



## FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION

October 4, 2017

Jeanne Amos, Director  
El Dorado County Library Department  
345 Fair Lane  
Placerville, CA 95667

Dear Jeanne,

First 5 El Dorado Commission provides funding for family literacy strategies to the El Dorado County Library through contract # 1617-72040 in the amount of \$48,000 annually. This contract was amended in May 2017 extending the term through June 30, 2020 for an amount not to exceed \$192,000. Funding for these contracts is allocated from a contract between First 5 El Dorado and First 5 California Commission (IMPACT) to increase the quality of child care providers in El Dorado County.

On Monday, September 11, 2017, First 5 El Dorado Commission approved transferring the fiscal agency for First 5 CA IMPACT Grant Funding from the Commission to the El Dorado County Office of Education (EDCOE). This action will reduce the administrative and reporting burdens for our contractors. It is the intent that the contract amount and scope of work will remain consistent in this transition, changed only by the decisions made by the local QRIS Consortia, approved by the Early Care and Education Planning Council and included in the IMPACT Grant Plan required by First 5 CA Commission.

In order to facilitate this transition by December 31, 2017, the following actions will need to be taken:

- 1. Contract Termination Notice:** Contract #1617-72040 will be terminated on December 31, 2017 in accordance with Section 8 of the Contract: "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." Extending the deadline to the end of the calendar year will provide



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sufficient time for the transition. The Commission will process invoices consistent with Section 3 of the contract, with the second quarter expenses billed through December 31, 2017 and the 10% advance 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 by February 2, 2018.

2. **Confirm the Scopes of Work and IMPACT Plan:** According to the First 5 CA Commission, the local QRIS Consortia must approve the IMPACT Plan before requesting the transfer of Fiscal Lead. In keeping with the local decision making guidelines, the Consortia will meet on Thursday, November 2, 2017 to make recommendations for Plan Revisions and corresponding scopes of work. Those recommendations will be considered by the El Dorado Early Care and Education Planning Council (EDCOE/LPC) at their meeting on November 2, 2017. It is the intent of partners that the scopes of work remain similar in this transition.
3. **Change of Fiscal Lead with First 5 CA:** Upon approval on November 2, 2017, the Commission and EDCOE/LPC will request the change in fiscal lead effective January 1, 2018.
4. **Contract with El Dorado County Library:** Upon approval on November 2, 2017, the EDCOE/LPC will engage the El Dorado County in the contracting process. This process must be completed by the last Board of Supervisors meeting, December 19, 2017.

We are optimistic this change in lead will be a smooth transition with a minimal impact on services provided under the contract. Please let us know if you have any questions or concerns as we move forward. Thank you in advance.

Sincerely,



Kathleen Guerrero  
Executive Director

