

**Children and Families Commission***GROWING CHILDREN...ONE BY ONE*
Campaign for Kids**Direct Service Contract**

Contract #0607-45-108-703

THIS AGREEMENT is made this 1st day of July, 2006, by and between First 5 El Dorado Children and Families Commission and

El Dorado County Public Health
Gayle Erbe-Hamlin, Director of Public Health
931 Spring St.
Placerville, CA 95667
(530) 621-6191
(530) 626-4713

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Attachments:

- I. Scope of Work
- II. Evaluation Plan
- III. Budget
- IV. Quarterly Budget Report Form
- V. Quarterly Scope of Work Report Form
- VI. Semi-Annual Evaluation Report Form
- VII. Semi-Annual Performance Report Form
- VIII. Budget Revision Request Form



Children and Families Commission

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THIS AGREEMENT is made July 1, 2006, by and between First 5 El Dorado Children and Families Commission ("Commission") and El Dorado County Public Health ("Grantee").

RECITALS:

WHEREAS, Grantee has agreed to implement strategies that support the Goals and Objectives of the 2006-2011 STRATEGIC PLAN and the Special Needs Demonstration Project (a collaborative project of the Commission and the California Children and Families Commission – First 5 California);

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

1. **SCOPE OF WORK:** Grantee agrees to provide all of the work described in the Scope of Work (Attachment I) attached hereto, and by this reference made a part hereof. Grantee also agrees to fulfill the Evaluation Plan attached as Attachment II.
2. **REPORTING REQUIREMENT:** Grantee shall submit Quarterly Scope of Work and Budget Reports (see Attachments IV & V) and Semi-Annual Evaluation Reports and Semi-Annual Performance Reports (see Attachments VI & VII) to the Commission according to the due dates detailed in this contract. Grantee shall also collect and record required data elements in the Prop. 10 Evaluation Data System (PEDS) on at least a quarterly basis.

Quarterly and Semi-Annual Reports are due to the Commission no later than the final Friday of the month following the end of each quarter. Quarters end on the following dates of each year: September 30, December 31, January 31, and June 30. If the due date for submission of a report falls on a standard holiday, the report will be due on the following regularly scheduled workday.

Substandard performance as determined by Commission staff will constitute noncompliance with this Contract. If action to correct such substandard performance is not taken by Grantee within a reasonable period of time after notification by Commission staff (usually within 30 days), the Commission may initiate contract suspension or termination procedures. Program evaluation components may be modified by Grantee with prior approval by Commission staff.

Grantee shall use funds derived from this Contract as outlined in the Budget (Attachment III) submitted to and approved by the Commission.

Timeline for Quarterly Reports

1 st Qtly Report (July 1 st – Sept. 30 th)	2 nd Qtly Report (Oct. 1 st – Dec. 31 st)	3 rd Qtly Report (Jan. 1 st – March 31 st)	4 th Qtly Report (April 1 st – June 30 th)
Due: October 27, 2006	Due: January 26, 2007	Due: April 27, 2007	Due: July 27, 2007
<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget ✓ Performance ✓ Evaluation 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget ✓ Performance ✓ Evaluation

3. **PAYMENT & BUDGET.** All professional, technical documents and information developed under this agreement; writings, worksheets, reports and related data and materials shall become the property of the Commission. Basic data or information obtained by this agreement is made available to the commission without restriction or limitation of use, and no charges can be made for any of the foregoing. All payments of funds to the Grantee shall be made by and through the Office of the El Dorado County Auditor/Controller, upon approval by the Commission, in accordance with the following schedule (In the case of a multi-year contract, payments will be made yearly on the same schedule).

- A. Grantee is approved to receive Payment #1 in the amount of thirty percent (30%) of the grant award (\$86,063.00), upon finalization of this Contract. Grantee will be approved to receive Payment #2 in the amount of twenty percent (20%) of the grant award (\$57,375.00), upon approval of the Quarter 1 Scope of Work and Budget Reports. Grantee will be approved to receive Payment #3 in the amount of thirty percent (30%) of the grant award (\$86,063.00), upon approval of the Quarter 2 Scope of Work, Budget, Semi-Annual Evaluation, and the Semi-Annual Performance Reports. Grantee will be approved to receive Payment #4 in the amount of ten percent (10%) of the grant award (\$28,687.00), upon approval of the Quarter 3 Scope of Work and Budget Reports.
- B. Grantee will be approved to receive the final ten percent (10%) of the grant award (\$28,687.00), upon approval of the Quarter 4 Scope of Work, Budget, Semi-Annual Evaluation, and Semi-Annual Performance Reports.
- C. The Commission shall forward payment request to the County Auditor/Controller within five (5) days of signing of the Contract or approving reports.

- D. Grantee agrees to expend allocated Commission funds as outlined in the Contract Budget, attached as Attachment III. Grantee is permitted a budget variation of up to fifteen percent (15%) for each **budget line item** for the contract period. Any larger budget variation must be submitted in writing using the Budget Revision Request Form (Attachment VIII), and receive prior Commission approval. The Commission will not compensate Grantee for unauthorized services rendered by the Grantee, nor for claimed services which Commission contract monitoring shows have not been provided as authorized. If Commission has advanced funds for services later determined not to have been provided, Grantee 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 Grantee.
- E. Indirect costs charged to this grant shall not exceed the approved indirect cost rate of the El Dorado County Superintendent established by the California Department of Education's School Fiscal Services Division. For fiscal year 2006-2007 this rate has been set at 9.0%.
- F. Quarterly Budget reports to the Commission shall be submitted per Attachment IV. Attachment IV will be modified to include line-item detail consistent with the Scope of Work of the funded program. Detailed records supporting expenditures will be available to the Commission for review upon request at Grantee's place of business. Any Subcontractor paid by the Grantee as authorized by the Commission, shall be required by Grantee to maintain detailed records for all amounts paid and will be required to provide Commission access to those records if necessary.
- G. At the discretion of the Commission, all unspent funds that remain at the end of the contract year shall be returned to First 5 El Dorado when the contract period has been completed. Grantees are required to submit Quarterly Budget Reports.
- H. The Commission shall have sole discretion to determine if a Grantee is eligible to rollover unspent funds into the following fiscal year. The unspent funds carried over may be deducted from the following fiscal year contract at Commission discretion.
4. **CONTRACT PERFORMANCE TIME:** All work required by this Contract shall be completed no later than (June 30, 2007). Grantee shall have until July 27, 2007 to complete and submit the final quarterly and semi-annual reports required by this contract.
5. **MAXIMUM COST TO COMMISSION:** Notwithstanding any other provision of this contract; in no event will the cost to the Commission for the work to be provided herein exceed the maximum sum of \$286,875.00.



6. **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 ninety (90) 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 Grantee. 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. Grantee 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.

7. **INSURANCE:** The Grantee shall maintain a commercial general liability insurance policy in the amount of one million dollars (\$1,000,000.00). Where the services to be provided under this Contract involve or require the use of any type of vehicle by the grantee in order to perform said services, the Grantee shall also provide comprehensive business or commercial automobile liability coverage including non owned and hired automobile liability in the amount of \$300,000.00.

Said policies shall remain in force throughout the life of this Contract, and shall be payable on a "per occurrence" basis unless the Commission specifically consents to a "claims made" basis. If the Commission does not consent to "claims made" coverage, the Grantee shall purchase "tail" coverage in the event that the Grantee changes insurance carriers during the term of this Contract or for one year thereafter. Proof of such "tail" coverage shall be required at any time during the term of this Contract that the Grantee changes to a new carrier prior to receipt of any payments due.

The Commission shall be named as an additional insured on the commercial general liability policy. The insurer shall supply certificates of insurance and endorsements signed by the insurer evidencing such insurance to the Commission prior to commencement of work, and said certificates and endorsements shall provide for a minimum ten (10) day advance notice by the Commission of any termination or reduction in coverage.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, the Commission may suspend or recover payments to the Grantee for any work conducted during any time that insurance was not in effect and until such time as the Grantee provides adequate evidence that Grantee has obtained the required coverage. "Public agencies" (County Departments, cities, school districts, etc.) are exempt from this requirement.

8. **WORKER'S COMPENSATION:** The Grantee 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)
9. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract, the Grantee shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.
10. **SUBCONTRACTING:** The grantee 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.
11. **ASSIGNMENT:** The rights, responsibilities and duties under this Contract are personal to the Grantee and may not be transferred or assigned without the express prior written consent of the Commission.
12. **BOOKS OF RECORD AND AUDIT PROVISION:** Grantee 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 three years from the completion of this Contract. Grantee will permit Commission to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Grantee who participated in this Contract in any way.
13. **CONTRACT TERMINATION:** Time is of the essence with respect to this Contract. Grantee agrees to commence and to complete the work within the time schedules outlined within this Contract.
- A. If the Grantee 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 five (5) calendar days written notice to the party involved.
- B. Failure of the Grantee to secure or obtain funding from other sources, which are needed by the Grantee to completely carry out the programs provided in this Contract may be grounds for termination of this Contract, at the discretion of the Commission.



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- 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 by written notice to the other parties and be sent by registered mail.
- D. In the event of termination for reasons deemed by the Commission not to be the fault of the Grantee, the Grantee shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Grantees shall refund any advanced funds, which were not used in accordance with this Contract.

14. **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in performance of the work under this Contract, the Grantee, and the agents and employees thereof, shall act as an independent contractor and not as officers, employees or agents of the Commission.

15. **TITLE TO PROPERTY:** At the conclusion of this Contract, title to all expendable and nonexpendable personal or real property purchased with Commission funds shall vest with the Grantee if written certification is made to the Commission that the property will continue to be used for grant-related purposes and the Commission approves such certification in writing.

If the above-noted certification is not made or the Commission disapproves such certification, title to all property with an aggregate or individual value of \$500 or more shall vest with the Commission, and the grantee must await specific written instructions from the Commission regarding transfer of title or disposition.

16. **AMENDMENT:** This Contract may be amended or modified only by written agreement of all the parties.

17. **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 Grantee organization.

18. **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.

19. **INDEMNIFICATION:** To the fullest extent allowed by law, Grantee 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 Grantee's negligence. This duty of Grantee to indemnify and save Commission harmless expressly includes the duties to defend set forth in California Civil Code section

2775. Commission shall give Grantee 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 Grantee, 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 Grantee harmless expressly includes the duties to defend set forth in California Civil Code section 2775. Grantee 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.

20. **COMPLIANCE WITH APPLICABLE LAWS:** The Grantee shall comply with any and all state and local laws affecting the services covered by this Contract.

21. **RELIGIOUS ACTIVITIES:** If the Grantee is a religious organization, then Grantee shall not, when conducting work funded by this Contract:

- A. Discriminate against anyone in employment or hiring based on religion;
- B. Discriminate against any persons served based on religion; and
- C. Provide any religious instruction, worship or counseling.

22. **NOTICES:** Notices shall be given to Commission at the following location:

First 5 El Dorado
Children and Families Commission
Steven M. Thaxton
4111 Creekside Drive, Suite B
Shingle Springs, CA 95682

Notices shall be given to Grantee at the following address:

El Dorado County Public Health
Gayle Erbe-Hamlin, Director of Public Health
Placerville, CA 95667

23. **TAX STATUS:** A Grantee which is a nonprofit organization shall possess a “Letter of Good Standing” from the Secretary of State’s Office and covenants that it will keep such status in effect during the full term of this agreement.
24. **ADVERTISEMENT:** The Grantee agrees to use the First 5 - El Dorado logo on all documents related to this contract.
25. **COLLABORATION:** The Grantee agrees to participate in periodic trainings and meetings scheduled by the Commission.
26. **INSURANCE SCREENING:** Based on the principles of First 5 El Dorado to maximize the opportunity of screening children aged 0-5 for health insurance, the Grantee agrees to:
- A. Ensure children aged 0-5 and their families, where appropriate, are informed of and screened for eligibility for Medi-Cal, Healthy Families, or other health insurance programs.
 - B. Assist individuals in determining their eligibility for Medi-Cal, Healthy Families, or other health insurance programs.
 - C. Ensure all children aged 0-5 and their families are referred to appropriate health care services.
27. **DATA COLLECTION:** Grantee agrees to collect data and report to First 5 El Dorado for the purposes of program planning and evaluation. Data collection shall include, but is not limited to:
- A. Number of children less than 3 years, and 3 to 5 years of age that receive services through this First 5 El Dorado grant.
 - B. Number of parents/guardians of children 0-5 years of age that receive services through this First 5 El Dorado grant.
 - C. Age, ethnicity, primary language and school district of residence of children and parents/guardians that receive services through this First 5 El Dorado grant.
 - D. Number of children with special needs served through this First 5 El Dorado grant.



Children and Families Commission

Contract #0607-45-108-703

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

APPROVED BY:

CHILDREN AND FAMILIES COMMISSION OF EL DORADO COUNTY

Daniel Werner

Commissioner

7/10/06

Date

Lynn B. Lucas

Commissioner

7-10-06

Date

Adam M. Thuytor

Executive Director

7-10-06

Date

GRANTEE:

COUNTY OF EL DORADO

By: _____

Date: _____

El Dorado County Board of Supervisors

ATTEST:

Cindy Keck, Clerk

By: _____ Date: _____

**Scope of Work**

Grantee: El Dorado County Public Health Department	Contract Number: #0607-45-108-703
Project Name: Early Childhood Intervention Project Support (Special Needs Demonstration Project)	
Contract Period: July 1, 2006 – June 30, 2007	
First 5 Result Area: Strong Families (1)	
Service Area: Other Family Functioning Support Services (108)	

Program Goal: Increase access to screening and assessment protocols that help parents & teachers identify the health and developmental needs of children.

Strategy:

Outreach: Promote availability of Early Childhood Intervention Project screenings.

Major Activities	Timeline
Coordination with early care and education providers involved in the Early Childhood Intervention Project.	Ongoing
Update and distribute brochures describing services available through this project.	Ongoing
Conduct media campaigns	Ongoing
Speaking engagements for community based organizations	Ongoing
Health and Safety Fairs and Events	Ongoing

**Scope of Work**

Grantee: El Dorado County Public Health Department	Contract Number: #0607-45-108-703
Project Name: Early Childhood Intervention Project Support (Special Needs Demonstration Project)	
Contract Period: July 1, 2006 – June 30, 2007	
First 5 Result Area: Strong Families (1)	
Service Area: Other Family Functioning Support Services (108)	

Strategy:

Screenings: Provide individual appointments to conduct screening protocols with families.

Major Activities	Timeline
Maintaining a toll free Health Access phone line	Ongoing
Providing appointments off-site (in client's home, etc.)	Ongoing
Record results of screening protocol in Prop. 10 Data Evaluation System (PEDS)	



Scope of Work

Grantee: El Dorado County Public Health Department	Contract Number: #0607-45-108-703
Project Name: Early Childhood Intervention Project Support (Special Needs Demonstration Project)	
Contract Period: July 1, 2006 – June 30, 2007	
First 5 Result Area: Strong Families (1)	
Service Area: Other Family Functioning Support Services (108)	
Strategy: <i>Referral/Service Coordination and Follow Up:</i> Provide families with feedback, services, and referrals based on the results of the screenings and home visits and coordinate those services across agencies utilizing multidisciplinary teams and other case management services.	
Major Activities	Timeline
Follow-up phone calls to determine if family/child received services per referrals.	Ongoing
Record internal and external services that clients receive in PEDS	Ongoing
Follow-up appointments to assist families with problem solving	Ongoing
Set re-screening appointments based on child's age and family need	Ongoing



Evaluation Plan

Attachment II

Agency Name:		Contract Number:
Contact Name & Title:		Phone:
Email Address:		
Fiscal Year:		
First 5 Result Area		
Program Goal		
Performance Measure (Identify measurable objectives that can be used to indicate progress towards the program goal.)	Evaluation Method (Identify the specific evaluation tool and/or data source to be used for the performance measure.)	



Grantee Name: El Dorado County Public Health Department						
Project Name: First 5 - Special Needs Project						
Contract Number: 0607-45-108-703						
Contact Name & Title: Michael Ungeheuer, Division Mgr.						
Fiscal Year: 2006-2007						
Budget Item	Total Approved Budget Amount [B]	Expenditures Year To Date [C]	Encumbered [D]	Total Expenditures [C+ D= E]	Unexpended Balance [B-E= F]	% Expended [E/ B= G]
Personnel:						
1) 12-month .5 FTE Tahoe Bilingual CHE	\$33,762.00			\$0.00	\$33,762.00	0%
2) 12-month 1.0 FTE WS Bilingual CHA	\$38,853.00			\$0.00	\$38,853.00	0%
3) 6-month .5 FTE Tahoe PHN II	\$20,662.00			\$0.00	\$20,662.00	0%
4) 12-month 1.0 FTE WS PHN II	\$63,105.00			\$0.00	\$63,105.00	0%
5) 7-month 1.0 FTE WS CHA	\$22,611.00			\$0.00	\$22,611.00	0%
6) 9-month .2 FTE Office Assistant	\$3,605.00			\$0.00	\$3,605.00	0%
Benefits	\$55,750.00			\$0.00	\$55,750.00	0%
Subtotal Personnel:	\$238,348.00	\$0.00	\$0.00	\$0.00	\$238,348.00	0%
Operating Expenses:						
5) Rent and Utilities	\$1,062.00			\$0.00	\$1,062.00	0%
6) Office Supplies/Materials	\$3,180.00			\$0.00	\$3,180.00	0%
7) Telephone	\$2,170.00			\$0.00	\$2,170.00	0%
8) Postage/Mailing	\$1,116.00			\$0.00	\$1,116.00	0%
9) Reproduction/Copying	\$800.00			\$0.00	\$800.00	0%
10) Equipment Lease	\$0.00			\$0.00	\$0.00	0%
11) Travel & Mileage	\$7,800.00			\$0.00	\$7,800.00	0%
12) Training/Conferences	\$1,800.00	\$0.00		\$0.00	\$1,800.00	0%
13) Consultants	\$0.00	\$0.00		\$0.00	\$0.00	0%
14) PC Support	\$4,531.00			\$0.00	\$4,531.00	0%
15) Insurance	\$1,997.00			\$0.00	\$1,997.00	0%
16) Stores Support & Privacy/Comp	\$386.00					
Subtotal Operating:	\$24,842.00	\$0.00	\$0.00	\$0.00	\$24,456.00	2%
Indirect Expenses:						
Indirect Cost (90%)	\$23,685.00			\$0.00	\$23,685.00	0%
TOTAL COSTS	\$286,875.00	\$0.00	\$0.00	\$0.00	\$286,489.00	0%

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

DATE

or Commission Section Do not fill in Shaded Area

Date Received

Signature of Authorized First State Date



QUARTERLY BUDGET FORM

Attachment IV

Grantee Name:						
Project Name:						
Contract Number:						
Contact Name & Title:						
Reporting Period (circle one): Q1 Q2 Q3 Q4 FY: 2006-2007						
Budget Item	Total Approved Budget Amount [B]	Expenditures Year To Date [C]	Encumbered [D]	Total Expenditures [C+D=E]	Unexpended Balance [B-E=F]	% Expended [E/B=G]
Personnel:						
1)				\$0.00	\$0.00	#DIV/0!
2)				\$0.00	\$0.00	#DIV/0!
3)				\$0.00	\$0.00	#DIV/0!
4)				\$0.00	\$0.00	#DIV/0!
Benefits @ %				\$0.00	\$0.00	#DIV/0!
Subtotal Personnel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Operating Expenses:						
5) Rent and Utilities				\$0.00	\$0.00	#DIV/0!
6) Office Supplies/Materials				\$0.00	\$0.00	#DIV/0!
7) Telephone				\$0.00	\$0.00	#DIV/0!
8) Postage/Mailing				\$0.00	\$0.00	#DIV/0!
9) Reproduction/Copying				\$0.00	\$0.00	#DIV/0!
10) Equipment Lease				\$0.00	\$0.00	#DIV/0!
11) Travel				\$0.00	\$0.00	#DIV/0!
12) Training/Conferences				\$0.00	\$0.00	#DIV/0!
13) Consultants				\$0.00	\$0.00	#DIV/0!
14) Other (List item here)				\$0.00	\$0.00	#DIV/0!
15) Other (List item here)				\$0.00	\$0.00	#DIV/0!
Subtotal Operating:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Expenses:						
Indirect Cost (9.0% max)				\$0.00	\$0.00	#DIV/0!
TOTAL COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

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		
Date Received	Signature of Authorized First 5 Staff	Date



Scope of Work Quarterly Progress Report

Grantee:	Contract Number:
Project Name:	
Reporting Period:	
First 5 Result Area:	
Service Area:	

Program Goal:		
Strategy:		
Major Activities	Timeline	Progress



Semi-Annual Evaluation Report

Agency Name:	Contract Number:
Contact Name & Title:	Phone:
Email Address:	
Reporting Period:	
First 5 Result Area:	
Service Area:	

Program Goal		
Performance Measure (Identify measurable objectives that can be used to indicate progress towards the program goal)	Evaluation Method (Identify the specific evaluation tool and/or data source to be used for the performance measure.)	Performance Results (State the outcomes of the agency's evaluation efforts?)



SEMI-ANNUAL PERFORMANCE REPORT

Reporting Period: _____

Agency Name:	Contract Number:
Contact Name & Title:	Phone:
Email Address:	
Contract Start Date:	Contract End Date:

1. Did you experience any noteworthy success? Identify and list possible contributing factors.

2. Did you encounter any unexpected difficulties or barriers? Identify and explain how they were/are being addressed.

Semi-Annual Performance Report

3. What collaborative partnerships has your agency participated in that are specific to your grant?

4. Has your First 5 funded project received media coverage? Attach any print coverage if applicable.

Would you like any assistance for media coverage?

No_____.

Yes_____, specify type of assistance requested and contact the First 5 El Dorado Program Coordinator.

Semi-Annual Performance Report

Client Demographics

5. How many of the following have received services from your First 5 funded project?
(Double click in table to enter information)

	Number of Clients Served (Non-duplicated Count)	
	July – Dec	Jan – June
Children (0-2 years of age) served directly		
Children (3 to 5 years of age) served directly		
Expectant Mothers		
Parent(s)/Primary Caregiver/Guardian(s) of Children (0-5yrs)		
Childcare Providers		
Other Service Providers (e.g., MDs, nurses-staff development/training)		
Others - Please describe:		
Total	0	0

6. How many clients have you served from each category below?
Please indicate the YTD Total number of clients served for each group. (Double click table to enter numbers.)

Ethnicity	Children ages 0-2	Children ages 3-5	Expectant Mothers	Parents/ Guardians	Childcare Providers	Other Providers	Other	Total
African American/ Black								0
Asian								0
Pacific Islander								0
Caucasian/ White								0
Hispanic/ Latino								0
Native American/ American Indian								0
Multi- Ethnic (2 or more races)								0
Other								0
Unknown/ Declined								0
Total	0	0	0	0	0	0	0	0

Semi-Annual Performance Report

7. Which School District(s) in El Dorado County have been served by First 5 El Dorado?

Please indicate YTD Total number of clients served for each group. If you served clients in school districts that are not listed, please include them in the open spaces at the end of the table. (Double click table to enter numbers.)

School District	Children ages 0-2	Children ages 3-5	Expectant Mothers	Parents/ Guardians	Childcare Providers	Other Providers	Others	Total
Back Oak Mine								0
Buckeye Union								0
Canino Union								0
El Dorado Union High School								0
Gold Oak Union								0
Gold Trail Union								0
Indian Diggings								0
Lake Tahoe Unified								0
Mather Lodge Union								0
Pioneer Union								0
Placerville Union								0
Pilot Knob Pines								0
Rescue Union								0
Silver Fork								0
								0
								0
								0
Total	0	0	0	0	0	0	0	0

Semi-Annual Performance Report

8. How many children with special needs were served? First 5 California definition of special needs is based on the Individuals with Disabilities Education Act (IDEA). The 13 identified disabilities are autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, serious emotional disturbance, learning disability, speech or language impairment, traumatic brain injury and visual impairment.

Children with Special Needs	July – Dec	Jan – June
# of Children served with Special Needs		

9. How many children were served in the following categories by their primary language?

Language	July – Dec	Jan – June
English		
Spanish		
Other		
Unknown		

10. Please describe any Technical Assistance you would like.

Comments:

Semi-Annual Performance Report

A complete Quarterly Report consists of the following items:

- 1) Scope Of Work Progress Report – Using the identified objectives, briefly indicate the major activities that have been accomplished.
- 2) Quarterly Budget Report – Submit budget information on the approved First 5 El Dorado form.

A complete Semi-Annual Report consists of the following items:

- 1) Semi-Annual Performance Report - Briefly answer the above questions & Client Demographics.
- 2) Evaluation Report – Indicate the evaluation method utilized and the performance outcomes.
- 3) Scope Of Work Progress Report
- 4) Quarterly Budget Report
- 5) Budget Revision Request Form (optional) – Proposed modifications more than 15% per budget line item must be submitted in writing to First 5 El Dorado for approval.

Quarterly Due Dates

1st Qtly Report Due (Time Period)	2nd Qtly Report Due (Time Period)	3rd Qtly Report Due (Time Period)	4th Qtly Report Due (Time Period)
Due: Oct. 27, 2006 (July 1 st – Sept. 30 th)	Due: Jan. 26, 2007 (Oct. 1 st – Dec. 31 st)	Due: April 27, 2007 (Jan. 1 st – March 31 st)	Due: July 27, 2007 (April 1 st – June 30 th)
<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget ✓ Performance ✓ Evaluation 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget 	<ul style="list-style-type: none"> ✓ Scope of Work ✓ Budget ✓ Performance ✓ Evaluation

***NOTE *** Reports submitted after the due date may impact the timeliness of payment. Additional information may be requested at Commission discretion.

E-mail, mail or fax a copy of the completed report to:
Rick Alford

First 5 El Dorado
4111 Creekside Dr., Suite #B
Shingle Springs, CA 95682
(530) 672-9384 (tel.)
(530) 672-8576 (fax)
Email: ralford@pacbell.net

If you have any questions please call at your earliest convenience



Budget Revision Request Form Attachment VIII

Grantee Name:				
Project Name:				
Contract Number:				
Budget Period:				
Proposed Effective Date:				
Budget Item	Approved Budget Amount	Proposed Budget Adjustment * Amount to increase (+) or decrease (-)	Proposed Budget	% Change
Personnel:				
1) 12-month PHN II				
2)				
3)				
4)				
Benefits @ 40%				
Subtotal Personnel:				
Operating Expenses:				
5) Rent and Utilities				
6) Materials & Equipment				
7) Telephone				
8) Postage/Mailing				
9) Reproduction/Copying				
10) Equipment Lease				
11) Travel				
12) Training/Conferences				
13) Consultants				
14) Other (specify)				
15) Other (specify)				
Subtotal Operating:				
Indirect Expenses:				
Indirect Cost (9.0% max)				
TOTAL COSTS				

***Please attach a Revised Budget Justification Narrative explaining each budget revision 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

Program Coordinator

Date

Executive Director

Date