



**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, on behalf of County of El Dorado, a political subdivision of the state of California, 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, 2021 through June 30, 2022 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 15<sup>th</sup> 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 contracting 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 Contractor's 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.

**X. CONTRACT ADMINISTRATOR**


The County Officer or employee with responsibility for administering this Contract is Carolyn Brooks, Library Director, or successor.

**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**

_____	_____
First 5 El Dorado Commissioner	Date
_____	
	Date
	May 11, 2021
_____	_____
First 5 El Dorado Commissioner	Date

**CONTRACTOR**

_____	_____
Carolyn Brooks Director El Dorado County Library	Date

**COUNTY OF EL DORADO  
LIBRARY DEPARTMENT**

_____	_____
Board of Supervisors, Chair	Date

EL DORADO COUNTY LIBRARY | FY 2021-22 HUB & LIBRARY NAVIGATION

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

Lead Agency: El Dorado County Library

1 TARGET POPULATION (WHO)	2 STRATEGIES (WHAT)	3 ACTIVITIES (HOW)	4 LOCATION(S) (WHERE)	5 DOSAGE (HOW OFTEN)	6 TARGET (HOW MANY)	7 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
<p>Expectant parents, children, individuals and families in El Dorado County</p>	<p>Engage in the Human Centered Design (HCD) process with the Early Learning Lab to establish community feedback systems for each Hub.</p> <p><i>Discussion: The Early Learning Lab is the lead contractor for this section. They will teach our Hub partners how to implement Human Centered Design (HCD). HCD is a process to better understand the community from the community and will evolve as we gather information. Navigators will serve as content experts in the HCD process based upon their relationships within the community. See the comment section for details.</i></p>	<p>All Navigators will engage in the HCD process that will include:</p> <ul style="list-style-type: none"> <li>• participating in HCD training and coaching and completing online training requirements for HCD</li> <li>• participating in collective sensemaking</li> <li>• identifying potential community members</li> </ul>	<p>All Hubs</p>	<p>August, 2021- January, 2022</p> <p>10 self-paced, online modules</p> <p>Bi-weekly coaching support</p>	<p>The number of parents, caregivers, community members and other partners will depend on the depth of their relationships</p>	<p>Completion of training/modules</p>

EL DORADO COUNTY LIBRARY | FY 2021-22 HUB & LIBRARY NAVIGATION

**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

1 TARGET POPULATION (WHO)	2 STRATEGIES (WHAT)	3 ACTIVITIES (HOW)	4 LOCATION(S) (WHERE)	5 DOSAGE (HOW OFTEN)	6 TARGET (HOW MANY)	7 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
Expectant parents, children, individuals and families in El Dorado County	Establish a professional development system for Plan-Do-Study-Act (PDSA) Cycles to discuss and implement: <ul style="list-style-type: none"> <li>● AIM</li> <li>● Change ideas</li> <li>● Learning questions</li> <li>● Predictions</li> <li>● Results</li> <li>● Observations</li> <li>● Next steps</li> </ul>	By Hub, all Navigators will participate in biweekly Huddles (meetings) for an hour. Each month, one hour should be dedicated to PDSAs and one hour for Hub Collaboration/Team Building.	Each Hub	1 - 60 minute Huddles every two weeks	26	Monthly PDSA Worksheet, and Huddle notes
		Library Hub Coordinator (Debbie Arenas) will facilitate bi-weekly Huddles and: <ul style="list-style-type: none"> <li>● Serve as the lead for Hub Team meetings and team building and submit meeting notes on a monthly basis</li> <li>● Serve as the lead for PDSA cycles and submit all PDSA Worksheets to First 5 on a monthly basis</li> </ul>	All Hubs	5 - 60 minute Huddles every two weeks (10 total per month)	26	Monthly PDSA Worksheet and Huddle notes
		Analyze data to inform the PDSA cycle including: <ul style="list-style-type: none"> <li>● Demographics of service recipients</li> <li>● Identify high need services</li> <li>● Identify gaps in services</li> <li>● Identify barriers to services</li> <li>● Disposition of services</li> </ul>	UU Platform	Every 2 weeks	26	UU data reports
	Hub Team Members will use data from the Unite Us platform (UU) to inform their PDSA cycles.	Utilize PDSA cycles to increase the number and percentage of parents, individuals and families accessing services by Community Hub with a priority to reach marginalized families.	Each Hub	Ongoing	Ongoing	Monthly PDSA Worksheet and Huddle notes

EL DORADO COUNTY LIBRARY | FY 2021-22 HUB & LIBRARY NAVIGATION

		<ol style="list-style-type: none"> <li>Engage all Hub Team Members in PDSA Cycles completing PDSA worksheet each month: <ul style="list-style-type: none"> <li>Agree on and implement change ideas</li> <li>Use data collection systems to track and record results</li> <li>Discuss results with Hub team members</li> <li>Discuss next steps</li> </ul> </li> </ol>				
	All Navigators will develop outreach strategies designed to engage the marginalized population described in their Hub AIMS.	<ol style="list-style-type: none"> <li>Identify the marginalized population</li> <li>Develop outreach strategies (Outreach includes - but not be limited to - library programming, health classes, parent-child groups, parent/caregiver groups, community events, and connection with schools, early learning sites, and other agencies)</li> <li>Implement change ideas/outreach strategies over a four week period</li> <li>Assess impact and inform PDSA cycles</li> </ol>	Each Hub	Ongoing	Ongoing	Monthly PDSA Worksheet and Huddle notes
FFN (Family Friend and Neighbor Care) and licensed early care and education providers not on the CA QRIS Matrix in El Dorado County.	As part of the Child Care Hub Team, the Library Navigators will develop strategies to engage in continuous quality improvement activities.	<ol style="list-style-type: none"> <li>Maintain and register provider contacts in the Hubbe database</li> <li>Assess provider proficiency using LENA Grow or Parents As Teachers (PAT) approach</li> <li>Develop a Professional Development Plan that identifies change strategies to improve quality by facilitating a professional development cohort based upon the curriculum</li> <li>Serve as a coach in guiding continuous quality improvement</li> <li>Train and maintain reliability on all LENA PAT tools</li> <li>Facilitate ASQ screenings for families in care</li> <li>Meet on a monthly basis with EDCOE Child Care Coach, Library Hub</li> </ol>	All Hubs	Monthly	TBD	Monthly Huddle notes

EL DORADO COUNTY LIBRARY | FY 2021-22 HUB & LIBRARY NAVIGATION

		Coordinator and Community Hub Coordinator				
	Child Care Hub Team will meet monthly.	Library and Community Hub Coordinators will co-facilitate monthly Child Care Team Huddles for one hour each month to: 1. Align work 2. Pull data reports from Hubbe to inform work on a monthly basis 3. Discuss professional development opportunities, highlights and barriers for child care providers, and recruitment strategies 4. Identify resources to address issues and barriers	All Hubs	Monthly	12	Monthly Huddle notes

EL DORADO COUNTY LIBRARY | FY 2021-22 HUB & LIBRARY NAVIGATION

**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

1 TARGET POPULATION (WHO)	2 STRATEGIES (WHAT)	3 ACTIVITIES (HOW)	4 LOCATION(S) (WHERE)	5 DOSAGE (HOW OFTEN)	6 TARGET (HOW MANY)	7 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
Expectant parents, children, individuals and families in El Dorado County	All Navigators will register children, families and individuals for Hub Services in the Unite Us platform.	All Hub Team members will participate in UU platform training in June 2021, with support from First 5 throughout the year.	Zoom	As needed	2 hours in June 2021 and ongoing as needed	Attendance at training
		Beginning July 1, 2021, all Hub Team members will input data into UU as a result of: <ul style="list-style-type: none"> <li>● 833# calls</li> <li>● Walk ins</li> <li>● Navigator programming</li> <li>● Partner referral</li> <li>● Social media</li> <li>● Other entry points</li> </ul>	All Hubs	Ongoing	Per Client	Number of client profiles entered by user on UU
	All Navigators will respond to 833# calls.	All Hub Team members will participate in Phone.com dashboard training in July 2021, with support from First 5 throughout the year.	Phone.com	As needed	1 hr in June 2021 and ongoing as needed	Attendance at training
		Library Hub Coordinator will coordinate rotation schedule for 833#, backup and responders for non-English callers.  All Navigators will: <ol style="list-style-type: none"> <li>1. Answer the 833# in weekly rotation</li> <li>2. Identify Navigators as back ups for non-English callers</li> </ol>	All Hubs	One Navigator per week rotation, with one back up for non-English callers	All calls	Phone.com call log
	All Navigators will schedule appointments with the Health and Human Services Agency (HHSA) during office hours.	Library Hub Coordinator will coordinate office hours with HHSA for each Hub.	All Hubs	Ongoing	Ongoing	Shared calendar
		All Navigators will: <ol style="list-style-type: none"> <li>1. Use the shared calendar to identify appointment availability for clients</li> </ol>	All Hubs	Ongoing	Ongoing	Shared calendar



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		<ol style="list-style-type: none"> <li>2. Set up appointments for clients at the appropriate Hub with HHSA partners using the shared calendar</li> <li>3. Register, intake and screen client into UU</li> </ol>				
All Navigators will provide universal screenings for all registered children, families and individuals.		<p>All Hub team members will participate in the following trainings:</p> <ul style="list-style-type: none"> <li>• Developmental screenings</li> <li>• Health insurance screening</li> <li>• Social determinants of health</li> </ul>	TBD	TBD	Up to 8 hrs per quarter	Attendance at training
		<p>All Navigators will:</p> <ol style="list-style-type: none"> <li>1. Provide Universal Screenings:                             <ol style="list-style-type: none"> <li>a. Developmental</li> <li>b. Health insurance</li> <li>c. Social determinants of health</li> </ol> </li> <li>2. Score screening tools                             <ol style="list-style-type: none"> <li>a. Review and respond to results in no more than 6-8 hours per client annually                                     <ol style="list-style-type: none"> <li>i. Email response</li> <li>ii. Phone Consultation</li> <li>iii. Place based visit</li> </ol> </li> <li>b. Refer for additional services through the Unite Us Platform</li> <li>c. Follow up on referral status to support initiation of services</li> <li>d. Additional navigation services upon request</li> </ol> </li> </ol>	All Hubs	Ongoing	Per Client	Brooke's database and UU data reports
All Navigators will make referrals.		<ol style="list-style-type: none"> <li>1. Identify and refer to the appropriate community partner</li> <li>2. Consult with Community Hub Coordinator (Liz Meyer) for guidance as needed prior to referral to appropriate community partner</li> <li>3. Refer family to Liz Meyer for additional support</li> </ol>	UU Platform	As needed	Per Client	UU data reports

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Goal 4: Systems are sustainable.

Lead Agency: El Dorado County Library

1 TARGET POPULATION (WHO)	2 STRATEGIES (WHAT)	3 ACTIVITIES (HOW)	4 LOCATION(S) (WHERE)	5 DOSAGE (HOW OFTEN)	6 TARGET (HOW MANY)	7 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
Expectant parents, children, individuals and families in El Dorado County.	All Hub Team Members will meet collectively with First 5.	All Hub Team Members will engage in 1 hr monthly Hub Team Meetings with First 5 to discuss progress on AIM, PDSA cycles, HCD learning and group Leadership Rounding (see below). <ul style="list-style-type: none"> <li>• What is working well for you?</li> <li>• Do you have what you need to do your job?</li> <li>• Is there anything I can do to help you continue to perform well?</li> <li>• Is there anyone who has been especially helpful to you?</li> </ul>	Zoom	Once a month	12	Zoom Recording
	All Navigators will participate in Reflective Practice.	All Navigators will engage in a 1 hr monthly reflective practice meeting.	All Hubs	2 cohorts (select 1), 1 hour per month per cohort	26	Meeting notes
	Leadership team will meet regularly.  <i>Team includes contract leads and Hub Coordinators.</i>	Once a month for 2 hours: 1. Discuss highlights and barriers 2. Coaching on continuous improvement 3. Capacity building	Zoom	Once a month	12	Meeting notes
		First 5 Director will engage in individual, 30 minute Leadership Rounding with each member of Leadership team.	Zoom	Quarterly	4	Meeting notes
	All Hub Teams Members will engage in First 5 led professional development.	All Hub Team Members will receive professional development training, including but not limited to, data retrieval and analysis in Unite Us, ASQ facilitation, health insurance screening, library access and using the social determinants of health tool.	TBD	TBD	Up to 8 hrs per quarter	Attendance at training

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	All Navigators will maintain and promote Hub services.	Post resources, program information, key messages, tips, and local events to Hub Facebook and Instagram pages.	All Hubs	At least 4 times per week per Hub	208 social media posts per Hub	Social media analytics
		Promote current Hub events, services, contact information, and staff hours in print and electronically.	All Hubs	Ongoing	As needed	Huddle notes
		Assist with translation of materials into Spanish and review of documents translated into Spanish for First 5 and/or Hub activities.	All Hubs	Ongoing	As needed	Email requests

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**Signature**

*Signatures are binding contractors to the assurances agreement:*

El Dorado County  
Library Administrator  
Name:

\_\_\_\_\_

Signature:

**Date:**

\_\_\_\_\_



## FY 21-22 Budget (Proposal)

<b>Grantee Name:</b> El Dorado County Library			
<b>Project Name:</b> Family Literacy			
<b>Contract Number:</b> 2021-74035			
<b>Contact Name &amp; Title:</b> Carolyn Brooks, El Dorado County Library Director			
<b>Fiscal Year:</b> 2021-2022			
<b>Staff</b>	<b>Total Approved Budget Amount</b>		<b>\$381,500</b>
<b>Personnel:</b>	<b>Salary</b>	<b>Benefits</b>	
1) Library Navigators	\$183,000		\$183,000
2) Hub Navigators	\$122,000		\$122,000
3) Hub Coordinator	\$40,000		\$40,000
<b>Subtotal Personnel</b>	<b>\$345,000</b>	<b>\$0</b>	<b>\$345,000</b>
<b>Operating Expenses:</b>			
6) Office Supplies and Materials			\$18,000
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			\$7,000
<b>Subtotal Operating:</b>			<b>\$36,500</b>
<b>TOTAL COSTS</b>			<b>\$381,500</b>

First 5 El Dorado  
6767 Green Valley Rd  
Placerville, CA 95667

### Quarterly Invoice Form

Q1 due: October 8, 2021  
Q2 due: January 14, 2022  
Q3 due: April 8, 2022  
Q4 due: July 8, 2022

<b>Grantee Name:</b> El Dorado County Library								
<b>Project Name:</b> Family Literacy								
<b>Contract Number:</b> 2021-74035								
<b>Contact Name &amp; Title:</b> Carolyn Brooks, El Dorado County Library Director								
<b>Fiscal Year:</b> 2021-2022								
<b>Reporting Period (Select One):</b> <input type="checkbox"/> Q1 Jul-Sep <input type="checkbox"/> Q2 Oct-Dec <input type="checkbox"/> Q3 Jan-Mar <input type="checkbox"/> Q4 Apr-Jun								
			<b>Total Approved Budget Amount</b>	<b>Billed this Period</b>		<b>Previous Statement YTD</b>	<b>Total YTD Billed</b>	<b>Unexpended Balance</b>
<b>Staff</b>				<b>Salary</b>	<b>Benefits</b>			
<b>Personnel:</b>	<b>Salary</b>	<b>Benefits</b>		<b>Salary</b>	<b>Benefits</b>			
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
<b>Subtotal Personnel</b>	<b>\$345,000</b>	<b>\$0</b>	<b>\$345,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,000.00</b>
<b>Operating Expenses:</b>								
6) Office Supplies and Materials			\$18,000			\$0.00	\$0.00	\$18,000.00
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			\$7,000			\$0.00	\$0.00	\$7,000.00
<b>Subtotal Operating:</b>			<b>\$36,500</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,500.00</b>
<b>TOTAL COSTS</b>			<b>\$381,500</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$381,500.00</b>

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 Narrative**

Please explain each budget revision requested by line item.

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Print Name of Program Contact Person or Authorized Representative

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Signature: Program Contact Person or Authorized Representative