</p>	<p>Four hours per month</p>	<p>52 meetings annually</p>	<p>Meeting Notes <i>(First 5 will complete Leadership team meeting notes)</i></p>
<p>All Hub Team Members will engage in ongoing professional development.</p>	<p>Community Hub Coordinators and Navigators will engage in ongoing professional development, including but not limited to:</p>	<p>Virtually or in person</p>	<p>6-8 hours monthly per Hub Team Member</p>	<p>12 trainings per Hub Team</p>	<p>Training Attendance Records <i>(Hub Coordinators will confirm training attendance and submit to the Commission the first</i></p>

El Dorado County Library | FY 22-23 COMMUNITY HUBS

	improvement science, ASQs, health insurance, social determinants of health, library access, trauma informed care, family strengthening protective factors, Phone.com, Google forms, equity, diversity and inclusion.				Member, annually	Friday of the month for the previous month)
Hub Team Members will promote Hub and other community services on social media.	All Community Hub Navigators will post to Hub Facebook and Instagram pages. This information may include, but is not limited to, current Hub events, services, contact information, staff hours, community resources, program information, key messages, tips, and local events.	All Hubs	1 post per Navigator, per platform weekly	104 social media posts per Navigator annually	Social Media Analytics (First 5 Staff will access social media access on a monthly basis to assess usage)	
Hub Team Members will promote Hub services, ensuring equity.	Bilingual Community Hub Navigators will assist with translation of materials from English and review of documents translated from English for First 5 and/or Hub activities.	All Hubs	As Needed	As Needed	As Needed	

El Dorado County Library | FY 22-23 COMMUNITY HUBS

Signature (Signatures are binding contractors to the assurances agreement):

El Dorado County Library Administrator's Name	
El Dorado County Library Administrator's Signature	
Date	



FY 22-23 Budget (Proposal)

Grantee Name: El Dorado County Library			
Project Name: Family Literacy			
Contract Number: 2021-74035			
Contact Name & Title: Carolyn Brooks, El Dorado County Library Director			
Fiscal Year: 2022-2023			
Staff	Total Approved Budget Amount		\$381,500
Personnel:	Salary	Benefits	
1) Library Navigators	\$183,000		\$183,000
2) Hub Navigators	\$122,000		\$122,000
3) Hub Coordinator	\$40,000		\$40,000
Subtotal Personnel	\$345,000	\$0	\$345,000
Operating Expenses:			
5) Food			\$1,500
6) Office Supplies and Materials			\$12,000
7) Travel and Mileage			\$5,000
8) Training and Conferences			\$1,000
9) Rent and Utilities			
10) Equipment Lease			
11) Printing and Copying			
12) Telephone			\$4,000
13) Postage and Mailing			
14) Computers and Equipment			\$1,500
15) Books			\$11,500
Subtotal Operating:			\$36,500
TOTAL COSTS			\$381,500

Quarterly Invoice Form

Due: 10/14/22, 1/13/23, 4/14/23, 7/14/23

Grantee Name: El Dorado County Library								
Project Name: Family Literacy								
Contract Number: 2021-74035								
Contact Name & Title: Carolyn Brooks, El Dorado County Library Director								
Fiscal Year: 2022-2023								
Reporting Period (Select One): <input type="checkbox"/> Q1 Jul-Sep <input type="checkbox"/> Q2 Oct-Dec <input type="checkbox"/> Q3 Jan-Mar <input checked="" type="checkbox"/> Q4 Apr-Jun								
Staff			Total Approved Budget Amount	Billed this Period		Previous Statement YTD	Total YTD Billed	Unexpended Balance
Personnel:	Salary	Benefits		Salary	Benefits			
1) Library Navigators	\$183,000		\$183,000			\$0.00	\$0.00	\$183,000.00
2) Hub Navigators	\$122,000		\$122,000			\$0.00	\$0.00	\$122,000.00
3) Hub Coordinator	\$40,000		\$40,000			\$0.00	\$0.00	\$40,000.00
Subtotal Personnel			\$345,000	\$0	\$345,000	\$0.00	\$0.00	\$345,000.00
Operating Expenses:								
5) Food			\$1,500			\$0.00	\$0.00	\$1,500.00
6) Office Supplies and Materials			\$12,000			\$0.00	\$0.00	\$12,000.00
7) Travel and Mileage			\$5,000			\$0.00	\$0.00	\$5,000.00
8) Training and Conferences			\$1,000			\$0.00	\$0.00	\$1,000.00
9) Rent and Utilities								
10) Equipment Lease								
11) Printing and Copying								
12) Telephone			\$4,000			\$0.00	\$0.00	\$4,000.00
13) Postage and Mailing								
14) Computers and Equipment			\$1,500			\$0.00	\$0.00	\$1,500.00
15) Books			\$11,500			\$0.00	\$0.00	\$11,500.00
Subtotal Operating:			\$36,500	\$0.00	\$36,500	\$0.00	\$0.00	\$36,500.00
TOTAL COSTS			\$381,500	\$0.00	\$381,500	\$0.00	\$0.00	\$381,500.00

I hereby state that the budget items requested do not supplant any existing revenue sources, or any existing program. I certify that all statements in this report are true and correct.
*Proper backup documentation sufficient to support all reported expenditures must be attached to this form. (timesheets, receipts, paid invoices, etc.)

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

For Commission Use Only-Do Not Fill In Shaded Area			
		TOTAL REIMBURSEMENT APPROVED	
Date Received			
Signature of First 5 Program Assistant	Date	Signature of First 5 Program Coordinator	Date
Signature - First 5 Director		Date	



Budget Revision Request Form

Grantee Name: El Dorado County Library				
Project Name: Family Literacy				
Contract Number: 2021-74035				
Contact Name & Title: Carolyn Brooks, El Dorado County Library Director				
Budget Period: 2022-2023				
Proposed Effective Date:				
Budget Item	Total Approved Budget Amount	Proposed Budget Adjustment *Amount to increase (+) or decrease (-)	Proposed Local Budget	% Change
Personnel:				
1) Library Navigators	\$183,000		\$183,000	0%
2) Hub Navigators	\$122,000		\$122,000	0%
3) Hub Coordinator	\$40,000		\$40,000	0%
Subtotal Personnel:	\$345,000	\$0	\$345,000	0%
Operating Expenses:				
5) Food	\$1,500		\$1,500	0%
6) Office Supplies and Materials	\$12,000		\$12,000	0%
7) Travel and Mileage	\$5,000		\$5,000	0%
8) Training and Conferences	\$1,000		\$1,000	0%
9) Rent and Utilities				
10) Equipment Lease				
11) Printing and Copying				
12) Telephone	\$4,000		\$4,000	0%
13) Postage and Mailing				
14) Computers and Equipment	\$1,500		\$1,500	0%
15) Books	\$11,500		\$11,500	0%
Subtotal Operating:	\$36,500	\$0	\$36,500	0%
TOTAL COSTS	\$381,500	\$0	\$381,500	0%

*Please attach a Budget Revision Request Narrative explaining each budget revision requested by line item.

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

DATE

For Commission Use Only - Do Not Fill In Shaded Area			
First 5 Program Assistant	Date		
First 5 Program Coordinator	Date	First 5 Director	Date



Budget Revision Narrative

Please explain each budget revision requested by line item.

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative