



Contract #1314-90004-17-508

Children and Families Commission

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Campaign for Kids

Direct Service Contract

Contract #1314-90004-17-508
 "Ready to Read @ Your Library"

THIS AGREEMENT is made this 1st day of July, 2013, by and between First 5 El Dorado Children and Families Commission and

El Dorado County Library
 Jeanne Amos, Director
 345 Fair Lane
 Placerville, CA 95667
 Phone: (530) 621-5546
 Fax: (530) 622-3911

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THIS AGREEMENT is made July 1, 2013, by and between First 5 El Dorado Children and Families Commission ("Commission") and Contractor/Agency ("Grantee").

Administrator:

The County Officer or employees responsibility for administering this Agreement is Jeanne Amos, El Dorado County Library Director, or successor.

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

RECITALS:

WHEREAS, Grantee has agreed to implement strategies that support the Goals and Objectives of the STRATEGIC PLAN of the Commission,

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

1. **SCOPE OF WORK:** Grantee agrees to provide all of the work described in the Scope of Work (Attachment I) attached hereto, and by this reference made a part hereof.
2. **REPORTING REQUIREMENT:** Grantee shall submit Monthly Budget/Invoice Reports (Attachment II) and Semi-Annual Scope of Work (Attachment I), Population Served (Attachment III) and Progress Reports (Attachment IV). Grantee shall also collect, record and report required data for program evaluation to the Commission per section 26 of this contract.

Monthly Invoice/Budgets Reports along with detailed records (timesheets, receipts, paid invoices, etc...) supporting all reported expenditures are due to the Commission by the second Friday of each month. Semi-Annual Reports are due to the Commission no later than the final Friday of the month following the end of each semi-annual period. Semi-annual periods end on the following dates of each year: December 31 and June 30. If the due date for submission of a report falls on a standard holiday, the report will be due on the following regularly scheduled workday.

Substandard performance as determined by Commission staff will constitute noncompliance with this Contract. If action to correct such substandard performance is not taken by Grantee within a reasonable period of time after notification by Commission staff (usually within 30 days), the Commission may initiate contract suspension or termination procedures. Program evaluation components may not be modified by Grantee without prior written approval from Commission staff.

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

3. **PAYMENT & BUDGET**, All professional, technical documents and information developed under this contract; writings, worksheets, reports and related data and materials shall become the property of the Commission. Basic data or information obtained by this contract is made available to the Commission without restriction or limitation of use, and no charges can be made for any of the foregoing. All payments of funds to the Grantee shall be made by and through the Office of the El Dorado County Auditor/Controller, upon approval by the Commission, in accordance with the following schedule: 10% of the contract total upon signing and approval of the contract, and monthly invoices to be paid according to the terms outlined below.
- A. Monthly Budget Reports shall be submitted to the Commission along with detailed records (timesheets, receipts, paid invoices, etc...) supporting all reported expenditures. These reports will serve as invoices that will be payable upon review and approval by Commission staff.
 - B. The Commission shall forward payment request to the County Auditor/Controller within fifteen (15) business days of approving monthly Invoice/Budget Reports.
 - C. Grantee agrees to expend allocated Commission funds as outlined in the Contract Budget (Attachment III). Grantee is permitted a budget variation of up to fifteen percent (15%) for each budget line item for the contract period. Any larger budget variation must be submitted in writing using the Budget Revision Request Form (Attachment V), and receive prior Commission approval. **All Budget Revision Requests must be received by the Commission by April 15th**. The Commission will not compensate Grantee for unauthorized services rendered by the Grantee, nor for claimed services which Commission contract monitoring shows have not been provided as authorized. If Commission has advanced funds for services later determined not to have been provided, Grantee shall refund requested amounts within five (5) days of demand by Commission. The Commission has the option of offsetting such amounts against future payments due to Grantee.
 - D. Indirect costs charged to this grant shall not exceed the approved indirect cost rate of the El Dorado County Superintendent established by the California Department of Education's School Fiscal Services Division. For fiscal year 2013-2014 this rate has been set at 8.9% (rounded to nearest tenth).
 - E. Monthly Budget Reports to the Commission shall be submitted per Attachment II along with detailed records supporting all reported expenditures. Copies of such records will be available to the Commission for review upon request at Grantee's place of business. Any Subcontractor paid by the Grantee as authorized by the Commission, shall be required by

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Grantee to maintain detailed records for all amounts paid and will be required to provide Commission access to those records if necessary.

- F. At the discretion of the Commission, any unspent funds that remain at the end of the contract year shall be returned to First 5 El Dorado when the contract period has been completed.
 - G. The Commission shall have sole discretion to determine if a Grantee is eligible to carry over unspent funds into the following fiscal year. The unspent funds carried over may be deducted from the following fiscal year contract at Commission discretion.
 - H. The Commission shall have the right to reduce the amount of this grant to offset Commission expenditures incurred in support of activities related to this grant.
4. **CONTRACT PERFORMANCE TIME:** All work required by this Contract shall be completed no later than June 30, 2014. Grantee shall have until July 25, 2014 to complete and submit the final reports required by this contract.
5. **MAXIMUM COST TO COMMISSION:** Notwithstanding any other provision of this contract; in no event will the cost to the Commission for the work to be provided herein exceed the maximum sum of \$212,500.
6. **STATE REQUIREMENTS:** This Contract is funded with monies from the California Children and Families Trust Fund (Health & Safety Code 130100-130155). Funding is guaranteed by State of California First 5 sources. If the State of California's First 5 funds are no longer distributed, or if Commission funding is significantly reduced, Commission may terminate this agreement within sixty (60) days of a written notice by certified mail to Grantee. The State of California, may, through First 5, enact requirements that affect the performance of the Grantee. If the State does impose new obligations affecting the performance of this Contract, Commission reserves the right to amend the Contract as necessary to comply with state requirements. Grantee will be notified at least thirty (30) days in advance if new requirements are to be imposed. No funds provided by the Commission shall be used for any political activity or political collaborations. All documents generated by this contract are subject to disclosure pursuant to the California Public Records Act.

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

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

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

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

8. **WORKER'S COMPENSATION:** The Grantee acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for worker's compensation or to undertake self insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. (Statutory or \$1,000,000. Employers Liability-minimum \$100,000)
9. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract, the Grantee shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.
10. **SUBCONTRACTING:** The grantee shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the Commission except for any subcontract work identified herein.

11. **ASSIGNMENT:** The rights, responsibilities and duties under this Contract are personal to the Grantee and may not be transferred or assigned without the express prior written consent of the Commission.
12. **BOOKS OF RECORD AND AUDIT PROVISION:** Grantee shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. These documents and records shall be retained for at least three years from the completion of this Contract. Grantee will permit Commission to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Grantee who participated in this Contract in any way.
13. **CONTRACT TERMINATION:** Time is of the essence with respect to this Contract. Grantee agrees to commence and to complete the work within the time schedules outlined within this Contract.
 - A. If the Grantee fails to provide in any manner the services required under this Contract, or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the Commission may terminate this Contract by giving five (5) calendar days written notice to the party involved.
 - B. Failure of the Grantee to secure or obtain funding from other sources, which are needed by the Grantee to completely carry out the programs provided in this Contract may be grounds for termination of this Contract, at the discretion of the Commission.
 - C. Either party may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
 - D. In the event of termination for reasons deemed by the Commission not to be the fault of the Grantee, the Grantee shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Grantees shall refund any advanced funds, which were not used in accordance with this Contract.



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14. **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in performance of the work under this Contract, the Grantee, and the agents and employees thereof, shall act as an independent contractor and not as officers, employees or agents of the Commission.
15. **TITLE TO PROPERTY:** Title to Property on any single item valued at \$1,000.00 or more shall remain with First 5 El Dorado for the first two years after purchase, thereafter Title to Property shall transfer to grantee unless otherwise agreed upon in writing.
16. **AMENDMENT:** This Contract may be amended or modified only by written agreement of all the parties. Grantee 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 Grantees management personnel, loss of funding, revocation or suspension of the Grant Recipient's tax-exempt status (if applicable) or license.
17. **AUTHORITY TO CONTRACT:** The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this Contract on behalf of the Grantee organization.
18. **JURISDICTION AND VENUE:** This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in El Dorado County, California.
19. **INDEMNIFICATION:** To the fullest extent allowed by law, Grantee shall defend, indemnify and hold Commission harmless against and from any and all claims, suits, losses, demands, and liability for damages including attorneys-fees and other costs of defense brought for or on account of injuries to or death of any person, or damage to any property, or any economic, consequential or special damages which are claimed or which shall in any way arise out of or be connected with services, operations or performance hereunder, caused by Grantee's negligence. This duty of Grantee to indemnify and save Commission harmless expressly includes the duties to defend set forth in California Civil Code section 2778. Commission shall give Grantee prompt written notice of any such demand, claim or suit against it, and Commission shall have the right to compromise or defend the same to the extent of his own interest.

To the fullest extent allowed by law, the Commission shall defend, indemnify, and hold the Grantee, and their officers, employee's agents, and representatives harmless against and from any and all claims, suites, losses, demands, and liability for damages, including attorney's fees and other costs of defense brought for or on account of damage to any property, or any economic, consequential or special damages which are claimed or which shall in any way arise out of or be connected with services, operations or performance hereunder, caused by Commission's



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negligence. This duty of Commission to indemnify and save Grantee harmless expressly includes the duties to defend set forth in California Civil Code section 2778. Grantee shall give Commission prompt written notice of any such demand, claim or suit against it, and Commission shall have the right to compromise or defend the same to the extent of his own interest.

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

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

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

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

First 5 El Dorado
Children and Families Commission
Kathleen Guerrero, Executive Director
2776 Ray Lawyer Drive
Placerville, CA 95667

Notices shall be given to Grantee at the following address(es):

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

23. **TAX STATUS:** A Grantee which is a nonprofit organization shall possess a "Letter of Good Standing" from the Secretary of State's Office and covenants that it will keep such status in effect during the full term of this contract.

24. **ADVERTISEMENT:** The Grantee agrees to use the First 5 - El Dorado logo on all documents related to this contract.

25. **COLLABORATION:** Grantee agrees to participate in periodic trainings and meetings scheduled by the Commission. Based on the principles of First 5 El Dorado to maximize existing community resources serving children ages five and under and their families, Grantee agrees to integrate the promotion of Commission Initiatives into this grant (see attached Commission Brochure and Children's Health Initiative Flier).

26. **DATA COLLECTION:** Grantee agrees to collect data and report to the Commission for the purposes of program planning and evaluation. Grantee agrees to maintain a roster of children, parents/guardians, other family members and early care and education providers served through this grant for the purposes of reporting unduplicated counts. Data collection shall include, but is not limited to:
- A. 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 (see Attachment III).
 - B. Unduplicated count of the number of parents/guardians/other family members of children 0-5 years of age by ethnicity and primary language that receive services through this First 5 El Dorado grant (see Attachment III).
 - C. Unduplicated count of the number of early care and education providers of children 0-5 years of age that receive services through this First 5 El Dorado grant (see Attachment III).
 - D. First 5 El Dorado Parent Surveys (Attachment VI) to be offered to each family that receives services through this First 5 El Dorado grant.

27. **CONFIDENTIALITY AND INFORMATION SECURITY PROVISIONS:**

- A. The Commission and Grantee ("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.

- B. Permitted Uses and Disclosures of PII by the Commission and Grantee:

- (1) 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

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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.

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

(a) Use and disclose PII for the proper management and administration of the Scope of Work (Item 1) or to carry out the legal responsibilities of the Parties, provided that such use and disclosures are permitted by law.

(b) 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.

C. 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 authenticated and authorized persons. 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:

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



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D. Mitigation of Harmful Effects. To mitigate, to the extent practicable, any harmful effect that is known of a use or disclosure of PII by each Party or its subcontractors in violation of the requirements of this Agreement.

E. 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.

F. 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 is reasonably believed to have been acquired by an unauthorized person. Immediate notification shall be made to the County Privacy Officer, within two business days of discovery, at (530) 621-5572, or to First 5 El Dorado Children and Families Commission at (530) 622-5787, as appropriate. 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 County Privacy Officer and/or First 5 as appropriate, postmarked within thirty (30) working days of the discovery of the breach.

28. MEDI-CAL OUTREACH & MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) FUNDING:

A. Based on the principles of First 5 El Dorado to maximize opportunities for screening children aged 0-5 for health insurance, staff supported through this agreement shall:

1. Ensure children 0 through 5 years of age and their families are informed of and screened for eligibility for Medi-Cal and other health insurance programs.
2. Assist individuals in determining their eligibility for Medi-Cal and other health insurance programs.
3. Ensure all children 0 through 5 year of age and their families are referred to appropriate health care services.

B. Staff supported through this agreement shall spend 5% of the time charged to this contract providing Medi-Cal Outreach and linkages to services that support beneficiaries and potential beneficiaries to gain access to Medi-Cal and other public behavioral health, health and other services that improve their wellbeing and health outcomes. Activities will include:

1. Medi-Cal Outreach - Providing Medi-Cal information to potentially Medi-Cal eligible people and encouraging potentially eligible people to apply for Medi-Cal. Bringing potential eligible people into the Medi-Cal system for the purpose of determining



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Medi-Cal eligibility, and bringing Medi-Cal eligible people into Medi-Cal covered services.

- C. The Commission shall review the Scope of Work and Budget of this Agreement on an annual basis to identify expenditures under this Agreement eligible to be included in the Commission's MAA Direct Charge Invoices submitted through the County of El Dorado. For FY 13-14, the amount to be submitted by the Commission through MAA Direct Charge Invoices shall be 5% of quarterly personnel expenditures reflected in the monthly Budget Reports submitted by the Grantee.



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

APPROVED BY: CHILDREN AND FAMILIES COMMISSION OF EL DORADO COUNTY

Janelle Sittman
Commissioner

6/21/13
Date

Vicki A. Bond
Commissioner

6/26/13
Date

Kathie Guerrero
Managing Director

6/21/13
Date

GRANTEE: COUNTY OF EL DORADO

Dated: _____

By: _____

Ron Briggs, Chair
Board of Supervisors
"County"

ATTEST:

James S. Mitrison
Clerk of the Board of Supervisors

By: _____ Dated: _____



Scope of Work & Scope of Work Report

Initiative Name:	Ready to Read @ Your Library	FY 13-14 Budget	\$212,500
Commission Outcomes & Objectives: By June 2017, increase the % of parents that read to their children every day to at least 85%.			
Grantee: El Dorado County Library		Contract Number: # 1314-90004-14-508	
Contact Person: Jeanne Amos		(530) 621-5546	jeanne.amos@eldoradolibrary.org
Contract Period: July 1, 2013 – June 30, 2014			
Strategy:	Provide parents with information and resources about early literacy.		
Process Measure:	Increase the number and percentage of families that understand the importance of reading to children on a regular basis		
Activities:	<ul style="list-style-type: none"> ➤ Inform families of the importance of reading to your child on a daily basis ➤ Promote the assistance available through the CHI for obtaining Medi-Cal and connecting to health service providers in the community that accept Medi-Cal ➤ Provide families with emergent literacy activities and materials ➤ Demonstrate to families how to develop early literacy skills in their children 		

	Quantity (Number)	Progress	Quality (Rate or Percentage)	Progress
Effort	During FY 13-14, R2R@YL staff will present information and materials that inform parents/guardians about the benefits of reading to children on a regular basis to at least 1,600 parents/guardians of children 0-5. (minimum # of parents/guardians served over last 3 years=1,609)		During FY 13-14, at least 85% of parents/guardians that participate in R2R@YL services will report that they learned about the importance of reading to children on a daily basis through R2R@YL.	
Effect	During FY 13-14, at least 1,600 parents/guardians of children 0-5 will participate in Ready to Read @ Your Library services.		During FY 13-14, at least 85% of parents/guardians that participate in Ready to Read @ Your Library services will (report/demonstrate) that they know these activities help to develop early literacy skills in their children (i.e. reading, singing, playing, talking, writing).	
Tools:	Library Storytime Registration, First 5 El Dorado Parent Surveys			



Scope of Work & Scope of Work Report

Initiative Name:	Ready to Read @ Your Library	FY 13-14 Budget	\$212,500
Commission Outcomes & Objectives: By June 2017, increase the % of parents that read to their children every day to at least 85%.			
Grantee: El Dorado County Library		Contract Number: # 1314-90004-14-508	
Contact Person: Jeanne Amos		(530) 621-5546	jeanne.amos@eldoradolibrary.org
Contract Period: July 1, 2013 – June 30, 2014			

Strategy:	Provide parents with prevention services to optimize early learning opportunities for children.
Process Measure:	Increase the number and percentage of families with children 0-5 that utilize library services
Activities:	<ul style="list-style-type: none"> ➤ Provide Early Literacy Programs and Activities for families with children 0-5 years of age at County Library sites. ➤ Provide “Mother Goose on the Loose” Storytimes in English and Spanish for families with children less than 2 years of age. ➤ Provide “Toddler Storytimes – 2’s & 3’s On the Go” ➤ Provide “Let’s Read Together” Storytimes for families with children 0-5 years of age. ➤ Inform families of the benefits of having a Library Card and utilizing library services ➤ Promote library services available to develop early literacy skills in children 0-5 ➤ Distribute books to families that register for Ready to Read @ Your Library Programs

	Quantity (Number)	Progress	Quality (Rate or Percentage)	Progress
Effort	During FY 13-14, R2R@YL staff will offer at least 700 storytimes and early literacy activities for families with children 0-5 at County Library locations. (a minimum of 46 weekly early literacy activities for families with children 0-5 at 6 locations throughout the county, most locations have at least 2 early literacy programs and activities planned each week for 46 weeks)		During FY 13-14, average attendance will be at least 10 children 0-5 and 10 parents/guardians will attend each Early Literacy Programs and Activities held at each location. (Average attendance/storytime/location)	
Effect	During FY 13-14, at least 2,000 children 0-5 and 1,600 parents/guardians will register for Early Literacy Programs and Activities across all sites.		During FY 13-14, at least 85% of parents/guardians that attend R2R@YL Early Literacy Programs will report that they have checked out books for their children.	
Tools:	Storytime Statistic Log Tracking System (Excel Spreadsheet), Attendance Tracking, F5ED Parent Surveys			



Scope of Work & Scope of Work Report

Initiative Name:	Ready to Read @ Your Library	FY 13-14 Budget	\$212,500
Commission Outcomes & Objectives: By June 2017, increase the % of parents that read to their children every day to at least 85%.			
Grantee: El Dorado County Library		Contract Number: # 1314-90004-14-508	
Contact Person: Jeanne Amos		(530) 621-5546	jeanne.amos@eldoradolibrary.org
Contract Period: July 1, 2013 – June 30, 2014			

Strategy:	Provide ECE Providers with information and resources about early literacy.
Process Measure:	Increase the number and percentage of ECE Providers that utilize library services
Activities:	<ul style="list-style-type: none"> ➤ Inform ECE Providers of the importance of reading to children on a daily basis ➤ Inform ECE Providers of the benefits of having a Library Card and utilizing library services ➤ Identify library services available to develop early literacy skills in children 0-5 ➤ Assist ECE Providers to include emergent literacy best practices in a family engagement plan ➤ Demonstrate to ECE Providers how to utilize Library resources and services to develop early literacy skills in children 0-5

	Quantity (Number)	Progress	Quality (Rate or Percentage)	Progress
Effort	During FY 13-14, R2R@YL staff will inform at least 35 early care and education sites of the benefits of reading to children on a daily basis. (H5Q goal is to have at least 50 ECE sites participating during FY 13-14)		During FY 13-14, at least 85% of early care and education sites that receive R2R@YL services will (report/demonstrate) that they know the benefits of reading to children on a daily basis.	
Effect	During FY 13-14, at least 20 ECE sites that receive R2R@YL services will develop a family engagement plan that includes emergent literacy strategies that encourage daily reading children.		During FY 13-14, at least 85% of ECE sites that receive R2R@YL services will (report/demonstrate) that they utilize best practices to support emergent literacy for the children in their care. (ELLCO, ECERS & ITERS Subscales/Language & Literacy Promotion Survey?)	

Tools:	ECE Provider survey, retrospective post or Pre/Post
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Scope of Work & Scope of Work Report

Initiative Name: Ready to Read @ Your Library		FY 13-14 Budget	\$212,500	
Commission Outcomes & Objectives: By June 2017, increase the % of parents that read to their children every day to at least 85%.				
Grantee: El Dorado County Library		Contract Number: # 1314-90004-14-508		
Contact Person: Jeanne Amos		(530) 621-5546	jeanne.amos@eldoradolibrary.org	
Contract Period: July 1, 2013 – June 30, 2014				
Strategy:		Collaborate with community partners to increase access to services.		
Process Measure:		Increase the # and % of parents/guardians with children 0-5 that connect to services that meet their needs.		
Activities:		<ul style="list-style-type: none"> ➤ Provide “Play to Grow” services for families with children 0-5 years of age. ➤ Promote Commission Initiative and other community services for families with children 0-5 		
	Quantity (Number)	Progress	Quality (Rate or Percentage)	Progress
Effort	During FY 13-14, R2R@YL staff will schedule at least 24 presentations with community service providers at Early Literacy Events and Activities to inform parents/guardians of children 0-5 about the availability of: health services including Medi-Cal, newborn home visits, Ages & Stages screenings, quality early care and education services, and other community resources. (44 Play to Grow Workshops during FY 12-13)		During FY 13-14, at least 85% of parents/guardians that participate in Play to Grow Workshops will report that they learned about services available in the community.	
Effect	During FY 13-14, at least 200 parents/guardians of children 0-5 will learn how to connect to services available in the community to meet their needs through the Library.		During FY 13-14, at least 85% of parents/guardians that participate in R2R@YL services will report that they see the Library as a place to learn about and connect to services that meet their needs.	
Tools:		Storytime Calendars, Attendance Tracking, Play to Grow Follow Up Surveys		



Budget/Invoice Form (DRAFT)

Due Monthly by the 2nd Friday of the Month

Grantee Name: El Dorado County Library							
Project Name: Ready to Read @ Your Library							
Contract Number: 1314-90004-17-508							
Contact Name & Title: Jeanne Amos							
Fiscal Year: 2013-2014							
Reporting Period: July 2013							
Budget Item	Total Approved Budget Amount		Billed this Period		Previous Statement YTD	Total YTD Billed	Unexpended Balance
	Salary	Benefits	Salary	Benefits			
Personnel:							
1) ECLS (4 - .7 FTEs) + Additional Staff	\$ 179,790	\$ -	\$ 179,790		\$ -	\$ -	\$ 179,790
		\$ -	\$ -		\$ -	\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -	\$ -
Subtotal Personnel	\$ 179,790	\$ -	\$ 179,790	\$ -	\$ -	\$ -	\$ 179,790
Operating Expenses:							
5) Rent and Utilities					\$ -	\$ -	\$ -
6) Supplies/Materials			\$ 9,600		\$ -	\$ -	\$ 9,600
7) Telephone					\$ -	\$ -	\$ -
8) Postage/Mailing					\$ -	\$ -	\$ -
9) Reproduction/Copying/Publicity			\$ -		\$ -	\$ -	\$ -
10) Equipment Lease					\$ -	\$ -	\$ -
11) Travel & Mileage			\$ 3,860		\$ -	\$ -	\$ 3,860
12) Training & Conferences			\$ -		\$ -	\$ -	\$ -
13) Consultants			\$ -		\$ -	\$ -	\$ -
14) Books			\$ 19,250		\$ -	\$ -	\$ 19,250
15)					\$ -	\$ -	\$ -
16)					\$ -	\$ -	\$ -
17)					\$ -	\$ -	\$ -
18)					\$ -	\$ -	\$ -
Subtotal Operating:	\$	\$ 32,710	\$	\$ -	\$ -	\$ -	\$ 32,710
Indirect Expenses:							
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
TOTAL COSTS	\$	\$ 212,500	\$	\$ -	\$ -	\$ -	\$ 212,500

	Estimated Annual	This Month	Previous Month YTD	Total YTD
MAA Claim (5% of Personnel Expenditures):	\$ 8,990	\$ -	\$ -	\$ -

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 Authorized Fiscal Staff	Date	Signature of Authorized First 5 Staff	Date
Signature -Executive Director	Date		



Population Served Report

Submit along with Semi-Annual Reports

FY: 2013-2014

First 5 El Dorado
2776 Ray Lawyer Drive
Placerville, CA 95667

Project Name
Contract #

Grantee Name & Contact Person
Grantee Address
Grantee Phone
Grantee Email

Population Served (Unduplicated Yearly Counts)	Q1 & Q2	Q3 & Q4	YTD Total
Children Less than 3 Years of Age			0
Children 3 through Five Years of Age			0
Children 0-5 (Ages Unknown)			0
Total Children 0-5	0	0	0
Parents/Guardians			0
Other Family Members			0
Providers			0

Ethnic Breakdown of Population Served	Children 0-5			Parents/Guardians			Other Family Members		
	Q1 & Q2	Q3 & Q4	YTD Total	Q1 & Q2	Q3 & Q4	YTD Total	Q1 & Q2	Q3 & Q4	YTD Total
Alaska Native/American Indian			0			0			0
Asian			0			0			0
Black/African-American			0			0			0
Hispanic/Latino			0			0			0
Pacific Islander			0			0			0
White			0			0			0
Multiracial			0			0			0
Other/Unknown			0			0			0
	0	0	0	0	0	0	0	0	0

Primary Language (Spoken in the Home)	Children			Parents/Guardians			Other Family Members		
	Q1 & Q2	Q3 & Q4	YTD Total	Q1 & Q2	Q3 & Q4	YTD Total	Q1 & Q2	Q3 & Q4	YTD Total
English			0			0			0
Spanish			0			0			0
Other (Please Specify):			0			0			0
Other (Please Specify):			0			0			0
Unknown			0			0			0
	0	0	0	0	0	0	0	0	0

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

Date Received _____ Signature of Authorized First 5 Staff Date _____



Semi-Annual PROGRESS REPORT

Reporting Period (Check One):

Q1 & Q2: July – Dec.

Q3 & Q4: Jan – June

Agency Name:
Project Title:
Contact Name & Title:
Email Address:
Phone:

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

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



**Budget Revision Request Form
Attachment V**

Grantee Name: El Dorado County Library				
Project Name: Ready to Read @ Your Library				
Contract Number: 1314-90004-17-508				
Contact Name & Title: Jeanne Amos				
Budget Period: FY 2013-2014				
Proposed Effective Date:				
Budget Item	Approved Budget Amount	Proposed Budget Adjustment <i>* Amount to increase (+) or decrease (-)</i>	Proposed Local Budget	% Change
Personnel:				
1) ECLS (4 - .7 FTEs) + Additional Staff	\$179,790.00		\$179,790.00	0%
0	\$0.00		\$0.00	#DIV/0!
0	\$0.00		\$0.00	#DIV/0!
0	\$0.00		\$0.00	
Subtotal Personnel:	\$179,790.00	\$0.00	\$179,790.00	0%
Operating Expenses:				
5) Rent and Utilities	\$0.00		\$0.00	
6) Supplies/Materials	\$9,600.00		\$9,600.00	0%
7) Telephone	\$0.00		\$0.00	
8) Postage/Mailing	\$0.00		\$0.00	
9) Reproduction/Copying/Publicity	\$0.00		\$0.00	
10) Equipment Lease	\$0.00		\$0.00	
11) Travel & Mileage	\$3,860.00		\$3,860.00	0%
12) Training & Conferences	\$0.00		\$0.00	
13) Consultants	\$0.00		\$0.00	
14) Books	\$19,250.00		\$19,250.00	0%
15)	\$0.00		\$0.00	
16)	\$0.00		\$0.00	
17)	\$0.00		\$0.00	
18)	\$0.00		\$0.00	
Subtotal Operating:	\$32,710.00	\$0.00	\$32,710.00	0%
Indirect Expenses:				
Indirect Cost (8.9% max)	\$0.00	\$0.00	\$0.00	
TOTAL COSTS	\$212,500.00	\$0.00	\$212,500.00	0%

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

Jeanne Amos, Library Director

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

DATE

For Commission Use Only - Do Not Fill In Shaded Area			
Program Coordinator	Date	Executive Director	Date



Budget Revision Narrative

Please explain each budget revision requested by line item.

Jeanne Amos, Library Director

Print Name of Program Contact Person or Authorized Representative

Signature: Program Contact Person or Authorized Representative

Is your child Ready?



5 ways to maximize your child's learning

- ✓ **Take your child to all well-child visits and see a dentist by your child's first birthday.**
- ✓ **Schedule a home visit for your newborn.**
- ✓ **Make sure your child is developing on track.**
- ✓ **Read with your child each day.**
- ✓ **Choose quality child care programs.**



Healthy

Caring

Growing

Learning

Connected

www.first5eldorado.com (530) 622-5787

Growing Children, One by One...

First 5 El Dorado can help

How do I find a doctor, dentist or get health insurance?

Contact the Children's Health Initiative to start your child's path to a healthy life.

Children's Health Initiative

(800) 388-8690

S Lake Tahoe (530) 573-3155

Who can I talk to about caring for my newborn?

Marshall Medical and Barton Hospital nurses visit families with newborn children by appointment.

Best Beginnings

(530) 626-2770 x2315

S Lake Tahoe (530) 543-5547

Is my child developing like other children their age?

Call for a development questionnaire and personalized support for every day parenting.

Together We Grow

(530) 295-2403

S Lake Tahoe (530) 543-8202

Where do I go for books and fun literacy activities?

Visit your local library for books, story times, and make and take activities.

Ready to Read @ Your Library

Placerville (530) 621-5540

S Lake Tahoe (530) 573-3185

Cameron Park (530) 621-5500

El Dorado Hills (916) 358-3504

Pollock Pines (530) 655-2498

Georgetown (530) 333-4724

What is a quality child care program?

Find out what to look for when choosing quality child care.

High 5 For Quality (530) 295-2403

Get connected

What is First 5 El Dorado Children and Families Commission?

First 5 El Dorado is funded by tobacco tax revenues (Prop 10). The Commission is committed to developing a comprehensive early childhood system to promote nurturing, stable and loving family environments so that all children enter school physically and emotionally healthy, ready to learn.

What is Ready?

According to the research, an early childhood system provides access to health insurance and medical homes, family support services, developmental screenings, parent education, family literacy, and expanding access to high quality early care and education programs.

Is my community Ready?

First 5 El Dorado funds five research based, early childhood services in each community: Children's Health Initiative, Best Beginnings, Together We Grow, Ready to Read @ Your Library and High 5 for Quality.

How can I help my community get Ready?

Contact the Commission to help children in your community get Ready: Divide Ready by 5, Georgetown Divide; Lake Tahoe Collaborative, South Lake Tahoe; Western Slope Ready by 5, Western Slope

Contact the Commission

2776 Ray Lawyer Drive, Placerville, CA 95667

Phone: (530) 622-5787 Fax: (530) 622-6761

www.first5eldorado.com



¿Está preparado su niño?



5 maneras de apoyar el desarrollo sano de su niño

- ✓ Lleve a su niño a todos sus chequeos médicos y al dentista antes de cumplir 1 año.
- ✓ Reciba una visita en casa de las enfermeras de Mejores Comienzos para su recién nacido.
- ✓ Asegúrese de que su niño está desarrollándose como debería.
- ✓ Lee con su niño cada día.
- ✓ Elija guarderías y programas pre-escolares de alta calidad.



Sanos

Cariñosos

Creciendo

Aprendiendo

Conectados

www.first5eldorado.com (530) 622-5787

Criando a los Niños, Uno por Uno...

Primeros 5 El Dorado Ofrece Ayuda

¿Cómo puedo encontrar un médico, dentista o conseguir seguro médico para mi niño? Contacte La Iniciativa de La Salud Infantil para empezar el camino hacia una vida sana para su niño.

La Iniciativa de La Salud Infantil

(800) 388-8690 S Lake Tahoe (530) 573-3155

¿Con quién puedo hablar sobre cómo cuidar a mi recién nacido? Las enfermeras de los hospitales de Marshall y Barton hacen visitas a las casas de familias con recién nacidos.

Mejores Comienzos

(530) 626-2770 x2315 S Lake Tahoe (530) 543-5547

¿Está desarrollándose mi niño como debería?

Llame para pedir un cuestionario de desarrollo de "Edades y Etapas" y para recibir apoyo personalizado.

Juntos Crecemos

(530) 295-2403 S Lake Tahoe (530) 543-8202

¿Adónde puedo ir para libros y actividades divertidas que apoyan la lectura en familia?

Visite la biblioteca en su comunidad para libros, horas de cuentos, y actividades divertidas para los niños y sus padres.

Listos para Leer @ Su Biblioteca

Placerville	(530) 621-5540
S Lake Tahoe	(530) 573-3185
Cameron Park	(530) 621-5500
El Dorado Hills	(916) 358-3504
Pollock Pines	(530) 655-2498
Georgetown	(530) 333-4724

¿Cómo puedo encontrar un programa pre-escolar de alta calidad? Aprenda sobre las características de un programa pre-escolar de alta calidad.

"High 5" por La Calidad (530) 295-2403

Conéctense

¿Qué es la Comisión?

Primeros 5 El Dorado recibe fondos por medio de los impuestos estatales en el tabaco (Proposición 10). La Comisión se enfoca en establecer un sistema de servicios para niños menores de 6 años que apoya a familias para que sean estables y cariñosas, y para que todos los niños entren a la escuela físicamente y emocionalmente sanos, y preparados para aprender.

¿Qué servicios preparan a los niños para aprender?

La investigación científica indica que un sistema de servicios para niños debería proveer: acceso a seguros y servicios médicos, servicios de apoyo para familias, chequeos de desarrollo e información sobre cómo apoyar el desarrollo sano en los niños, actividades que apoyan la lectura en familia, y acceso a guarderías y programas pre-escolares de alta calidad.

¿Está preparada mi comunidad?

Primeros 5 El Dorado patrocina cinco servicios que preparan a los niños y apoyan a sus familias en cada comunidad del condado: La Iniciativa de La Salud Infantil, Mejores Comienzos, Juntos Crecemos, Listos para Leer @ Su Biblioteca y "High 5" por La Calidad.

¿Cómo puedo ayudar a mi comunidad?

Contacte la Comisión para ayudar a los niños en su comunidad a estar preparados. Hay un grupo en cada región del condado: Divide Ready by 5: Georgetown Divide; Lake Tahoe Collaborative: South Lake Tahoe; Western Slope Ready by 5: Western Slope

Contacte la Comisión

2776 Ray Lawyer Drive, Placerville, CA 95667

Phone: (530) 622-5787 Fax: (530) 622-6761

www.first5eldorado.com



The Path to Good Health:



- Step 1: Get Health Insurance for your child
- Step 2: Identify a doctor and dentist for your child
- Step 3: Take your child for regular check-ups
- Step 4: Know your child's health history
- Step 5: Keep your child's health Insurance
- Step 6: Keep track of Documents

(800) 388-8690

El Dorado County Health and Human Services Agency, Public Health Division
Children's Health Initiative



Parent/Guardian Privacy Notice: The law requires us to tell you what we will do with any personal information you choose to send us on this form. I understand that the information given on this form is confidential and will not be used for any purpose other than use by a certified application assistant of El Dorado County Health Services Department, Public Health Division. If you have questions about this form, please call 1-800 388-8690.

Parent/Guardian Name: _____ Sign: _____

Day-time phone number: () _____ - _____

Residence address: _____

“Buenas Noticias”

Seguro Médico está Disponible para Ni-



¿Tiene usted un(a) niño(a) sin seguro médico? (Sí) (No)

Si su hijo tiene 18 años o menos, podrán calificar para Medi-Cal u otro seguro de salud de bajo costo que cubre médico, dental y visión. Asistencia **gratuita** está disponible para ayudarle con el proceso de solicitud. Al completar la siguiente información está dando permiso a un asistente de seguro de salud de El Dorado County Children's Health Initiative ponerse en contacto con usted para determinar qué plan de seguro su hijo califica.

(800) 388-8690

Departamento de Servicios de Salud del Condado de El Dorado

Children's Health Initiative



Noticia de Privacidad para el padre/tutor: La ley nos requiere informarle qué haríamos con información que usted decida mandarnos en este formulario. Entiendo que la información proporcionada en este formulario es confidencial y no se va a usar para otro propósito mas que para el uso de un asistente certificado de solicitudes del Departamento de Servicios de Salud del Condado de El Dorado. Si usted tiene preguntas acerca de este formulario, favor de llamar al 1-800-388-8690.

Nombre de padre/tutor: _____ Firma: _____

Número de teléfono de día: () _____ - _____

Dirección física: _____