



# FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION

May 14, 2024

TO: Bryce Lovell, Library Director  
El Dorado County Library

FROM: Alice Alk, Program Coordinator  
First 5 El Dorado

CC: Kathleen Guerrero, Director  
First 5 El Dorado

RE: Contract #2425-74035

Dear Bryce,

On May 13, 2024, First 5 El Dorado Commissioners approved your contract number 2425-74035 to provide Hub services through June 30, 2025. Please see the Contract attached. Kathi has signed page 12 of the contract. Your signature is required on page 9 of the Scope of Work. After your signature, please forward to the Board of Supervisors and Deputy Clerk for signatures on page 12 of the Contract.

Please let me know when signatures from BOS/Deputy Clerk have been obtained on this contract. I will be happy to pick them up from you so I can forward to our Commissioners for full execution.

Should you have any questions, please call 530-295-4558.

Thank you,

*Alice Alk*

Alice Alk



**COMMISSIONERS:**

Drew Woodall, Vice Chair  
*Community Representative*

Connie Zelinsky  
*Community Representative*

Lori Parlin  
*EDC Board of Supervisors*  
First 5 El Dorado

Ed Manansala, EdD  
*Education Representative*

Tammy Chako  
*EDC HHSA Representative*

Luli Velasco  
*Community Representative*

Janet Saitman  
*Community Representative*

Dr. Mary Ronda Sneeringer  
*Community Representative*

**STAFF:**

Kathleen Guerrero, MA  
*Director*

Alice Alk  
*Program Coordinator*

Colleen Robinson  
*Program Assistant*

**First 5 El Dorado  
Commission**

6767 Green Valley Rd  
Placerville, CA 95667  
530.295.4559 P  
[www.first5eldorado.com](http://www.first5eldorado.com)



**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, 2024 through June 30, 2025 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 \$276,600 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 (Attachment II, Budget Form 3), 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 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 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) 295-4559, 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: Bryce Lovell, 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 Bryce Lovell, 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 Agreement to be effective July 1, 2024.

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

*D. Woodall* Jul 1, 2024  
Drew Woodall (Jul 1, 2024 11:30 PDT)  
\_\_\_\_\_  
First 5 El Dorado Commissioner Date

*Ed Manansala* Jul 1, 2024  
Edward Manansala (Jul 1, 2024 13:13 PDT)  
\_\_\_\_\_  
First 5 El Dorado Commissioner Date

*Kathleen Guerrero* May 17, 2024  
\_\_\_\_\_  
Kathleen Guerrero Date  
Executive Director  
First 5 El Dorado Commission

**COUNTY OF EL DORADO**

*Wendy Thomas* Date 6/25/24  
\_\_\_\_\_  
Board of Supervisors

ATTEST:  
Kim Dawson  
Clerk of the Board of Supervisors

By: *Thyna Schaeffgen* Date 6/25/24  
\_\_\_\_\_  
Board Clerk

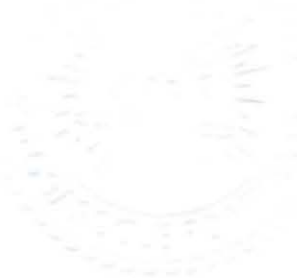
EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

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

**Lead Agency:** El Dorado County Library

**Target Population:** Expectant parents, children, families and individuals 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 promotion, planning and implementation of a community feedback system.	All Hubs	TBD	TBD	Attendance Records and Meeting Notes <i>(Completed and submitted to the Commission within a week after completion).</i>
Hub Teams will recruit and support families in the community feedback system for the purposes of continuous improvement.	Community Hub Navigators will identify, recruit and support parents, caregivers and family members in the community feedback system.	All Hubs	TBD	TBD	Attendance Records and Meeting Notes <i>(Completed and submitted to the Commission within a week after completion).</i>





EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

**Goal 2:** Services are adjusted based on information from service recipients and Community Advisories that allows for continuous quality improvement (CQI) efforts.

**Lead Agency:** El Dorado County Library

**Target Population:** Expectant parents, children, families and individuals 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)
1. Hub Teams will build their team.	All Library Site Supervisors and all Navigators will meet regularly to increase communication, collaboration, and team building.	Each Hub	Monthly for 1 hour	12 meetings per Hub, annually	Regular Meetings as scheduled by Hub
2. Hub Teams will engage in continuous quality improvement cycles (CQI).	Community Hub Coordinators will coach Navigators and facilitate CQI cycles for each Hub.	Each Hub	Monthly for 1 hour	12 meetings per Hub, annually	Monthly CQI Form <i>(Hub Coordinators will ensure CQI Worksheets are submitted to the Commission the first Friday of the month for the previous month)</i>
3. Hub Teams will implement a CQI process for each Hub.	Community Hub Coordinators and Navigators will develop impact statements and use CQI Worksheets as part of their CQI cycles.	Each Hub	Monthly for 1 hour	12 meetings per Hub, annually	<i>Monthly CQI Worksheets</i>
4. Hub Teams will use data to inform their CQI cycles.	Community Hub Teams will use First 5 monthly reports and community feedback to inform their CQI cycles.	Each Hub	Monthly	12 reports per Hub, annually	<i>Monthly CQI Worksheets</i>

EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

<p>5. Hub Team Members will develop Impact Statements to prioritize populations that are furthest from opportunity.</p>	<p>Community Hub Coordinators and Navigators will analyze data to develop Impact Statements for populations that are furthest from opportunity for each Hub Team as needed.</p>	<p>Each Hub</p>	<p>Monthly</p>	<p>12 meetings per Hub, annually</p>	<p><i>Monthly CQI Worksheets</i></p>
<p>6. Hub Team Members will develop strategies to provide high quality Hub Services.</p>	<p>Community Hub Coordinators and Navigators will use CQI cycles to analyze progress on their Impact Statements:</p> <ul style="list-style-type: none"> <li>A. As a Hub Team, develop strategies to engage those identified as farthest from opportunity in Hub Services by partnering, communicating and leveraging other county resources.</li> <li>B. Collaboratively implement the strategy.</li> <li>C. Using CQI Worksheet record your steps: what's your plan, try it out, what happened and what's next as part of the monthly CQI Cycle.</li> <li>D. Make changes as a result of the CQI Cycle and repeat process.</li> </ul>	<p>Each Hub</p>	<p>Monthly</p>	<p>12 meetings per Hub, annually</p>	<p><i>Monthly CQI Worksheets</i></p>

EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

**Goal 3:** Systems are organized to provide navigation services including outreach, intake, screening, referral, and disposition with high levels of satisfaction for recipients.

**Lead Agency:** El Dorado County Library

**Target Population:** Expectant parents, children, families and individuals 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)
1. Hub Team Members will maintain a central access point for Hubs.	Community Hub Coordinators will ensure each Community Hub has a Navigator to answer the 833-332-4827 for their Hub for English and Spanish calls and/or texts.	All Hubs	As Assigned	All Calls/Texts received	Phone.com Call Log <i>(First 5 Staff will access Phone.com call log on a monthly basis)</i>
2. Hub Team Members will utilize evaluation tools.	Community Hub Coordinators will ensure all Community Hub Navigators use evaluation tools approved by Hub Leadership including, but not limited to, consent, registration form, data collection systems, CQI forms, and satisfaction surveys.	All Hubs	Ongoing	Quarterly Number of Clients by Hub	Salesforce Database, Brooke's Data Reports, and Satisfaction Survey Data <i>(First 5 Staff will review data reports on a monthly basis)</i>



EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

<p>3. Hub Team Members will provide navigation services.</p>	<p>Navigators will support all clients indicating a need for navigation or support service within two business days:</p> <ol style="list-style-type: none"> <li>1. Collect registration information from client, either having client enter into Salesforce Database or on paper;</li> <li>2. If collected on paper, enter the registration form into Salesforce Database within 5-7 business days of collecting the form;</li> <li>3. Review the registration to follow up for navigational services.</li> </ol>	<p>All Hubs</p>	<p>Ongoing</p>	<p>Quarterly Number of Clients by Hub who received at least one Navigation Service:</p> <p>Hub 1: 120 Hub 2: 120 Hub 3: 120 Hub 4: 120 Hub 5: 120</p>	<p>Salesforce Database, Brooke's Data Reports, and Satisfaction Survey Data <i>(First 5 Staff will review data reports on a monthly basis)</i></p>
<p>4. Hub Team Members will track navigation services.</p>	<p>Community Hub Navigators will provide at least one of the following navigation services to clients, based on need, and track services in registration database:</p> <ol style="list-style-type: none"> <li>A. Provide physical goods (ex: diapers, food, giftcards)</li> <li>B. Provide information about another service by sharing flyers, a website, or contact information</li> <li>C. Provide direct assistance such as help completing forms, researching information, or coordinating services</li> <li>D. Provide referral to another agency</li> </ol>	<p>All Hubs</p>	<p>Ongoing</p>	<p>Per Client</p>	<p>Salesforce Database, Brooke's Data Reports, and Satisfaction Survey Data <i>(First 5 Staff will review data reports on a monthly basis)</i></p>

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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)
1. Hub Team Members will engage in regular communication (Individual Meetings).	Community Hub Coordinators will engage Navigators in regular rounding for 30 minutes at least quarterly.	Virtually or in person	Quarterly per Navigator	4 sessions per Navigator annually.	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 quarter)</i>
2. Community Hub Leadership will meet regularly (Leadership Meeting).	All Hub Team Leaders and Coordinators will engage in regular meetings to monitor Community Hubs implementation: A. Discuss highlights and barriers B. Review Hub data C. Develop strategies for continuous improvement D. Capacity building and Sustainability	Virtually or in person	Four hours monthly	52 Meetings Annually	Meeting Notes <i>(First 5 will complete Leadership team meeting notes)</i>

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<p>3. All Hub Team Members will engage in ongoing professional development to promote the collective values of both organizations: accountability, collaboration, integrity, service excellence, equity, innovation and relationships (Monthly all Navigator Meeting).</p>	<p>Community Hub Coordinators and Navigators will meet monthly for purposes of enhancing Community Hub services to build Hub capacity, including but not limited to, improvement science, ASQs, health insurance, social determinants of health, library access, trauma informed care, family strengthening protective factors, equity, diversity and inclusion.</p>	<p>Virtually or in person</p>	<p>At least 3 hours monthly per Hub Team Member</p>	<p>12 Meetings Annually Other capacity building training scheduled as needed</p>	<p>Training Attendance Records <i>(Hub Coordinators will confirm training attendance and submit to the Commission the first Friday of the month for the previous month)</i></p>
<p>4. Hub Team Members will meet monthly by Hub (Hub Team Meetings)</p>	<p>Site Supervisors, Community Hub Coordinators and Navigators will meet monthly to coordinate and plan strategies to satisfy Goal 2.</p>	<p>Virtually or in person</p>	<p>At least 1 hour monthly</p>	<p>12 Meetings Annually</p>	<p>Meeting Notes <i>(First 5 will complete Leadership team meeting notes)</i></p>



EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

<p>5. Hub Team Members will promote Hub and other community services by posting on social media.</p>	<p>All Community Hub Navigators will post to Hub Facebook and Instagram pages using approved Hub Communication materials. 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.</p>	<p>All Hubs</p>	<p>3 posts per Hub, per platform weekly</p>	<p>12-15 social media posts per Hub monthly</p>	<p>Social Media Analytics <i>(First 5 Staff will access social media access on a monthly basis to assess usage)</i></p>
<p>6. Hub Team Members will promote Hub services, ensuring equity.</p>	<p>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.</p>	<p>All Hubs</p>	<p>As Needed</p>	<p>As Needed</p>	<p>As Needed</p>

EL DORADO COUNTY LIBRARY | FY 24-25 COMMUNITY HUBS

Signature

*Signatures are binding contractors to the agreement:*

Lead Agency Administrator Name: Bryce Lovell

Signature:  Date: 05/30/2024



FY 24-25 Budget & Narrative

<b>Grantee Name:</b>	El Dorado County Library
<b>Project Name:</b>	Family Literacy
<b>Contract Number:</b>	2425-74035
<b>Contact Name &amp; Title:</b>	El Dorado County Library Director
<b>Fiscal Year:</b>	2024-25
<b>Total Budget Amount:</b>	\$276,600

First 5 El Dorado Commission provides match funding for staff salaries and benefits for Individuals performing work agreed upon in the scope of work. This match cannot exceed 50% of salary and benefits proposed within the approved budget. Please describe the number of positions and total personnel expenses for those positions below.

Staff	Personnel Budget
1) .5 FTE Library Navigators: Four (4) .5 FTE Positions	\$209,600
2) .5 FTE Hub Coordinator: One (1) .5 FTE Position	\$50,000
<b>Subtotal Personnel</b>	<b>\$259,600</b>

First 5 El Dorado Commission provides funding for operating expenses. Please describe your anticipated use of funds for each operational category below.

Operating Expenses	Operating Budget
3) Food: Luncheon for 3-hour Navigator meetings (estimate 4)	\$750
4) Office Supplies and Materials: Craft supplies, manipulatives, educational supplies, sensory supplies, storytime support items	\$4,000
5) Travel and Mileage: Mileage expenses for staff driving to meetings, trainings or events that benefit children 0-5 and their families	\$4,000
6) Training and Conferences: NA	\$0
7) Rent and Utilities: NA	\$0
8) Equipment Lease: NA	\$0
9) Printing and Copying: NA	\$0
10) Telephone: NA	\$0
11) Postage and Mailing: NA	\$0
12) Computers and Equipment: NA	\$0
13) Books: Non-circulating books for giveaways at outreach events with children 0-5	\$8,250
<b>Subtotal Operating</b>	<b>\$17,000</b>
<b>TOTAL COSTS</b>	<b>\$276,600</b>

# Quarterly Invoice Form

<b>Grantee Name:</b> El Dorado County Library					
<b>Project Name:</b> Family Literacy					
<b>Contract Number:</b> 2425-74035					
<b>Contact Name &amp; Title:</b> El Dorado County Library Director					
<b>Fiscal Year:</b> 2024-25					
<b>Reporting Period (Select One):</b> <input checked="" type="checkbox"/> Q1 Jul-Sep <input type="checkbox"/> Q2 Oct-Dec <input type="checkbox"/> Q3 Jan-Mar <input type="checkbox"/> Q4 Apr-Jun					
Personnel	Budget Amount	Billed this Period	Previous Statement YTD	Total YTD Billed	Unexpended Balance
1) .5 FTE Library Navigators	\$209,600		\$0.00	\$0.00	\$209,600.00
2) .5 FTE Hub Coordinator	\$50,000		\$0.00	\$0.00	\$50,000.00
<b>Subtotal Personnel</b>	<b>\$259,600</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$259,600.00</b>
Operating Expenses	Budget Amount	Billed this Period	Previous Statement YTD	Total YTD Billed	Unexpended Balance
4) Food	\$750		\$0.00	\$0.00	\$750.00
5) Office Supplies and Materials	\$4,000		\$0.00	\$0.00	\$4,000.00
6) Travel and Mileage	\$4,000		\$0.00	\$0.00	\$4,000.00
7) Training and Conferences:	\$0		\$0.00	\$0.00	\$0.00
8) Rent and Utilities	\$0		\$0.00	\$0.00	\$0.00
9) Equipment Lease	\$0		\$0.00	\$0.00	\$0.00
10) Printing and Copying	\$0		\$0.00	\$0.00	\$0.00
11) Telephone	\$0		\$0.00	\$0.00	\$0.00
12) Postage and Mailing	\$0		\$0.00	\$0.00	\$0.00
13) Computers and Equipment	\$0		\$0.00	\$0.00	\$0.00
14) Books	\$8,250		\$0.00	\$0.00	\$8,250.00
<b>Subtotal Operating</b>	<b>\$17,000</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,000.00</b>
<b>TOTAL COSTS</b>	<b>\$276,600</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$276,600.00</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			
Date Received	TOTAL REIMBURSEMENT APPROVED		
Signature of First 5 Program Assistant	Date	Signature of First 5 Program Coordinator	Date
Signature - First 5 Director	Date		





Budget Revision Request Form

<b>Grantee Name:</b> First 5 El Dorado				
<b>Project Name:</b> Family Literacy				
<b>Contract Number:</b> 2425-74035				
<b>Contact Name &amp; Title:</b> El Dorado County Library Director				
<b>Budget Period:</b> 2024-25				
<b>Proposed Effective Date:</b>				
Budget Item	Total Approved Budget Amount	Proposed Budget Adjustment *Amount to increase (+) or decrease (-)	Proposed Local Budget	Narrative (Please explain the revision for each budget item)
<b>Personnel:</b>				
1) .5 FTE Library Navigators: Four (4) .5 FTE	\$209,600		\$209,600	
2) .5 FTE Hub Coordinator: One (1) .5 FTE	\$50,000		\$50,000	
<b>Subtotal Personnel:</b>	<b>\$259,600</b>	<b>\$0</b>	<b>\$259,600</b>	
<b>Operating Expenses:</b>				
3) Food: Luncheon for 3-hour Navigator	\$750		\$750	
4) Office Supplies and Materials: Craft s	\$4,000		\$4,000	
5) Travel and Mileage: Mileage expens	\$4,000		\$4,000	
6) Training and Conferences: NA	\$0		\$0	
7) Rent and Utilities: NA	\$0		\$0	
8) Equipment Lease: NA	\$0		\$0	
9) Printing and Copying: NA	\$0		\$0	
10) Telephone: NA	\$0		\$0	
11) Postage and Mailing: NA	\$0		\$0	
12) Computers and Equipment: NA	\$0		\$0	
13) Books: Non-circulating books for giv	\$8,250		\$8,250	
<b>Subtotal Operating:</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$17,000</b>	
<b>TOTAL COSTS</b>	<b>\$276,600</b>	<b>\$0</b>	<b>\$276,600</b>	

\*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

Date Received \_\_\_\_\_

Signature of First 5 Program Assistant \_\_\_\_\_ Date \_\_\_\_\_ Signature of First 5 Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature - First 5 Director \_\_\_\_\_ Date \_\_\_\_\_











# First5 El Dorado 8851 PE (002)

Final Audit Report

2024-07-01

Created:	2024-07-01
By:	Colleen Robinson (crobinson@edcoe.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIeXJKXiyLQQYOUhoe0brzQLWT2G_OLQt

## "First5 El Dorado 8851 PE (002)" History

-  Document created by Colleen Robinson (crobinson@edcoe.org)  
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