


**County of San Mateo
Interdepartmental Correspondence**

Date. February 16, 2001
Hearing Date February 27, 2001

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager 
SUBJECT: Revised Agreements with Children and Families First Commission

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute three Revised Agreements with the Children and Families First Commission.

Background

On January 23, 2001, your Board approved an agreement between the Children and Families First Commission and the Human Services Agency to provide training and respite care for childcare providers to who care for children with special needs.

On January 30, 2001, your Board approved two agreements between the Children and Families First Commission and the Health Services Agency to provide support and expansion of smoking cessation programs.

Discussion

The Children and Families First Commission has revised these agreements to state that the Executive Director must consult with the Chair of the Commission before terminating the agreements for any reason and to update the Commission's address.

County Counsel has reviewed and approved these changes.

Term and Fiscal Impact

The terms and amounts of the agreements remain the same.

RESOLUTION NO _____

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

RESOLUTION APPROVING THREE REVISED AGREEMENTS BETWEEN THE
COUNTY OF SAN MATEO AND THE CHILDREN AND FAMILIES
FIRST COMMISSION

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

WHEREAS, on January 23, 2001, an agreement was executed between the Human Services Agency and the Children and Families First Commission to provide training and respite for caregivers of children with special needs, and

WHEREAS, on January 30, 2001, two agreements were executed between the Health Services Agency and the Children and Families First Commission to provide smoking cessation programs; and

WHEREAS, the Children and Families First Commission has revised these agreements to instruct the Executive Director to consult with the Chair of the Commission prior to termination of the agreements and update the Commission address of record;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board of Supervisors is authorized and directed to execute the Revised Agreements with the Children and Families First Commission and the Clerk of the Board shall attest his signature thereto.

**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

WITNESSETH.

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 subcontractor's or consultant's acts and/or omissions

8 Termination of Agreement

The Executive Director after consultation with the Chair 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 **Notices**

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
264 Harbor Blvd Bldg A
Belmont CA 94002
Telephone (650) 802-5090
- 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

James P. Fox

Chair, Children & Families First Commission

Dated

2-6-01

Dated

19540

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 onto on January 1, 2001 Contractor shall provide the following services as described more fully 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 Contractor as described more fully 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: \$499,573	Maximum Amount: \$449,616	Maximum Amount: \$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 CCCC 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>
<p>Provide relative caregivers with 8 hours per month of subsidized respite care.</p>	<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-February, 2001</p> <p>January February, 2001</p> <p>January March, 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>
<p>Train child care providers to effectively care for children with special needs.</p>	<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). 	<p>Ongoing</p>	<p>N/A</p>	<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>
<p>Continue to provide relative caregivers with 8 hours per month of subsidized respite care.</p>	<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:	Human Services Agency	Check the appropriate box: <input type="checkbox"/> Planning Grant <input checked="" type="checkbox"/> Implementation Grant
Amount of Request:	\$ 1,353,683	
Budget period:	1/1/2001 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	\$ 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)	\$ 1,353,683	\$ 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
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	\$ 3,150	\$ 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.

**AGREEMENT BETWEEN
THE CHILDREN & FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY HEALTH SERVICES AGENCY,
DIVISION OF PUBLIC HEALTH
(Smoke Free Start for Families)**

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 Health Services Agency Division of Public Health (Smoke Free Start for Families) 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 reducing the incidence of prenatal exposure to tobacco reducing the incidence of environmental tobacco smoke among children 0-5 and increasing program referrals to cessation services among pregnant and postpartum women

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 7 and subject further to the agreement provided for in paragraphs 3 C and 11 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 8 and retention of records in paragraph 9 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 SEVEN HUNDRED FIFTY NINE THOUSAND SIX HUNDRED AND SIXTY ONE DOLLARS (\$759,661) for the term as follows Year 1 - \$277,904 (January–December 2001) Year 2 - \$254,700 (January–December 2002) and Year 3 - \$227,057 (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 **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 subcontractor s or consultant s acts and/or omissions.

7 **Termination of Agreement**

The Executive Director after consultation with the Chair 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.

8 **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.

9 **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.

10 **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.

11 **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

12 **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.

13 **Notices**

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
264 Harbor Blvd Bldg A
Belmont CA 94002
Telephone (650) 802-5090

2) In the case of Contractor to
Brian Zamora Director Public Health
San Mateo County Health Services Agency
225 W 37th Avenue, 3rd Floor
San Mateo, CA 94403
Telephone (650) 573-2757

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

James P. Fox

Chair, Children & Families First Commission

Dated

2/6/01

Dated

19540

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 Health Services Agency Division of Public Health (Smoke Free Start for Families) entered into on January 1 2001 Contractor shall provide the following services as described more fully 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 Reduce the incidence of prenatal exposure to tobacco by
 - a) Providing one-on-one smoking cessation services and educational outreach to 120-140 pregnant smokers
 - b) Providing one-on-one relapse prevention services to 50-65 pregnant spontaneous quitters
 - c) Providing one-on-one smoking reduction services to 70-85 pregnant women who did not quit after three or more Smoke Free Start for Families' sessions

- 2 Reduce the incidence of environmental tobacco smoke among children 0-5 by
 - a) Providing one-on-one smoking cessation services and educational outreach to 15-25 postpartum smokers who participate in three or more Smoke Free Start for Families sessions
 - b) Providing one-on-one relapse prevention services to 10-15 postpartum spontaneous quitters
 - c) Providing one-on-one smoking cessation counseling to 75-100 household smokers living with children 0-5 who participate in five or more Smoke Free Start for Families sessions or seven American Lung Association group smoking cessation sessions
 - d) Conducting educational presentations to household members about health effects of smoking

- 3 Increase program referrals to cessation services among pregnant and postpartum women by
 - a) Conducting meetings with San Mateo County General Hospital administration and staff to revise tobacco consumption questions on medical history forms
 - b) Working with San Mateo County General Hospital and other county clinics to implement revised forms
 - c) Conducting training with hospital staff
 - d) Developing media campaign to publicize program

EXHIBIT B

PAYMENTS

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Health Services Agency Division of Public Health (Smoke Free Start for Families) entered onto on January 1 2001 the Commission shall pay Contractor as described more fully in Attachment B attached hereto and incorporated by reference herein, to San Mateo County Health Services Agency Division of Public Health 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 \$759,661 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 Health Services Agency, Division of Public Health

Year 1	Year 2	Year 3
Maximum Amount:	Maximum Amount:	Maximum Amount:
\$277,904	\$254,700	\$227,057
Funding: 50/40/10		
Year 1	Year 2	Year 3
50% - \$138,952	50% - \$127,350	50% - \$113,528
40% - \$111,162	40% - \$101,880	40% - \$ 90,823
10% - \$ 27,790	10% - \$ 25,470	10% - \$ 22,706

CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beg date end date)	Unduplic . Clients Served	Process Measures	Outcome Indicators (with type of change-increase decrease)
1. By December 2003, at least a 30-40% quit rate will be achieved among pregnant smokers who participate in 3 or more Smoke Free Start for Families smoking cessation sessions	1.1 Hire & train cessation counselors as needed 1.2 Select, purchase or develop educational materials & incentive items 1.3 Conduct program outreach to pregnant women and providers about available cessation services 1.4 Provide one on one smoking cessation services over the phone or in person 1.5 Mail program materials & incentive items to clients upon establishment of distribution protocol 1.6 Conduct educational outreach to pregnant smokers about the health effects of maternal smoking 1.7 Review existing database for necessary changes & track client progress.	Jan 2001 June 2001 Jan 2001 June 2001 Jan. 2001 Dec. 2003 Jan. 2001 Dec. 2003 Jan 2001 Dec. 2003 Jan. 2001 Dec 2003 Jan 2001 Dec. 2003	120-140	# of cessation counselors & # of training sessions completed # of educational materials & incentive items developed &/or purchased # of program outreach contacts to women & providers # of pregnant smokers referred & # of cessation sessions completed by each pregnant client # of educational materials & incentives mailed # of educational contacts # of client registration, assessment & intervention forms entered into database	Using a self report survey one month prior to delivery a 30-40% quit rate will be achieved among pregnant smokers who participate in 3+cessation sessions. (This measurement will demonstrate a relative decrease in prenatal exposure to tobacco.)

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beg date end date)	Unduplic Clients Served	Process Measures	Outcome Indicators (with type of change increase decrease)
2. By December 2003, at least a 70-80% stay quit rate will be achieved among pregnant spontaneous quitters who participate in 3 or more Smoke Free Start for Families relapse prevention sessions	2.1 Train cessation counselors on relapse prevention protocol 2.2 Select, purchase or develop incentive items & educational materials addressing relapse prevention 2.3 Conduct program outreach to pregnant woman and providers about available relapse prevention services 2.4 Provide one on one relapse prevention services over the phone or in person 2.5 Mail program materials & incentive items to clients upon establishment of distribution protocol 2.6 Review existing database for necessary changes & track client progress	Jan 2001 June 2001 Jan. 2001 June 2001 Jan 2001 Dec. 2003 Jan. 2001 Dec 2003 Jan. 2001 Dec. 2003 Jan 2001 Dec 2003	50-65	# of training sessions completed # of educational materials developed &/or purchased # of program outreach contacts to women and providers # of pregnant spontaneous quitters referred & # of relapse prevention sessions completed by each pregnant client # of educational materials & incentives mailed # of client registration, assessment & intervention forms entered into database	Using a self report survey one month prior to delivery a 70-80% stay quit rate will be achieved among pregnant spontaneous quitters who participate in 3+ relapse prevention sessions

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beg date end date)	Undupli Clients Served	Process Measures	Outcome Indicators (with type of change increase decrease)
<p>3 Among those pregnant women who complete 3 or more Smoke Free Start for Families smoking cessation sessions and do not quit, a 50% reduction in tobacco consumption will be achieved by December 2003</p>	<p>3.1 Train cessation counselors on nicotine reduction protocol</p> <p>3.2 Select, purchase or develop educational materials addressing nicotine reduction strategies</p> <p>3.3 Provide one on one smoking cessation services over the phone or in person</p> <p>3.4 Mail program materials to clients upon establishment of distribution protocol</p> <p>3.5 Review existing database for necessary changes & track client progress</p>	<p>Jan. 2001 June 2001</p> <p>Jan. 2001 June 2001</p> <p>Jan 2001 Dec. 2003</p> <p>Jan 2001 Dec. 2003</p> <p>Jan 2001 Dec. 2003</p>	<p>70 85</p>	<p># of training sessions completed</p> <p># of educational materials developed &/or purchased</p> <p># of pregnant smokers referred & # of cessation sessions completed by each pregnant client</p> <p># of educational materials mailed</p> <p># of client registration, assessment and intervention forms entered into database</p>	<p>Using a self report survey one month prior to delivery, a 50% reduction in tobacco consumption will be achieved among those pregnant women who complete 3+ cessation sessions but have not quit smoking</p> <p>(This measurement will demonstrate a relative decrease in prenatal exposure to tobacco)</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date- end date)	Unduplic Clients Served	Process Measures	Outcome Indicators (with type of change increase decrease)
4. By December 2003 at least a 25-30% quit rate will be achieved among postpartum smokers who participate in 3 or more Smoke Free Start for Families smoking cessation sessions	4.1 Train cessation counselors on postpartum cessation protocol	Jan. 2001 June 2001	15-25	# of training sessions completed	Using a self report survey at last intervention, a 25-30% quit rate will be achieved among postpartum smokers who participate in 3+ smoking cessation sessions (This measurement will demonstrate a relative decrease in prenatal exposure to tobacco)
	4.2 Select, purchase or develop educational materials addressing postpartum smoking	Jan 2001 June 2001		# of educational materials developed &/or purchased	
	4.3 Conduct outreach to women & providers about available cessation services for postpartum women	Jan. 2001 Dec. 2003		# of program outreach contacts to women and providers	
	4.4 Provide one on one smoking cessation counseling over the phone or in person	Jan 2001 Dec. 2003		# of postpartum smokers referred & # of cessation sessions completed by each postpartum smoker	
	4.5 Mail program materials & incentive items to clients upon establishment of distribution protocol	Jan. 2001 Dec 2003		# of educational materials & incentives distributed	
	4.6 Conduct educational outreach to postpartum women regarding the health effects of ETS exposure	Jan 2001 Dec 2003		# of educational contacts	
	4.7 Review existing database for necessary changes & track client progress	Jan 2001 Dec 2003		# of client registration, assessment & intervention forms entered into database	

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date end date)	Unduplic Clients Served	Process Measures	Outcome Indicators (with type of change increase decrease)
<p>5. By December 2003, at least a 50-60% relapse prevention rate will be achieved among postpartum spontaneous quitters who participate in 3 or more Smoke Free Start for Families smoking cessation sessions</p>	<p>5.1 Train cessation counselors on relapse prevention protocol</p> <p>5.2 Select, purchase or develop educational materials & incentive items</p> <p>5.3 Conduct program outreach to women and providers about available relapse prevention services for postpartum women</p> <p>5.4 Provide one on one relapse prevention services over the phone or in person</p> <p>5.5 Mail program materials & incentive items to clients upon establishment of distribution protocol</p> <p>5.6 Review existing database for necessary changes and track client progress</p>	<p>Jan 2001 June 2001</p> <p>Jan. 2001 June 2001</p> <p>Jan 2001 Dec. 2003</p> <p>Jan. 2001 Dec. 2003</p> <p>Jan 2001 Dec. 2003</p> <p>Jan. 2001 Dec 2003</p>	<p>10-15</p>	<p># of training sessions completed</p> <p># of educational materials & incentive items developed &/or purchased</p> <p># of program outreach contacts to women & providers</p> <p># of postpartum spontaneous quitters referred & # of relapse prevention sessions completed by each postpartum client</p> <p># of educational materials & program incentives mailed</p> <p># of client registration, assessment and intervention forms entered into database</p>	<p>Using a self report survey at last intervention, a 50-60% relapse prevention rate will be achieved among postpartum spontaneous quitters who participate in 3+ cessation sessions</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beg date- end date)	Unduplic .Clients Served	Process Measures	Outcome Indicators (with type of change increase- decrease)
<p>6 By December 2003, at least a 20-25% quit rate will be achieved among household smokers living with children 0-5 who participate in 5 or more Smoke Free Start for Families smoking cessation sessions by phone or complete 7 American Lung Association (ALA) group smoking cessation counseling sessions</p>	<p>6.1 Hire & train cessation counselors on household smoking cessation protocol</p> <p>6.2 Select, purchase or develop educational materials & incentive items</p> <p>6.3 Conduct outreach to household members and providers about available smoking cessation services</p> <p>6.4 Provide one on one smoking cessation counseling by phone or refer to ALA group program</p> <p>6.5 Mail program materials & incentives to clients according to protocol</p> <p>6.6 Conduct educational presentations to household members about the health effects of smoking & ETS exposure among children 0-5</p> <p>6.7 Review and revise existing database to track client progress incl ALA referrals</p>	<p>Jan 2001 June 2001</p> <p>Jan. 2001 June 2001</p> <p>June 2001 Dec. 2003</p> <p>June 2001 Dec. 2003</p> <p>June 2001 Dec 2003</p> <p>June 2001 Dec 2003</p>	<p>75-100</p>	<p># of cessation counselors & # of training sessions completed</p> <p># of educational materials & incentive items developed &/or purchased</p> <p># of program outreach contacts to household members & providers</p> <p># of household members referred & # of cessation sessions completed by each household client</p> <p># of educational materials & incentives mailed</p> <p># of educational contacts</p> <p># of client registration, assessment & intervention forms entered into database</p>	<p>Using a self report survey at last intervention, a 20-25% quit rate will be achieved among household members who participate in at least 5 Smoke Free Start for Families phone counseling sessions or complete 7 ALA group counseling sessions</p> <p>(This measurement will demonstrate a relative decrease to ETS exposure among children 0-5)</p>

**CHILDREN & FAMILIES FIRST-REQUEST FOR PROPOSAL
SCOPE OF WORK
(Year 1: Jan 2001 – Dec 2003)**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date- end date)	Unduplic Clients Served	Process Measures	Outcome Indicators (with type of change increase decrease)
7. By December 2003, there will be a 50% increase in program referrals for cessation services among pregnant and postpartum women	7.1 Conduct meetings with San Mateo County General Hospital (SMCGH) administration & staff regarding revising tobacco consumption questions on medical history forms to assist with identifying more smokers	Jan. 2001 June 2001	265 330	# of meetings with hospital administration	Using program referral forms there will be a 50% increase in the number of pregnant, postpartum women referred to the Smoke Free Start for Families Program
	7.2 Work closely with SMCGH hospital staff & staff from other county clinics in the implementation of the revised forms & to assist with program promotion & referrals	June 2001 Dec. 2001		# of meetings with hospital & clinic staff	
	7.3 Conduct trainings with hospital & clinic staff regarding the revised tobacco questions on assessment form & how to refer clients to cessation program	Sept 2001 Semi annually		# of trainings conducted	
	7.4 Develop & distribute program outreach materials to women	Jan. 2001 June 2001		# of program materials developed & distributed	
	7.5 Select & distribute program promotional items to providers	Jan. 2001 June 2001		# of promotional items selected & distributed to providers	
	7.6 Develop media campaign to publicize the cessation program	Jan. 2001 June 2001		# of media spots developed	

ATTACHMENT B
(Revised)

BUDGET REQUEST FORM

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

Agency Name San Mateo County Department of Health Services
 Amount of Request \$759,661 (Smoke Free Start for Families)

Check the appropriate box

Planning Grant

Implementation Grant

** 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 Program Coordinator	\$60 000	1	144 700	38 965	183 665
B Program Assistant	\$50 000	1	154 370	0	154 370
C.					
D.					
E.					
F.					
Benefits @ 31 %			92 712	12 079	104 791
			-----	-----	-----
Subtotal - Personnel			391 782	51 044	442 826

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A Rent and Utilities		0	0	0
B Office Supplies and Materials		22 414	6 000	28 414
C. Telephone/Communications		0	0	0
D Postage/Mailing		1 000	0	1 000
E Printing/Copying		7 000	0	7 000
F Equipment Lease		0	0	0
G. Travel		2 000	0	2 000
H. Training/Conference		3 000	0	3 000
I Consultants		138 000	2 000	140 000
J Subcontractors		167 600	16 800	184 400
K Other (please specify)		0	0	0
		-----	-----	-----
Subtotal - Operating Expenses		341 014	24 800	365,814

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 TV/VCR	1 000	0	1 000
B			
C			
D			
E			
	-----	-----	-----
Subtotal - Capital Expenditures	1 000	0	1 000

	Amount Requested	Leveraged Amount Available **	Total Program Budget
IV. INDIRECT COSTS @ 7 % of Personnel costs	26 085	0	26 085
V. TOTAL PROGRAM COSTS (total of sections I - IV)	759 661	75 844	835 505

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

In Kind Support. Includes administrative staff support computer system support custodial services and donated educational materials such as pamphlets and videotapes

BUDGET REQUEST FORM
Year 1 (Jan 2001 - Dec 2001)

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

Agency Name San Mateo County Department of Health Services

Budget period Jan 2001 - Dec 2001

Check the appropriate box

Planning Grant

Implementation Grant

** 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-Year 1
Position Title	Salary Range	# FTEs			
A. Program Coordinator	\$60 000	1	19 483	38 965	58 448
B. Program Assistant	\$50 000	1	41 034	0	41 034
C.					
D.					
E.					
F.					
Benefits @ 31 %			18 760	12 079	30 839
			-----	-----	-----
Subtotal - Personnel			79 277	51 044	130 321

II. OPERATING EXPENSES	Amount Requested	Leverage Amount Available **	Total Program Budget
A. Rent and Utilities	0	0	0
B. Office Supplies and Materials	9 500	6 000	15 500
C. Telephone/Communications	0	0	0
D. Postage/Mailing	500	0	500
E. Printing/Copying	4 000	0	4 000
F. Equipment Lease	0	0	0
G. Travel	1 000	0	1 000
H. Training/Conference	1 500	0	1 500
I. Consultants	137 000	2 000	139 000
J. Subcontractors	37 200	16 800	54 000
K. Other (please specify)	0	0	0
	-----	-----	-----
Subtotal - Operating Expenses	190 700	24 800	215 500

III CAPITAL EXPENDITURES	Amount Requested	Leveraged Amount Available **	Total Program Budget-Year 1
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 TV/VCR	0	0	0
B			
C			
D			
E			
	-----	-----	-----
Subtotal - Capital Expenditures	0	0	0

	Amount Requested	Leveraged Amount Available **	Total Program Budget-Year 1
IV. INDIRECT COSTS @ 7 % of Personnel costs	7 927	0	7 927
V. TOTAL PROGRAM COSTS (total of sections I - IV)	277 904	75 844	353 748

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

In Kind Support: Includes administrative staff support computer system support custodial services, and donated educational materials such as pamphlets and videotapes

BUDGET NARRATIVE - Revised

PERSONNEL

Amount Requested

	Year 1	Year 2	Year 3
<p><u><i>Program Coordinator: (100%)</i></u></p> <p>Budget amount includes funding for a Public Health Educator for three years. In year one a portion of the Program Coordinator's salary will be paid with remaining funds from a David & Lucile Packard Foundation grant. Responsibilities include</p> <p>1) Coordinating all program activities, 2) Hiring and monitoring the smoking cessation, media and evaluation contractors, 3) Overseeing activities of the Program Assistant, 4) Promoting the program to health providers, women and family members, 5) Providing case management of program clients, 6) Managing client database, 7) Developing program materials and the selection of incentive and promotional items, 8) Coordinating the revisions to tobacco assessment tools, 9) Serving as chair of the Collaborative.</p>	\$19,483	\$61,381	\$63,836
<p><u><i>Program Assistant: (100%)</i></u></p> <p>This is a three year Community Program Specialist position, but in year one only ten months of funding are required due to start-up activities. Responsibilities include. 1) Assisting with program expansion for household members including revisions to the smoking cessation protocol, 2) Assisting with the hiring and training of new smoking cessation contractors, 3) Conducting outreach to health care providers and the community promoting the program, 4) Conducting community presentations on the health effects of smoking, 5) Entering client information into database 6) Assisting with revisions to assessment tool, 7) Providing smoking cessation services to household members in Year 3</p>	\$41,034	\$55,557	\$57,779
<p><u><i>Benefits: (31%)</i></u></p> <p>Benefits are calculated at 31% and include FICA, unemployment insurance, health</p>	\$18,760	\$36,251	\$37,701

benefits, state disability insurance, workers' compensation and retirement benefits.			
<u>OPERATING EXPENSES</u>	Amount Requested		
<u>Rent & Utilities:</u> Covered under indirect costs for all three years	\$0	\$0	\$0
<u>Office Supplies & Materials.</u> Office supplies are covered under in kind support			
Materials include <u>program incentives</u> such as Target gift certificates, infant T-shirts, water bottles, quit kits and other items to be selected	\$3,000	\$5,000	\$0
Materials also include <u>program promotional items</u> to be used with health care providers and for client recruitment These items may include program magnets, pens, and notepads	\$3,000	\$4,000	\$0
This line item also includes funds for the purchase of <u>educational materials</u> which are culturally appropriate and address the issues of maternal smoking, ETS exposure and smoking cessation for the general population Incentive and promotional items and educational materials will all be selected and purchased during years one and two, leveraged funds from the Packard grant will be used in year one to off-set some of the costs.	\$3,500	\$3,914	\$0
<u>Telephone/Communications:</u> Covered under indirect costs	\$0	\$0	\$0
<u>Postage/Mailing:</u> Most of this expense is covered under indirect costs, but since the program does a significant amount of bulk mailing a nominal amount has been included in the budget to help cover these.	\$500	\$500	\$0
<u>Printing/Copying:</u> Budget amount includes the costs of developing and printing educational materials and program posters.	\$4,000	\$3,000	\$0
<u>Travel:</u> Mileage reimbursement for the Program Coordinator and Program Assistant at .325 cents per mile for three years. Year 3 covered under indirects	\$1,000	\$1,000	\$0
<u>Training/Conferences:</u> Costs include expenses for provider trainings. Staff will attend conferences to remain up to date on tobacco & cessation issues	\$1,500	\$1,500	\$0

<p><u>Consultants:</u> • <u>Evaluation Contractor @ \$75 per hour*</u> - Responsible for designing & implementing evaluation plan Budget amount is based on less than 10% of the total budget</p> <p>(*Rate based on current contract agreement with Todd Rogers, Evaluation Consultant)</p>	\$65,000	\$0	\$0
<p>• <u>Computer Consultant-</u> Assists with revisions to and maintenance of program database developed in Microsoft Access Leveraged funds from the Packard grant will be used in Year 1</p>	\$2,000	\$1,000	\$0
<p>• <u>Media/Marketing Consultant @ \$65-\$175 per hour*</u> - Responsible for the design & implementation of a three year media campaign to recruit program participants and increase awareness about the health effects of ETS exposure. Estimated expenses include: \$20,000-25,000 for Media Consultant, \$7,000-10,000 for Radio Advertisements, \$4,500 for Internal Transit Displays on Samtrans and Caltrain, \$30,000 for Cable Television</p> <p>(*Rates are based on current contract agreement with O'Rorke PR. Resumes of Consultants with rate more than \$100/per hour are attached O'Rorke PR have extensive experience in social marketing and have direct experience promoting health issues specific to perinatal issues Rates for radio spots, internal transit displays, and cable TV spots vary depending on time period, network, and season)</p>	\$70,000	\$0	\$0
<p><u>Subcontractors:</u></p> <p>• <u>Perinatal Smoking Cessation Contractors-3 contracts @ \$20-25 per hour/40+hrs per month</u> In Year 1 leveraged funds from the Packard grant will off-set some of the costs Health Plan of San Mateo will also reimburse the program approximately \$800 per year for client services in Years 1,2&3</p> <p>• <u>Household Smoking Cessation Contractors-3 contractors @ \$20-25 per hour,</u></p>	\$19,200	\$35,200	\$35,200
	\$18,000	\$36,000	\$24,000

40+ hours per month for Years 1&2 Only six months of funding is required in Year 1 due to start-up activities In Year 3 the Program Assistant will provide cessation services			
CAPITAL EXPENDITURES Portable TV VCR to be used for educational presentations in the community.		\$1000	
INDIRECT COSTS: (7%) of Personnel Costs Year 1 indirect costs calculated at 10%, Year 2 calculated at 6%, Year 3 at 5% Indirect costs cover rent, utilities, postage, telephone, travel and office supplies.	\$7,927	\$9,397	\$8,541
TOTAL PROGRAM COSTS	\$277,904	\$254,700	\$227,057

In Kind Support: Includes administrative staff support, computer system support, custodial services, and donated educational materials such as pamphlets and videotapes.

**AGREEMENT BETWEEN
THE CHILDREN & FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY HEALTH SERVICES AGENCY, DIVISION OF PUBLIC HEALTH
(Prenatal to Three Initiative)**

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 Health Services Agency Division of Public Health (Prenatal to Three Initiative) 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 increasing access of Prenatal to Three Initiative services to 400 additional families as well as enhancing mental health services to Prenatal to Three Initiative clients

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 2002 It is understood and agreed that Contractor will submit an updated scope of work and budget for the succeeding year by December 1 2001 and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second 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 1 2001 to December 31 2002 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 2002 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 NINE HUNDRED NINETY FOUR THOUSAND ONE HUNDRED SEVEN DOLLARS (\$994 107) for the term as follows Year 1 - \$500,000 (January–December 2001) Year 2 - \$494 107 (January–December 2002)

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 subcontractor's or consultant's acts and/or omissions

8 Termination of Agreement

The Executive Director after consultation with the Chair 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 **Notices**

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
264 Harbor Blvd Bldg A
Belmont CA 94002
Telephone (650) 802-5090
- 2) In the case of Contractor to
Mary Hansell BSN Dr PH - Director
San Mateo County Health Services Agency
225 W 37th Avenue
San Mateo CA 94403
Telephone (650) 573-2316

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

James P. Foy
Chair, Children & Families First Commission

Dated

2/6/01
Dated
19540

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 Health Services Agency Division of Public Health (Prenatal to Three Initiative) entered onto on January 1, 2001 Contractor shall provide the following service as described more fully in Attachment A, attached hereto and incorporated by reference herein over the term of this contract from January 01 2001 to December 31, 2002

Attachment A reflects the scope of work for the entire term of the contract January 01, 2001 to December 31 2002 It is understood and agreed that Contractor will submit an updated scope of work for the succeeding year by December 1 2001 and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second 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 access to Prenatal to Three Initiative services by
 - Providing four hundred (400) additional families with home visits
2. Enhancing mental health and social services to Prenatal to Three Initiative clients by
 - Expanding capacity by offering thirty (30) new families home based mental health services
 - Conducting outreach and case management for at least twenty-five (25) African American families in the northern cities of San Mateo County North County
 - Providing social support and empowerment classes to twenty (20) African-American women and
 - Providing training to at least fifteen (15) mental health professionals in treatment of pregnant and post-partum women and assess and treat Prenatal toThree clients by the contracted psychiatrist

EXHIBIT B

PAYMENTS

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) entered onto on January 1 2001 the Commission shall pay to Contractor as described more fully in Attachment B attached hereto and incorporated by reference herein, to San Mateo County Health Services Agency, Division of Public Health (Prenatal to Three Initiative) for services rendered over the term of this contract from January 01 2001 to December 31, 2002

Attachment B reflects the budget for the entire term of the contract, January 01 2001 to December 31 2002 It is understood and agreed that Contractor will submit an updated budget the succeeding year by December 1 2001 and receive written approval from the Executive Director, on behalf of the Commission prior to commencing the second year It is anticipated that the budget will be amended with written approval of the Executive Director upon review of the 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 year two

- 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 \$994 107 for the contract term, January 1 2001 – December 31 2002
- 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 Health Services Agency, Division of Public Health (Prenatal to Three Initiative)

Year 1	Year 2
Maximum Amount: \$500,000	Maximum Amount: \$494,107
Year 1	Year 2
50% - \$250 000	50% - \$247 054
40% - \$200 000	40% - \$197 643
10% - \$ 50 000	10% - \$ 49 410

**CHILDREN & FAMILIES FIRST
SCOPE OF WORK**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date end date)	Unduplicated Clients Served	Process Measures	Outcome Indicators
1. Increase the percentage of families on Medi-Cal offered home visits from 79% to 90%	<ul style="list-style-type: none"> a. Hire 3 PHNs to expand capacity to do outreach. b. Conduct Outreach to unserved families c. Assure registration in PTT of all families currently served by BIH and AFLP. d. Schedule home visits e. Examine performance data 	<ul style="list-style-type: none"> 1st and 2nd Quarters 2nd - 8th Quarter 2nd - 8th Quarters 2nd - 8th Quarters 4th and 8th Quarters 	<ul style="list-style-type: none"> 200 families in Year 1 200 families in Year 2 	<ul style="list-style-type: none"> Number of PHNs serving PTT clients Number of families registered in PTT 	<ul style="list-style-type: none"> Increase to 90 percent, the families on Medi-Cal who are offered home visits by end of Year 1 Maintain percentage in Year 2
2. Increase the number of psychiatrists competent in the treatment of pregnant and post partum women	<ul style="list-style-type: none"> a. Hire a .2 FTE Consultant Psychiatrist to train mental health professionals to assess and treat pregnant and post partum women b. Consultant Psychiatrist will treat women c. Begin providing initial assessment 	<ul style="list-style-type: none"> 1st and 2nd Quarters 3rd Quarter 4th Quarter 	<ul style="list-style-type: none"> 15 clients in Year 1 15 clients in Year 2 	<ul style="list-style-type: none"> Number of training sessions Post training interviews with practitioners who receive training 	<ul style="list-style-type: none"> Increase in number of psychiatrists that report competence in treatment of pregnant and post partum women
3. Provide home based mental health services to 30 additional Pre To Three clients	<ul style="list-style-type: none"> a. Hire Psychiatric SW to provide home based mental health services b. Identify clients in need of specialized services c. PSW provides home based therapy 	<ul style="list-style-type: none"> 1st and 2nd Quarter 2nd - 8th Quarters 2nd - 8th Quarters 	<ul style="list-style-type: none"> 20 clients in Year 1 10 additional clients in Year 2, some clients identified in Year 1 will be case managed in Year 2 as well 	<ul style="list-style-type: none"> Number of clients served by PSW 	<ul style="list-style-type: none"> Increase the number of clients assessed and treated by Psychiatric Social Worker

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**CHILDREN & FAMILIES FIRST
SCOPE OF WORK**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date end date)	Unduplicated Clients Served	Process Measures	Outcome Indicators
4. Within one year of receiving home based MH services, increase the % of children demonstrating appropriate development	a. Provide home based mental health services from PSW b. Assess development of children served by PTT mental health team	2nd – 8 th Quarters	20 children in Year 1 10 additional children in Year 2	Number of children with families receiving home based MH services who are assessed for development	Increase the percentage of children who demonstrate appropriate development within one year of family beginning MH services
5. Increase by 10 percent the Medi Cal families that place their babies on their backs or sides to sleep	a. Train providers to present information to Medi Cal families during visits and groups b. Distribute multi language written materials to Medi Cal families c. Teach families about SIDS prevention during home visits and groups d. Analyse data in parental survey regarding sleeping position.	1 st and 2 nd Quarter 2 nd – 8 th Quarter 2 st – 8 th Quarters 3 rd Quarter and at time of second PTT/KFF parental survey.	200 families in Year 1 200 families in Year 2	Number of presentations to families Number of home visits	Increase by 10 percent the parents on Medi Cal who place baby on back or side to sleep according to report in parent survey

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**CHILDREN & FAMILIES FIRST
SCOPE OF WORK**

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date end date)	Unduplicated Clients Served	Process Measures	Outcome Indicators
6. Increase breastfeeding among Medi Cal delivered babies to 90%	a. Counsel pregnant Medi Cal women and their families about the benefits of breastfeeding b. Provide support to women experiencing problems breast feeding e. Analyse data in parental survey on breastfeeding.	1 st – 8 th Quarters 1 st – 8 th Quarters 3 rd Qtr and at time of second PTT/KFF parental survey.	150 families in Year 1 150 families in Year 2	Number of pregnant and lactating women visited	Increase to 90 percent the families on Medi Cal who give breast milk to babies by end of Year 1. Maintain percentage in Year 2
7. Provide outreach and case management to 25 African American families in North County annually	a. Hire outreach worker. b. Outreach worker works with providers and community based agencies to identify potential families c. Conduct outreach to these families d. Enroll and serve families	1 st and 2 nd Quarters 2 nd – 8 th Quarters 2 nd – 8 th Quarters	25 families in Year 1, some to continue in second year, with some additions after attrition	New staff hired. Number of agencies contacted Number of families contacted and enrolled from program data.	Increase number of families served by Black Infant Health.
8. Increase the self esteem of 20 African American women through attendance of social support and empowerment classes	a. Develop social support and empowerment class in North Co. b. Identify potential participants c. Conduct outreach to these women d. Do pre and post tests	2 nd Quarter 2 nd Quarter 2 nd – 8 th Quarters 2 nd – 8 th Quarters	10 women in Year 1 10 women in Year 2	Class attendance records Pre and post test scores on self esteem	Increase average self esteem scores of African American women through attendance at social support and empowerment classes

BUDGET REQUEST FORM
Year 1 (Jan 2001 - Dec 2001)

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

Agency Name. Pre-To-Three

Amount of Request \$500,000

Budget period Jan 2001 - Dec 2001

Check the appropriate box:

Planning Grant

Implementation Grant

** 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 Senior Public Health Nurse	\$75,000	0.5	\$0	\$37,500	\$37,500
B. Public Health Nurse	\$71,000	6.0	\$213,000	\$213,000	\$426,000
C MH - Psych Social Worker	\$62,500	1.0	\$62,500	\$0	\$62,500
D BIH - Case Manager	\$40,000	1.0	\$40,000	\$12,000	\$52,000
			\$315,500		\$0
Subtotal Personnel					\$0
Benefits @ 33 %			\$104,115		\$104,115
Subtotal - Personnel			\$419,615	\$262,500	\$682,115

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A Rent and Utilities		\$0.00	\$10,000.00	\$10,000.00
B. Office Supplies and Materials		\$0.00	\$1,500.00	\$1,500.00
C Telephone/Communications		\$0.00	\$6,000.00	\$6,000.00
D Postage/Mailing		\$0.00	\$0.00	\$0.00
E. Printing/Copying		\$0.00	\$1,000.00	\$1,000.00
F Equipment Lease		\$0.00	\$0.00	\$0.00
G Travel		\$1,497.00	\$2,400.00	\$3,897.00
H. Training/Conference		\$300.00	\$3,000.00	\$3,300.00
I Consultants		\$66,000.00	\$0.00	\$66,000.00
J Subcontractors		\$0.00	\$0.00	\$0.00
K Other (please specify)		\$0.00	\$0.00	\$0.00
Subtotal - Operating Expenses		\$67,797.00	\$23,900.00	\$91,697.00

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			

	Amount Requested	Leveraged Amount Available **	Total Program Budget
IV. INDIRECT COSTS @ 3 % of Personnel costs	12,588	0	12,588
V. TOTAL PROGRAM COSTS (total of sections I - IV)	500,000	286,400	786,400

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

In Kind Support: Total In-Kind Support is \$190,450 (22.3% of total project costs) and consists of the following:

- Five percent (5%) of the Pre-to-Three Director's Salary
- Five percent (5%) of the BIH's Executive Director's Salary
- A 1.0 PTE Community Worker to assist with outreach
- A 1.0 FTE Medical Office Specialist
- Office Space at Radio Centra, PTT's East Palo Alto and North County Regional Offices and BIH
- Office supplies and materials
- Training Costs
- Ten percent of Pre-To-Three's Evaluator's Fee
- PTT's share of the update of County's Health Information System to register and track participants

ATTACHMENT

BUDGET REQUEST FORM

(Jan 2002 - Dec 2002)

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

Agency Name Pre-To-Three

Amount of Request \$494,107

Budget period. Jan 2002 - Dec 2002

Check the appropriate box:

Planning Grant

Implementation Grant

** 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. Senior Public Health Nurse	\$75 000	0.5	\$0	\$37 500	\$37 500
B. Public Health Nurse	\$71 000	6.0	\$213,000	\$213,000	\$426,000
C. MH - Psych Social Worker	\$62 500	1.0	\$62,500	\$0	\$62 500
D. BIH - Case Manager	\$40 000	1.0	\$40,000	\$12,000	\$52 000
			\$315,500		\$0
Subtotal Personnel					\$0
Benefits @ 33 %			\$104,115		\$104,115
Subtotal - Personnel			\$419,615	\$262,500	\$682,115

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A. Rent and Utilities		\$0.00	\$10 000.00	\$10 000.00
B. Office Supplies and Materials		\$0.00	\$1 500.00	\$1,500.00
C. Telephone/Communications		\$0 00	\$6 000.00	\$6 000 00
D. Postage/Mailing		\$0.00	\$0.00	\$0 00
E. Printing/Copying		\$0 00	\$1,000.00	\$1 000 00
F. Equipment Lease		\$0.00	\$0 00	\$0.00
G. Travel		\$1,604.00	\$2 400 00	\$4 004.00
H. Training/Conference		\$300 00	\$3 000 00	\$3,300.00
I. Consultants		\$60 000 00	\$0 00	\$60 000 00
J. Subcontractors		\$0 00	\$0.00	\$0.00
K. Other (please specify)		\$0 00	\$0.00	\$0.00
Subtotal - Operating Expenses		\$61,904.00	\$23,900.00	\$85,804.00

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			

	Amount Requested	Leveraged Amount Available **	Total Program Budget
IV. INDIRECT COSTS @ 3 % of Personnel costs	12,588	0	12,588
V. TOTAL PROGRAM COSTS (total of sections I - IV)	494,107	286,400	780,507

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

In Kind Support: Total In-Kind Support is \$190,000 (22.3% of total project costs) and consists of the following:

- Five percent (5%) of the Pre-to-Three Director's Salary
- Five percent (5%) of the BIH's Executive Director's Salary
- A 1.0 PTE Community Worker to assist with outreach
- A 1.0 FTE Medical Office Specialist
- Office Space at Radio Central PTT's East Palo Alto and North County Regional Offices and BIH
- Office supplies and materials
- Training Costs
- Ten percent of Pre-To-Three's Evaluator's Fee
- PTT's share of the update of County's Health Information System to register and track participants