

County of San Mateo
HUMAN SERVICES AGENCY
Inter-Departmental Memos

Date: January 9, 2001
Hearing Date: January 23, 2001

To: Honorable Board of Supervisors

From: Maureen D. Borland, Director, Human Services Agency
Glen H. Brooks, Jr., Central Regional Director



Subject: RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE CHILDREN AND FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY FOR THE PROVISION OF FUNDING FOR FOSTER CARE CHILD CARE; KINSHIP FAMILIES RESPITE; AND TRAINING FOR CHILD CARE PROVIDERS FOR FISCAL YEARS 2001-2003;

Recommendation

Adopt a resolution authorizing the execution of an Agreement between the County of San Mateo and the Children and Families First Commission of San Mateo County for the provision of funding for foster care child care; kinship families' respite; and training for child care providers for fiscal years 2001-2003;

Background

In November 1998, California voters passed Proposition 10, the California Children and Families First Act. This initiative added a surtax to tobacco products effective January 1, 1999. The monies collected will be used to fund programs that promote early childhood development for prenatal to five year-olds. The Act also created a new State Commission and individual County Commissions to oversee the expenditure of these funds. The Children and Families First Commission of San Mateo County was established by the Board of Supervisors in March, 1999. The Commission received approximately \$10.5 Million in tobacco tax money for Fiscal Year 1999-2000. These funds are distributed by the Commission through a request for proposals and award process. The Commission's first request for proposal was released in June, 2000, and recommendations for awards were announced in October. The Human Services Agency (HSA) had submitted a proposal to provide child care funding to foster and kinship families and to train child care providers to care for foster children, and was awarded \$1,353,683 over three years.

Discussion

The award will fund child care to foster families who work full or part-time and care for children 0-5 years old; respite care of eight hours per month to kinship caregivers caring for children 0-5 years old; and a training program that will train child care providers to care for foster children. The Agreement does not contain any hold harmless or insurance provisions because it is between two local public agencies.

The Child Care Coordinating Council and Edgewood Kinship Support Services Program are subcontractors in providing these services. Agreements with these subcontractors will be forwarded to the County Manager for execution.

HSA will serve as lead agency, responsible for identifying eligible foster families and making direct payments to child care providers for child care provided to the families. HSA will also be responsible for the direct payments to child care providers for the provision of respite care to kinship families. Overall management of all services will be conducted by HSA as well as coordination of monthly, then quarterly meetings by the partners, and evaluation of the program/services

The Child Care Coordinating Council will recruit, train, and maintain a child care provider database of providers. The training will better equip child care providers to care for children in foster care or kinship care who have special needs as a result of their environment. These could include: children who are experiencing or at risk for developmental delays, children with moderate physical or mental handicaps, or children who are emotionally disturbed. A skilled child care provider can offer intervention and enrichment opportunities for these children. After providers have been trained, the Council will create a special designation in its provider database to identify these newly trained providers by their location in the county, making it easier to match families with providers in their city or general area.

Edgewood Kinship Support Services Program will identify kinship families who will receive eight hours per month of respite care. Edgewood will refer these families to the Child Care Coordinating Council to be matched with a trained child care provider if they do not have one, and to HSA for payment to the provider.

Fiscal Impact

There is no additional net county cost as a result of this agreement

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN COUNTY OF SAN MATEO AND THE CHILDREN AND FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY FOR THE PROVISION OF FUNDING FOR CHILD CARE SERVICES TO FOSTER AND KINSHIP FAMILIES, AND TRAINING FOR CHILD CARE PROVIDERS TO CARE FOR FOSTER CHILDREN FOR FISCAL YEARS 2001-2003;

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Children and Families First Commission of San Mateo County recommends that the County of San Mateo Human Services Agency enter into an agreement whereby the HSA will provide child care funding to foster and kinship families and train child care providers to care for foster children, and

WHEREAS, there has been presented to the Board of Supervisors for its consideration and acceptance an Agreement between County of San Mateo and the Children and Families First Commission of San Mateo County, reference to which is hereby made for further particulars, and the Board of Supervisors has examined and approved the same form and content and desires to enter into same.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board of Supervisors be, and is hereby authorized and directed to execute said agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.



Healthy Children Build Strong Communities

AGREEMENT

BETWEEN

CHILDREN & FAMILIES FIRST COMMISSION

AND

HUMAN SERVICES AGENCY

(FOSTER CARE & CAREGIVERS CHILD CARE PROGRAM)

For the Period of
January 1, 2001- December 31, 2003

Agency Contact:

**Kris Perry, Executive Director
Children & Families First Commission
(650) 348-2898**

**AGREEMENT BETWEEN
THE CHILDREN & FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY HUMAN SERVICES AGENCY
(Foster Care & Caregivers Child Care Program)**

THIS AGREEMENT is entered into this 1st day of January 2001 by and between the Children & Families First Commission hereinafter called 'Commission, and San Mateo County Human Services Agency (Foster Care & Caregivers Child Care Program) hereinafter called Contractor

W I T N E S S E T H :

WHEREAS, pursuant to Government Code Section 31000, Commission may contract with independent contractors for the furnishing of such services to or for the Commission and

WHEREAS, the Exhibit A Project Services and Exhibit B Payments are attached hereto and incorporated by reference herein

WHEREFORE, the Commission and Contractor agree as follows

1 Services to be Performed

In consideration of the payments hereinafter set forth in Exhibit B, attached hereto and incorporated by reference herein Contractor under the general direction of the Executive Director of the Commission or his/her authorized representative with respect to the product or result of Contractor's services shall perform services as described in Exhibit A attached hereto and incorporated by reference herein Contractor shall ensure compliance with all state federal and local laws or rules applicable to performance of the work required under this contract which includes providing training for child care providers who care for children with special needs providing child care subsidies for foster parents who care for children with special needs and providing respite care for relative caregivers

Exhibits A and B and their attachments reflect the scope of work and budget for the entire term of the contract, January 01 2001 to December 31 2003 It is understood and agreed that Contractor will submit an updated scope of work and budget for each succeeding year by December 1 2001 and 2002, respectively and receive written approval from the Executive Director on behalf of the Commission, prior to commencing the second and third year It is anticipated that the budget will be amended with written approval of the Executive Director upon review of the prior year's progress reports

2 Contract Term

The term of this Agreement shall be from January 01 2001 to December 31 2003 This Agreement is subject to the termination provisions noted in paragraph 8, and subject further to the agreement provided for in paragraphs 3 C and 12 that there are reports due followed by final payment and evaluation required which occur after December 31, 2003. Contractor further agrees that the requirements of this Agreement pertaining to release of records in paragraph 9 and retention of records in paragraph 10 shall survive the termination of this Agreement

3 Payments

A **Maximum Amount**. In full consideration of Contractor's performance of the services described in Exhibit A the amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed ONE MILLION THREE HUNDRED FIFTY-THREE THOUSAND SIX HUNDRED EIGHTY-THREE DOLLARS (\$1,353,683) for the term as follows Year 1 - \$499,573 (January–December 2001) Year 2 - \$449,616 (January–December 2002) and Year 3 - \$404,494 (January–December 2003)

B **Rate of Payment**. The rate of payment shall be as specified in Exhibit B Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director on behalf of the Commission

- C **Time Limit for Submitting.** Contractor shall submit semi-annual progress reports within 30 days of completion of the 6th and 12th month of each funded year under this Agreement for services to the Commission for payment in accordance with the provisions of Exhibit B. The first report therefore shall be due seven months from execution of this Agreement. Guidelines for progress reports will be provided by the Commission staff and shall include a descriptive narrative tracking of the approved timeline and workplan, and a detailed financial accounting of all grant funds spent in comparison with the approved budget. Any substantial changes to the approved workplan and/or timeline must be approved by the Commission. Guidelines for such changes will be provided by the Commission staff.
- D **Availability of Funds.** Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the San Mateo County Children & Families First Commission, the Commission shall not be liable for any payment whatsoever, including but not limited to payments that are based on Commission funds. The Commission may terminate the agreement for unavailability of State funds. In this event, the Commission shall, through its Executive Director, inform Contractor of such unavailability as soon as it is known, and to the extent legally possible pay all outstanding amounts due.
- E **Supplantation.** Funds pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Contractor shall not use funds under this Agreement to supplant existing resources or services.

4 **Relationship of Parties**

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture, or other relationship is established by this Agreement. The intent by both the Commission and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status as, and the tax consequences of, an independent contractor.

5. **Non-Discrimination**

Contractor shall comply with the non-discrimination requirements described below:

A **Section 504 of the Rehabilitation Act of 1973.**

- 1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- 2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids, and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B **Non-Discrimination - General.** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation, or any non-job-related criteria, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.

C **Non-Discrimination - Employment.** Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations for all employees under this Agreement. Contractor's equal employment opportunity policies shall be made available to the Commission upon request.

6 **Child Abuse Prevention and Reporting.**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A A requirement that all employees, consultants, or agents performing services under this contract who are required by Penal Code Section 11166(a) to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.

- B Establishing procedures to ensure reporting even when employees consultants or agents who are not required to report child abuse under Penal Code 11166(a) gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect
- C Contractor agrees that its employees subcontractors assignees volunteers, and any other persons who provide services under this contract and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees subcontractors assignees or volunteers have contact All fingerprinting services will be at County's sole discretion and Contractor's sole expense

7 **Assignments and Subcontracts**

- A Without the written consent of the Executive Director of the Commission or his/her designee this Agreement is not assignable in whole or in part Any assignment by Contractor without the written consent of the Executive Director of the Commission or his/her designee violates this Agreement and shall automatically terminate this Agreement
- B All assignees subcontractors or consultants approved in writing by the Executive Director of the Commission or his/her designee shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and Contractor shall be liable for the assignee's subcontractors or consultants acts and/or omissions

8 **Termination of Agreement**

The Executive Director on behalf of the Commission, may at any time from execution of Agreement terminate this Agreement in whole or in part, for the convenience of the Commission, by giving written notice specifying the effective date and scope of such termination Termination shall be effective on a date not less than thirty days from notice In the event of termination, all finished or unfinished documents data, studies, maps photographs reports and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination except where the contracting department determines the quality or quantity of the work performed is unacceptable Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement

9 **Release of Records**

All data produced compiled, and obtained in connection with the performance of this contract shall not be disclosed without notification to the Commission staff All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as a public record and shall not be shared with a third party without notifying the Commission staff

10 **Records**

- A Contractor agrees to provide to the Commission to any Federal or State department having monitoring or reviewing authority to Commission's authorized representatives and/or their appropriate audit agencies upon reasonable notice access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal State and local statutes rules and regulations and this Agreement and to evaluate the quality, appropriateness and timeliness of services performed
- B Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater
- C All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the Commission All data produced compiled and obtained in connection with the performance of this contract shall not be disclosed without the prior consent of the Commission

11. **Compliance with Applicable Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws ordinances regulations, including but not limited to appropriate licensure certification regulations confidentiality requirements and applicable quality assurance regulations

12. **Monitoring/Evaluation**

Contractor shall track achievement of program objectives and the process and outcome measures for this project as they are described in the scope of work, attached hereto as Attachment A and included herein as if fully set forth or as revised in collaboration with the Commission's Evaluator and approved in writing by the Executive Director, on behalf of the Commission during the term of this contract Contractor shall participate in a countywide evaluation of the effectiveness of Proposition 10 efforts whether it occurs during the term of this contract or after

13. **Alteration of Agreement**

This Agreement is entire and contains all the terms and conditions agreed upon by the parties No alteration or variation shall be valid unless made in writing and signed by the parties hereto or as permitted by the terms of this Agreement, and no oral understanding or agreement shall be binding on the parties hereto

14. **Interpretation and Enforcement**

A. Any notice, request demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail postage prepaid, addressed

- 1) In the case of Commission to
Kris Perry, Executive Director
Children and Families First Commission
400 South El Camino, Suite 1500
San Mateo CA 94402-1708
Telephone (650) 348-2898
- 2) In the case of Contractor to
San Mateo County Human Services Agency
Lorna V Strachan Child Care Program Manager
400 Harbor Blvd Bldg C
Belmont CA 94002
Telephone (650) 802-5193

B. **Controlling Law**

The validity of this Agreement and of its terms or provisions as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands

COUNTY OF SAN MATEO

CHILDREN & FAMILIES FIRST COMMISSION

President, Board of Supervisors

Kris Ray

Executive Director, Children & Families First Commission

Dated

1/8/01

Dated

Quintana Melendez PhD

Chair, Children & Families First Commission

1/8/01

Dated

Budget Unit

EXHIBIT A

PROJECT SERVICES

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Human Services Agency (Foster Care & Caregivers Child Care Program) entered into on January 1, 2001 Contractor shall provide the following services as described in Attachment A attached hereto and incorporated by reference herein, over the term of this contract from January 01, 2001 to December 31, 2003

Attachment A reflects the scope of work for the entire term of the contract, January 01 2001 to December 31 2003 It is understood and agreed that Contractor will submit an updated scope of work for each succeeding year by December 1, 2001 and 2002 respectively and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second and third year It is anticipated that the scope of work will be amended, with written approval of the Executive Director upon review of the prior year's progress reports

Contractor will use service delivery improvement and systems change strategies to

- 1 Increase training to child care providers by
 - Providing training for 50-60 child care providers about how to effectively care for children with special needs
 - Provide special designation in the Child Care Coordinating Council provider database to identify newly trained providers by location in San Mateo County
- 2 Increase availability of child care by
 - Providing child care subsidies for 40-48 foster parents each year who care for children with special needs
 - Promoting recruitment incentives for prospective foster parents
- 3 Increase availability of respite care by
 - Providing 30-40 relative caregivers each year with eight hours per month of respite time to alleviate stress

EXHIBIT B

PAYMENTS

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Human Services Agency (Foster Care & Caregivers Child Care Program) entered onto on January 1 2001 the Commission shall pay as described in Attachment B attached hereto and incorporated by reference herein, to San Mateo County Human Services Agency for services rendered over the term of this contract from January 01 2001 to December 31, 2003

Attachment B reflects the budget for the entire term of the contract, January 01 2001 to December 31 2003. It is understood and agreed that Contractor will submit an updated budget for each succeeding year by December 1 2001 and 2002, respectively and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second and third year. It is anticipated that the budget will be amended, with written approval of the Executive Director, upon review of the prior year's progress reports. It is also understood that contractor may earn money from funds received under this contract. Any monies earned from investments or otherwise shall be expended on services provided under this contract. Provision for expenditure of this money shall be included in the budgets for years two and three.

- 1 The Commission shall pay Contractor based on a 50/40/10 formula whereby 50% of the Maximum Amount of the annual award shall be released to the Contractor upon approval and execution of the contract. After a review of the Contractor's Semi-Annual Progress Report 40% of the Maximum Amount of the annual award shall be released. The remaining 10% shall be released after a review of the Contractor's Annual Progress Report (see schedule below)

Guidelines for the progress reports will be provided by the Commission staff and shall include a descriptive narrative, tracking of the approved timeline and work plan (scope of work) and a detailed financial accounting of all grant funds spent in comparison with the approved budget.

- 2 Payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director on behalf of the Children & Families First Commission
- 3 The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed \$1,353,683 for the contract term January 1 2001 – December 31 2003
- 4 Payment is contingent upon satisfactory performance appropriate grant management and timely reporting
- 5 Contractor shall expend funds received, in accordance with the budget as described in Attachment B attached hereto and incorporated by reference herein or as approved later by the Executive Director, on behalf of the Commission

San Mateo County Human Services Agency

Year 1	Year 2	Year 3
Maximum Amount:	Maximum Amount:	Maximum Amount:
\$499,573	\$449,616	\$404,494
Funding: 50/40/10		
Year 1	Year 2	Year 3
50% - \$249,787	50% - \$224,808	50% - \$202,247
40% - \$199,829	40% - \$179,846	40% - \$161,798
10% - \$49,957	10% - \$44,962	10% - \$40,449

CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR ONE

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date-end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change-increased-decreased)</i>
Train child care providers to effectively care for children with special needs.	<ol style="list-style-type: none"> 1. Select 50-60 child care providers from CCCO database for the training program. 2. Contact providers to obtain 50-60 participants. 3. Design training curriculum. 4. Conduct training. 5. Participant Evaluation (surveys). 	<p>January, 2001</p> <p>January, 2001</p> <p>January, 2001</p> <p>January February, 2001</p> <p>January-February, 2001</p>	50-60 child care providers.	<p>Training curriculum designed and implemented.</p> <p>50-60 child care providers complete the training.</p> <p>Administration of evaluation/assessment tool to all providers pre- and post- training</p> <p>Documented incorporation of suggestions from survey to improve training.</p>	<p>Increase in the number of child care providers who are trained to care for children with special needs.</p> <p>Decrease in the number of calls by providers for interventions by parents or outside staff.</p> <p>Increase in the number of providers who demonstrate new knowledge and skills at post-training assessment.</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR ONE**

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date-end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change-increased-decreased)</i>
Provide subsidies for foster parents who work full and part time.	<ol style="list-style-type: none"> 1. Provide description of subsidy program to social workers. 2. Solicit names of foster parents who qualify for subsidy form social workers. 3. Meet with foster parents to explain the subsidy program. 4. Register qualified parents for the program. 5. Create and administer quarterly survey to assess client satisfaction. 6. Include 3 foster parents on the Advisory Committee. 	<p>January, 2001</p> <p>January-February, 2001</p> <p>January-February, 2001</p> <p>January February, 2001</p> <p>January-March, 2001</p> <p>January-February, 2001</p>	40-48 foster parents (employed full and part-time)	<p>Number of foster parents who are qualified and register for the subsidy program.</p> <p>Response rate to quarterly survey assessing client satisfaction.</p> <p>3 foster parents participating on the Advisory Committee.</p> <p>Examples of suggestions from quarterly survey incorporated into program design.</p>	<p>Increase in the number of child care providers for foster parents.</p> <p>Increase in the level of parental satisfaction with the quality of child care.</p>

CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR ONE

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date-end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change-increased-decreased)</i>
Provide relative caregivers with 8 hours per month of subsidized respite care.	<ol style="list-style-type: none"> 1. Develop referral system with CCCC to connect providers with caregivers. 2. Solicit names of caregivers who qualify for respite care from the Kinship Program records. 3. Meet with caregivers to explain the respite care services. 4. Register qualified caregivers for the service. 5. Create and administer quarterly survey to assess client satisfaction. 6. Include 3 relative caregivers on the Advisory Committee. 	<p>January-March, 2001</p> <p>January-February, 2001</p> <p>January-March, 2001</p>	<p>30-40 caregivers/yr. (50-60 children)</p>	<p>Number of caregivers who use the service.</p> <p>Response rate to quarterly survey assessing client satisfaction.</p> <p>3 relative caregivers participating on the Advisory Committee.</p> <p>Examples of suggestions from quarterly survey incorporated into program design.</p>	<p>Increase in the number of relative caregivers who have 8 hours of time away from their children to rest, relax and interact with their peers.</p> <p>Increase in the level of relative caregiver satisfaction with the quality of child care.</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR TWO AND YEAR THREE**

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date- end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change- increased-decreased)</i>
Train child care providers to effectively care for children with special needs.	<ol style="list-style-type: none"> 2. Select child care providers from CCCC database for the training program. 2. Contact providers to obtain participants. 3. Conduct training. 3. Participant Evaluation (surveys). 	Ongoing	N/A	<p>Training curriculum designed and implemented.</p> <p>Number of childcare providers completing the training.</p> <p>Administration of evaluation/assessment tool to all providers pre- and post- training</p> <p>Documented incorporation of suggestions from survey to improve training.</p>	<p>Increase in the number of child care providers who are trained to care for children with special needs.</p> <p>Decrease in the number of calls by providers for interventions by parents or outside staff.</p> <p>Increase in the number of providers who demonstrate new knowledge and skills at post training assessment.</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR TWO/THREE**

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date-end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change-increased-decreased)</i>
Continue to provide subsidies for foster parents who work full and part time.	<ol style="list-style-type: none"> 1. Register qualified foster parents for FCCC. 2. Select foster parents for advisory committee. 3. Convene advisor committee and begin monthly meetings. 4. Seek replacement revenues through other funding sources. 5. Evaluate progress of second and third years of the program. 	<p>January, 2002</p> <p>February, 2002</p> <p>February-March, 2002</p> <p>April, 2002-ongoing</p> <p>December, 2002 & December, 2003</p>	40 foster parents (30 employed full-time/10 employed part-time)	<p>Number of foster parents who are qualified and register for the subsidy program.</p> <p>Three foster parents committed to serving on the advisory committee.</p> <p>Yearly program evaluations to assess client satisfaction.</p>	<p>Increase child care for foster parents who could otherwise not afford it.</p> <p>An working advisory committee.</p> <p>Yearly program evaluations to assess client satisfaction.</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
YEAR TWO AND YEAR THREE**

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date-end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators <i>(with type of change-increased-decreased)</i>
Continue to provide relative caregivers with 8 hours per month of subsidized respite care.	<ol style="list-style-type: none"> 1. Targeted recruitment of isolated caregivers in need of respite care 2. Seek replacement revenues through other funding sources 3. Evaluate progress of second and third year of the program. 	<p>January 2002</p> <p>February 2002</p> <p>December 2002 & December 2003</p>	<p>30 40 caregivers/yr. (50-60 children)</p>	<p>Number of relative caregivers who use the service.</p> <p>Response rate to quarterly survey assessing client satisfaction.</p> <p>3 relative caregivers participating on the Advisory Committee.</p> <p>Examples of suggestions from quarterly survey incorporated into program design.</p>	<p>Increase in the number of relative caregivers who have 8 hours of time away from their children to rest, relax and interact with their peers.</p> <p>Increase in the level of relative caregiver satisfaction with the quality of child care.</p>

BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project. If there are subcontractor or collaborative agency budgets involved, please complete an additional form for each and identify the subcontractor.

Agency Name:	<u>Human Services Agency</u>	Check the appropriate box: <input type="checkbox"/> Planning Grant <input checked="" type="checkbox"/> Implementation Grant
Amount of Request:	<u>\$ 1,353,683</u>	
Budget period:	<u>1/1/2001 to 12/31/2003</u>	

** List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an 'NS' next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	#FTEs			
A.	\$		\$	\$	\$
B.	\$		\$	\$	\$
C.	\$		\$	\$	\$
D.	\$		\$	\$	\$
E.	\$		\$	\$	\$
F.	\$		\$	\$	\$
Benefits @ <u>n/a</u> %	included in salary		\$	\$	\$
			-----	-----	-----
Subtotal – Personnel			\$ 0	\$ 0	\$ 0

II. OPERATING EXPENSES	Amount Requested	Leveraged Amount Available**	Total Program Budget
A. Rent and Utilities	\$	\$	\$
B. Office Supplies and Materials	\$ 9,485	\$ 1,549	\$ 11,034
C. Telephone / Communications	\$ 6,615	\$ 1,106	\$ 7,721
D. Postage / Mailing	\$ 3,496	\$ 572	\$ 4,068
E. Printing / Copying	\$ 6,775	\$ 1,106	\$ 7,881
F. Equipment Lease	\$	\$	\$
G. Travel	\$	\$	\$
H. Training / Conferences	\$ 17,615	\$ 2,876	\$ 20,491
I. Consultants	\$ 25,000	\$	\$ 25,000
J. Subcontractors	\$ 185,806	\$ 30,343	\$ 216,149
K. Other (please specify) – Direct Payment to Child Care Providers	\$1,098,891	\$ 183,514	\$ 1,282,405

Subtotal – Operating Expenses	\$ 1,353,683	\$ 221,066	\$ 1,574,749
	Amount	Leveraged	Total

III. CAPITAL EXPENDITURES	Requested	Amount Available**	Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
E.	\$	\$	\$
	-----	-----	-----
Subtotal – Capital Expenditures	\$ 0	\$ 0	\$ 0

	Amount Requested	Leveraged Amount Available**	Total Program Budget
IV. INDIRECT COSTS @ _____ % of Personnel costs	\$ 0	\$ 0	\$ 0
V. TOTAL PROGRAM COSTS (total of sections I – IV)	\$ 1,343,683	\$ 221,066	\$ 1,574,749

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

- (1) 1.0 FTE in Social Worker. Salary and benefits = \$84,056 / FTE / year = \$252,168.
- (2) Human Services Agency services & supplies, county charges overheads = \$35,706 / year = \$107,118.
- (3) Human Service Agency management and clerical staff overheads = \$31,950 / year = \$95,850

COMMENT: For details of Line J of Operating Expenses, please see Attachments I-A and I-B.

BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project. If there are subcontractor or collaborative agency budgets involved, please complete an additional form for each and identify the subcontractor.

Agency Name: <u>Human Services Agency</u>	Check the appropriate box: <input type="checkbox"/> Planning Grant <input checked="" type="checkbox"/> Implementation Grant
Amount of Request: <u>\$ 499,573</u>	
Budget period: <u>1/1/2001 to 12/31/2001</u>	

** List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an 'NS' next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	#FTEs			
A.	\$		\$	\$	\$
B.	\$		\$	\$	\$
C.	\$		\$	\$	\$
D.	\$		\$	\$	\$
E.	\$		\$	\$	\$
F.	\$		\$	\$	\$
Benefits @ <u>n/a</u> %	included in salary		\$	\$	\$
			-----	-----	-----
Subtotal – Personnel			\$ 0	\$ 0	\$ 0

II. OPERATING EXPENSES	Amount Requested	Leveraged Amount Available**	Total Program Budget
A. Rent and Utilities	\$	\$	\$
B. Office Supplies and Materials	\$ 3,500	\$ 0	\$ 3,500
C. Telephone / Communications	\$ 2,500	\$ 0	\$ 2,500
D. Postage / Mailing	\$ 1,290	\$ 0	\$ 1,290
E. Printing / Copying	\$ 2,500	\$ 0	\$ 2,500
F. Equipment Lease	\$	\$	\$
G. Travel	\$	\$	\$
H. Training / Conferences	\$ 6,500	\$ 0	\$ 6,500
I. Consultants	\$ 25,000	\$ 0	\$ 25,000
J. Subcontractors	\$ 68,563	\$ 0	\$ 68,563
K. Other (please specify) – Direct Payment to Child Care Providers	\$ 389,720	\$ 0	\$ 389,720
	-----	-----	-----
Subtotal – Operating Expenses	\$ 499,573	\$ 0	\$ 499,573
	Amount	Leveraged	Total

III. CAPITAL EXPENDITURES	Requested	Amount Available**	Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
E.	\$	\$	\$
	-----	-----	-----
Subtotal – Capital Expenditures	\$ 0	\$ 0	\$ 0

	Amount Requested	Leveraged Amount Available**	Total Program Budget
IV. INDIRECT COSTS @ _____ % of Personnel costs	\$ 0	\$ 0	\$ 0
V. TOTAL PROGRAM COSTS (total of sections I – IV)	\$ 499,573	\$ 0	\$ 499,573

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

- (1) 1.0 FTE in Social Worker. Salary and benefits = \$84,056 / FTE / year = \$252,168.
- (2) Human Services Agency services & supplies, county charges overheads = \$35,706 / year = \$107,118.
- (3) Human Service Agency management and clerical staff overheads = \$31,950 / year = \$95,850

COMMENT: For details of Line J of Operating Expenses, please see Attachments I-A and I-B.

BUDGET REQUEST FORM

Complete this form to show the budget for the entire project. If there are subcontractor or collaborative agency budgets involved, please complete an additional form for each and identify the subcontractor.

Agency Name: <u>Human Services Agency</u>	Check the appropriate box: <input type="checkbox"/> Planning Grant <input checked="" type="checkbox"/> Implementation Grant
Amount of Request: <u>\$ 449,616</u>	
Budget period: <u>1/1/2002 to 12/31/2002</u>	

** List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an 'NS' next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
<u>Position Title</u>	<u>Salary Range</u>	<u>#FTEs</u>			
A.	\$		\$	\$	\$
B.	\$		\$	\$	\$
C.	\$		\$	\$	\$
D.	\$		\$	\$	\$
E.	\$		\$	\$	\$
F.	\$		\$	\$	\$
Benefits @ <u>n/a</u> %	included in salary		\$	\$	\$
			-----	-----	-----
Subtotal – Personnel			\$ 0	\$ 0	\$ 0

II. OPERATING EXPENSES	Amount Requested	Leveraged Amount Available**	Total Program Budget
A. Rent and Utilities	\$	\$	\$
B. Office Supplies and Materials	\$ 3,150	\$ 525	\$ 3,675
C. Telephone / Communications	\$ 2,250	\$ 375	\$ 2,675
D. Postage / Mailing	\$ 1,161	\$ 194	\$ 1,355
E. Printing / Copying	\$ 2,250	\$ 375	\$ 2,625
F. Equipment Lease	\$	\$	\$
G. Travel	\$	\$	\$
H. Training / Conferences	\$ 5,850	\$ 975	\$ 6,825
I. Consultants	\$	\$	\$
J. Subcontractors	\$ 61,707	\$ 10,285	\$ 71,992
K. Other (please specify) – Direct Payment to Child Care Providers	\$ 373,248	\$ 62,208	\$ 435,456
	-----	-----	-----
Subtotal – Operating Expenses	\$ 449,616	\$ 74,937	\$ 524,603
	Amount	Leveraged	Total

III. CAPITAL EXPENDITURES	Requested	Amount Available**	Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made			
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
E.	\$	\$	\$
	-----	-----	-----
Subtotal – Capital Expenditures	\$ 0	\$ 0	\$ 0

	Amount Requested	Leveraged Amount Available**	Total Program Budget
IV. INDIRECT COSTS @ _____% of Personnel costs	\$ 0	\$ 0	\$ 0
V. TOTAL PROGRAM COSTS (total of sections I – IV)	\$ 449,616	\$ 74,937	\$ 524,603

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

- (1) 1.0 FTE in Social Worker. Salary and benefits = \$84,056 / FTE / year = \$252,168.
- (2) Human Services Agency services & supplies, county charges overheads = \$35,706 / year = \$107,118.
- (3) Human Service Agency management and clerical staff overheads = \$31,950 / year = \$95,850

COMMENT: For details of line J of Operating Expenses, please see attachments 2-A and 2-B.

BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project. If there are subcontractor or collaborative agency budgets involved, please complete an additional form for each and identify the subcontractor.

Agency Name:	Human Services Agency	Check the appropriate box: <input type="checkbox"/> Planning Grant <input checked="" type="checkbox"/> Implementation Grant
Amount of Request:	\$ 404,494	
Budget period:	1/1/2003 to 12/31/2003	

** List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an 'NS' next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	#FTEs			
A.	\$		\$	\$	\$
B.	\$		\$	\$	\$
C.	\$		\$	\$	\$
D.	\$		\$	\$	\$
E.	\$		\$	\$	\$
F.	\$		\$	\$	\$
Benefits @ <u>n/a</u> %	included in salary		\$	\$	\$
Subtotal – Personnel			\$ 0	\$ 0	\$ 0

II. OPERATING EXPENSES	Amount Requested	Leveraged Amount Available**	Total Program Budget
A. Rent and Utilities	\$	\$	\$
B. Office Supplies and Materials	\$ 2,835	\$ 1,024	\$ 3,859
C. Telephone / Communications	\$ 1,865	\$ 731	\$ 2,596
D. Postage / Mailing	\$ 1,045	\$ 378	\$ 1,423
E. Printing / Copying	\$ 2,025	\$ 731	\$ 2,756
F. Equipment Lease	\$	\$	\$
G. Travel	\$	\$	\$
H. Training / Conferences	\$ 5,265	\$ 1,901	\$ 7,166
I. Consultants	\$	\$	\$
J. Subcontractors	\$ 55,536	\$ 20,058	\$ 75,594
K. Other (please specify) – Direct Payment to Child Care Providers	\$ 335,923	\$ 121,306	\$ 457,229
Subtotal – Operating Expenses	\$ 404,494	\$ 146,129	\$ 550,623

III. CAPITAL EXPENDITURES	Amount Requested	Leveraged Amount Available**	Total Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$	\$	\$
B.	\$	\$	\$
C.	\$	\$	\$
D.	\$	\$	\$
E.	\$	\$	\$
	-----	-----	-----
Subtotal – Capital Expenditures	\$ 0	\$ 0	\$ 0

	Amount Requested	Leveraged Amount Available**	Total Program Budget
IV. INDIRECT COSTS @ ____% of Personnel costs	\$ 0	\$ 0	\$ 0
V. TOTAL PROGRAM COSTS (total of sections I – IV)	\$ 404,494	\$ 146,129	\$ 550,623

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

- (1) 1.0 FTE in Social Worker. Salary and benefits = \$84,056 / FTE / year = \$252,168.
- (2) Human Services Agency services & supplies, county charges overheads = \$35,706 / year = \$107,118.
- (3) Human Service Agency management and clerical staff overheads = \$31,950 / year = \$95,850

COMMENT: For details of Line Item J of Operating Expenses, please see Attachments 3-A and 3-B