



*In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including the availability of assistive listening devices or agendas in alternative formats, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 (California Relay 711) at least 48 business hours prior to the start of this meeting.*

## Meeting Agenda

June 21, 2021

9:00 AM

Kings County Department of Public Health  
330 Campus Drive Hanford, CA 93230

### **KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19**

California Governor Gavin Newsom issued Executive Orders N-25-20 and N-29-20 on March 12, 2020 and March 17, 2020, respectively, relating to the convening of public agency meetings in light of the COVID-19 pandemic. The First 5 Commission hereby provides notice that it will convene its regularly scheduled public meetings of the First 5 Commission by teleconference going forward, and will close Kings County Department of Public Health to the public generally, except as described below, until further notice.

Pursuant to the Executive Orders, and to maintain the orderly conduct of the meeting, the First 5 Commission will allow the First 5 Commissioners, Commission staff and interested members of the public to attend the meeting telephonically or by the Internet, and to participate in the meeting to the same extent as if they were present at the Kings County Department of Public Health. Members of the public who choose to attend the meeting virtually, using certain digital or landline phones, may listen to the audio broadcast of the meeting, but will not be able to comment during the meeting. **Only those members of the public who cannot participate virtually, due to a need for a special accommodation (vision, hearing, etc.), may attend the meeting in person at Kings County Department of Public Health, where efforts will be made to allow adequate social distancing and to ensure that exposed surfaces are sanitized. No more than 10 individuals will be allowed to attend in person at the Kings County Department of Public Health, at any given time during the meeting. To secure the accommodation consistent with the American's with Disabilities Act and to attend in person, interested parties will need to contact Commission Staff as directed below no later than 48 business hours prior to the start of the meeting.**

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- **Web Access:** To access the meeting via computer, please go to

<https://clarissaravelo.my.webex.com/clarissaravelo.my/j.php?MTID=m84c637b3911063ac3b4ef6d5c14a5498>

- You may also participate from your smart phone by downloading the **WebEx Meetings app** to your smartphone. After opening the app, click on **Join Meeting**, and then enter the meeting information. The **meeting number is 182 556 0475** and the **password is M9Djdkm4gJ2**.
- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling **(415) 655-0001**, then enter the **access code of 69355364**.
- For members of the public who wish to participate, but are unable to do so virtually, you may submit written comments on any matter within the Commission's subject matter jurisdiction, regardless of whether it is on the agenda for Commission consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the First 5 Program Officer no later than 9:00 a.m. on the morning of the noticed meeting. To submit written comments by email, please forward them to [Clarissa.Ravelo@co.kings.ca.us](mailto:Clarissa.Ravelo@co.kings.ca.us). To submit such comments by U.S. Mail, please forward them to:

Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

### **Call to Order & Welcome**

### **Commissioners Roll Call**

### **Review and Modification to Agenda**

### **Opportunity for Public Comment**

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**Speakers are limited to two minutes. Please state your name before making your presentation.**

### **Consent Calendar**

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. 005 **2021-06-089 Approval of Minutes: April 6, 2021 Commission Meeting**

P. 012 **April 2021 Fiscal Report**

### **Action Items**

P. 015 **2021-06-090 Commission Meeting Schedule for FY 2021/2022:** Commission to review, discuss and consider approving the FY 21/22 schedule and location

- P. 018 **2021-06-091 2020-2025 Strategic Plan Update:** Commission to review, discuss and approve the 2020-2025 First 5 Kings County Strategic Plan update, for submission to First 5 California
- P. 065 **2021-06-092 Commission's Process to Become a Legal Entity Separate from the County:** Commission to receive staff update on the progress of the Commission becoming a legal separate entity, discuss possible options and direct staff to take actions as necessary.
- P. 077 **2021-06-093 2020-2022 L2L Kindergarten Readiness Activities Agreement:** Commission to review, discuss and authorize First 5 Kings County's Executive Director to sign the Kindergarten Readiness Activities Agreement as an authorized representative of the Commission.
- P. 080 **2021-06-094 Approval of Grantee Contracts for FY 2021-2025:** Commission to review, discuss, consider approving contracts for the following projects, and authorize First 5 Kings County's Executive Director to sign the agreements as an authorized representative of the Commission:
- Recreation Association of Corcoran – Corcoran Family Resource Center
  - United Cerebral Palsy - Parent & Me
  - United Cerebral Palsy - Special Needs Project
  - Kings Community Action Organization – Kettleman City Family Resource Center
- P. 285 **2021-06-095 Approval of Grantee Contracts for FY 2021-2025:** Commission to review, discuss, consider approving contracts for the following projects, and authorize First 5 Kings County's Executive Director to sign the agreements as an authorized representative of the Commission:
- Kings County Office of Education – Kings County CARES About Quality
  - Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
- P. 391 **2021-06-096 Approval of New Projects Initiative Contract RFP for FY 2021-2025:** Commission to review, discuss and consider approving the New Projects Initiative Contract RFP with Kings United Way, and authorize First 5 Kings County's Executive Director to sign the agreement as an authorized representative of the Commission.
- P. 415 **2021-06-097 Approval of Evaluation Contract RFP for FY 2021-2025:** Commission to review, discuss and consider approving the Evaluation Contract RFP with Evaluation, Management, and Training Associates, Inc., and authorize First 5 Kings County's Executive Director to sign the agreement as an authorized representative of the Commission.

### **Informational Agenda Items**

- P. 431 **3<sup>rd</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 20/21.

P. 434 **Staff Report:** April and May 2021

**Future Agenda Items**

**August 2021**

- Minutes from June 21, 2021 Commission Meeting
- June 2021 Fiscal Report
- Final Grantee Achievement Report
- Spotlight on Service: Kings United Way
- Staff Report – June-July 2021

**Commissioner Comments**

**Review Next Meeting Date & Adjournment**

- August 3, 2021 at 3:00 PM

**Public Comment is Taken on Each Agenda Item**

**Please note that the order in which the agenda items are considered may be subject to change.**

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## Meeting Minutes

April 6, 2021

3:00 PM

Kings County Department of Public Health  
330 Campus Drive Hanford, CA 93230

### **KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19**

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Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

**Call to Order & Welcome**

Commissioner Lewis called the meeting to order at 3:03 pm.

**Commissioners Roll Call**

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Todd Barlow	X		
Dr. Lisa Lewis	X		

**Review and Modification to Agenda**

Program Officer Clarissa Ravelo asked to modify agenda and move action item 2021-04-088 to the top action item.

**Opportunity for Public Comment**

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**Speakers are limited to two minutes. Please state your name before making your presentation.**

No public comments presented.

**Consent Calendar**

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P. 005 **2021-04-083 Approval of Minutes: February 2, 2021 Commission Meeting**

P. 010 **February 2021 Fiscal Report**

No discussion on this item occurred.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Barlow			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

**Action Items**

P. 093 **2021-04-088 Commission’s Process to Become a Legal Entity Separate from the County:** Commission to receive staff update on the progress of the Commission becoming a legal separate entity, discuss possible options and direct staff to take actions as necessary. (Out of order according to published agenda/Moved to top of Action items section)

Program Officer Ravelo provided the Commission with an update on the process of becoming a legal entity separate from the County. Commission staff recommended approval of the draft ordinance language included in the packet. Commission staff and county counsel will create an agreement between the County and the Commission for administrative services.

Commissioner Bugay inquired about a tentative timeframe to take the item to the Board of Supervisors. Ms. Ravelo indicated that it could be on the Board’s agenda within 2-3 weeks.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 013 **2021-04-084 Election of FY 2021-2022 Chair-elect:** Commission to review, discuss and vote on a Chair-elect for FY 2021-2022.

Program Officer Ravelo gave a staff report on this item. The Nomination Committee proposed that Commissioner Neves be Chair-elect for fiscal year 2021-2022.

Motion Made by:	Commissioner Bugay			
2 <sup>nd</sup> Motion by:	Commissioner Lewis			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 015 **2021-04-085 Proposed Budget for FY 2021-2022:** Commission to review, discuss and consider approving the 2021-2022 Budget.

Program Officer Ravelo reported there was a 2% decrease to contract funding as voted on by the Commission. Also stated that West Hills College will not be seeking a contract with First 5 in regards to the Avenal FRC. Program Officer Ravelo further reported they have spoken to Reef Sunset Union School District in regards to operating an FRC in the Avenal community; Commission staff will continue discussion with RSUSD to ensure the needs of the 0-5 population are considered.



Motion Made by:	Commissioner Barlow			
2 <sup>nd</sup> Motion by:	Commissioner Neves			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 023 **2021-04-086 Administrative Cost Limit for FY 2021-2022:** Commission to review, discuss and consider approving the administrative cost limit for FY 2021-2022.

Program Officer Ravelo stated the current proposed budget was at a 6% for administrative costs and recommended a limit of 10% in the event there are any changes in administrative charges.

Motion Made by:	Commissioner Bugay			
2 <sup>nd</sup> Motion by:	Commissioner Lewis			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 027 **2021-04-087 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2019-2020 Annual Report.

Program Officer Ravelo reported that Proposition 10 statutes requires each county commission review, at a public hearing, each annual report issued by First 5 California. Ms. Ravelo also discussed how Kings County has benefited from other programs that are supported through First 5 including Covid-19 supplies for resource families, childcare providers, families in crisis, home visiting coordination, new parent kits, etc.

Motion Made by:	Commissioner Neves			
2 <sup>nd</sup> Motion by:	Commissioner Bugay			
Motion (Pass/Fail)	PASS			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

## **Informational Agenda Items**

- P. 098 **Consideration of First 5 Population in Local Planning for American Rescue Plan funding:** First 5 Association developed resources to assist local Commissions in advocating for the 0-5 population, related to local discussion on the American Rescue Plan funding.

Program Officer Ravelo provided a PowerPoint presentation to advocate for Local Planning for the American Rescue Plan funding for the First 5 population.

Discussion ensued regarding the intent of the funding: revenue replacement for losses due to the pandemic, and that it was one-time funding. Inquiries were made about the timeframe to come up with a proposal (unknown at the time), as well as a request for loss of revenue from First 5 grantees and other programs within the community, in order to put together a proposal. Since this is one-time funding, the plan proposal should include planning beyond Year 1 and Year 2, to ensure sustainability of the proposed plans.

- P. 115 **Spotlight on Service:** Staff from Central California United Cerebral Palsy – Parent & Me and Special Needs will present an overview of the funded projects.

Debbie Gibson gave a presentation towards the organization UCP and how they provided services through the pandemic. One of their main projects, Special Needs Project, consisted of virtual play projects, Parent & Me sessions to provide strategies, remote consultations with families, assisting families in connecting to remote services. Debbie Gibson also included that each monthly activity compose of making arts and crafts activities that the children performed at home.

- P. 126 **Staff Report:** February and March 2021

Program Officer Ravelo reported on the status of the FY 2021-2025 contracts; all contracts are scheduled to be before the Commission at the June meeting. Ms. Ravelo also discussed the Dia de los Ninos event happening at various sites throughout the county on April 30, 2021, in collaboration with the Kings County Library. An update on the Backpack to Success project was also provided – the backpacks should arrive within the next few weeks, and will be distributed to the various school sites/districts.

## **Future Agenda Items**

### June 2021

- Minutes from April 6, 2021 Commission Meeting
- April 2021 Fiscal Report
- 2020-2025 Strategic Plan update
- 3<sup>rd</sup> Quarter Grantee Achievement Report
- Commission Budget Modification/Augmentation for FY 2020/2021 (if necessary)
- Commission Schedule for FY 2021/2022
- Contracts for FY 2021-2025
  - Family Resource Initiative:
    - Recreation Association of Corcoran – Corcoran Family Resource Center

- Kings Community Action Organization – Kettleman City Family Resource Center
- Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
- School Readiness Initiative:
  - United Cerebral Palsy – Parent & Me
  - United Cerebral Palsy – Special Needs Project
- Elevating Early Care & Education (E3) Initiative:
  - Kings County Office of Education – Kings County CARES About Quality
- New Projects Initiative Contract – TBD
- Evaluation Contract – TBD

**Commissioner Comments**

Commissioner Lewis confirmed that she will be unable to attend the next upcoming meeting, and will need someone to chair in her absence. Program Officer Ravelo will connect with Chair-elect Barlow regarding his availability to chair the meeting in her absence.

**Review Next Meeting Date & Adjournment**

- June 1, 2021 at 3:00 PM

Commissioner Lewis confirmed the next Commission meeting date on June 1, 2021 at 3pm.

The meeting was adjourned at 4:07 pm.

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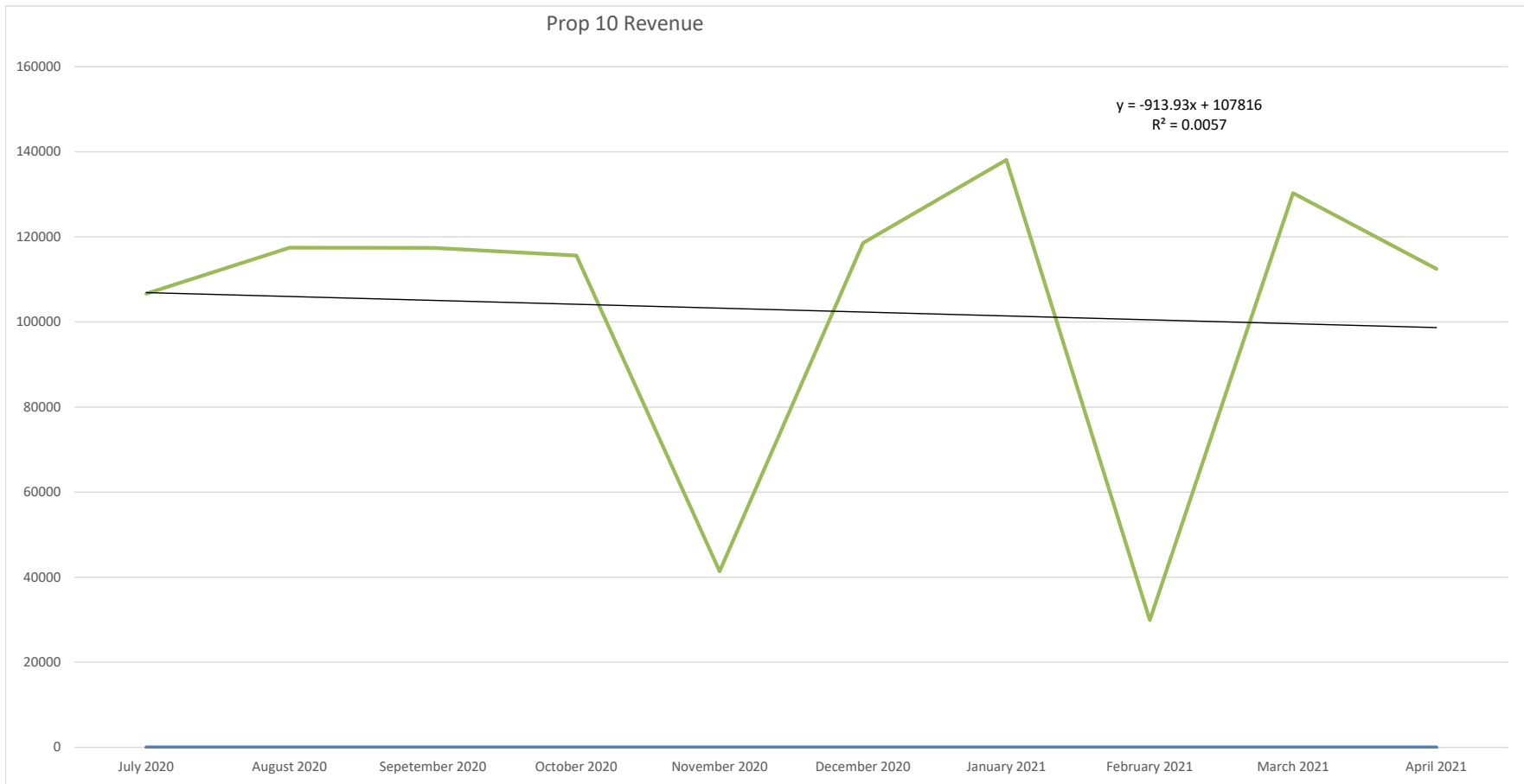
**FY 20/21  
April Fiscal Report  
First 5 Operations**

SALARY SUMMARY		\$ 197,535	\$ 161,661	\$ 35,874	81.84%
SERVICES & SUPPLIES		BUDGET	YTD	BALANCE	%
Communications	92006	\$ 2,176	\$ 1,632	\$ 544	74.98%
Office Equipment	92018	\$ 2,600	\$ 182	\$ 2,418	6.99%
Maintenance SIG	92021	\$ 6,019	\$ 1,798	\$ 4,221	29.86%
Memberships	92027	\$ 4,000	\$ -	\$ 4,000	0.00%
Postage & Freight	92033	\$ 297	\$ 77	\$ 220	25.96%
Offset Printing	92035	\$ 500	\$ -	\$ 500	0.00%
Computer Software	92036	\$ 700	\$ -	\$ 700	0.00%
Legal Services	92038	\$ 5,000	\$ 3,430	\$ 1,570	68.60%
Community Outreach	92045	\$ 1,500	\$ -	\$ 1,500	0.00%
Auditing & Accounting	92046	\$ 6,560	\$ -	\$ 6,560	0.00%
Contractual Services	92047	\$ 25,000	\$ 10,486	\$ 14,514	41.94%
Publications & Legal Notices	92056	\$ 100	\$ -	\$ 100	0.00%
Special Dept Expense	92063	\$ 66,000	\$ 14,476	\$ 51,524	21.93%
Purchasing Charges	92068	\$ 273	\$ 244	\$ 29	89.41%
Brd. & Comm. Meeting Expense	92069	\$ 500	\$ -	\$ 500	0.00%
Public Education Material	92075	\$ 1,500	\$ -	\$ 1,500	0.00%
Motor Pool	92089	\$ 4,775	\$ 400	\$ 4,375	8.37%
Travel Expenses	92090	\$ 10,000	\$ -	\$ 10,000	0.00%
Utilities	92094	\$ 3,118	\$ 2,131	\$ 987	68.33%
Admin Allocation	93057	\$ 22,961	\$ 9,628	\$ 13,333	41.93%
Information & Technology	93048	\$ 5,260	\$ 3,314	\$ 1,946	63.00%
Electronic Hardware	92103	\$ 2,900	\$ -	\$ 2,900	0.00%
Liability Claim	93041	\$ 1,200	\$ 1,200	\$ -	100.00%
IT Managed Contracts	93051	\$ 3,825	\$ 3,817	\$ 8	99.78%
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 176,764</b>	<b>\$ 52,812</b>	<b>\$ 123,952</b>	<b>29.88%</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 374,299</b>	<b>\$ 214,473</b>	<b>\$ 159,826</b>	<b>57.30%</b>

First 5 Contracted Programs		BUDGET	YTD	BALANCE	%
FRC Initiative	93033	\$ 721,012	\$ 618,231	\$ 102,781	85.74%
Avenal Family Connection		\$ 90,000	\$ -	\$ 90,000	
Corcoran Family Resource Center		\$ 116,000	\$ 104,543	\$ 11,457	
Kettleman City Family Resource Center		\$ 90,000	\$ 88,676	\$ 1,324	
KCOE: Hanford & Lemoore Family Connection		\$ 425,012	\$ 425,012	\$ -	
E3 Initiative	93034	\$ 90,352	\$ 87,071	\$ 3,281	96.37%
Kings County Office of Education CARES		\$ 90,352	\$ 87,071	\$ 3,281	
School Readiness	93035	\$ 439,800	\$ 412,448	\$ 27,352	93.78%
UCP Parent & Me Program		\$ 349,800	\$ 325,314	\$ 24,486	
Special Needs Project		\$ 90,000	\$ 87,134	\$ 2,866	
New Project	93053	\$ 40,000	\$ 18,089	\$ 21,911	45.22%
Kings United Way		\$ 40,000	\$ 18,089	\$ 21,911	
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,291,164</b>	<b>\$ 1,135,839</b>	<b>\$ 155,325</b>	<b>87.97%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,665,463</b>	<b>\$ 1,350,313</b>	<b>\$ 315,150</b>	<b>81.08%</b>
<b>RESERVE FUNDS (25% of Operations and Contracts)</b>		<b>\$ 416,366</b>	<b>Trust Balance</b>	<b>\$ 1,134,288</b>	

FY 20/21  
April Fiscal Report  
Revenue

Revenue FY 2020/2021							
Month	Estimated Prop 10	Actual Prop 10 Revenue	Prop 56 Backfill	Interest	Home Visitation	Total	% of Prop 10 Estimate
July 2020	\$ 123,475	\$ 106,649			\$ 2,526	\$ 109,176	86%
August 2020	\$ 123,475	\$ 117,470			\$ 2,332	\$ 119,802	95%
September 2020	\$ 123,475	\$ 117,429			\$ 2,593	\$ 120,022	95%
October 2020	\$ 123,475	\$ 115,611			\$ 3,228	\$ 118,839	94%
November 2020	\$ 123,475	\$ 41,376	\$ 373,019		\$ 3,217	\$ 417,612	34%
December 2020	\$ 123,475	\$ 118,593			\$ 2,991	\$ 121,585	96%
January 2021	\$ 123,475	\$ 138,096			\$ 4,510	\$ 142,606	112%
February 2021	\$ 123,475	\$ 29,909			\$ 3,760	\$ 33,668	24%
March 2021	\$ 123,475	\$ 130,298			\$ 3,745	\$ 134,043	106%
April 2021	\$ 123,475	\$ 112,465			\$ 1,873	\$ 114,337	91%
May 2021	\$ 123,475	\$ -				\$ -	0%
June 2021	\$ 123,475	\$ -				\$ -	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,481,700</b>	<b>\$ 1,027,895</b>	<b>\$ 373,019</b>	<b>\$ -</b>	<b>\$ 30,775</b>	<b>\$ 1,431,689</b>	<b>69.37%</b>





330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-090**

**Commission Meeting  
Schedule for  
FY 2021/2022**



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-090  
Agenda Item Type: Action Item

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**AGENDA ITEM:** FY 2021-2022 Commission Meeting Schedule

**A. Background/History:**

At the June 2015 meeting the First 5 Children and Families Commission modified the bylaws so that an annual calendar will be adopted by the commission at the June meeting each year. The Commission is being presented the annual calendar at this meeting.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests that the commission review, discuss, and consider approving the First 5 Kings Commission Meeting Schedule. The meetings will take place at the regular date and time (first Tuesday of even months at 3:00pm).

**C. Timeframe:**

If approved the Commission Meeting Schedule will go into effect immediately.

**D. Costs:**

No costs associated with this item.

**E. Staff Recommendation:**

Staff recommends the commission review, discuss and consider approving the First 5 Kings County Commission Meeting Schedule

**F. Attachments:**

- First 5 Kings FY 2021-2022 Commission Meeting Schedule





Commission Meeting Schedule FY 2021-2022

August 3, 2021

October 5, 2021

December 7, 2021

February 1, 2022

April 5, 2022

June 7, 2022

All First 5 Kings County Commission Meetings are held on the first Tuesday of even-numbered months, at 3:00 pm at the Kings County Board of Supervisors Chambers, located at 1400 W. Lacey Blvd. in Hanford, CA 93230, unless otherwise posted.



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-091**

**2020-2025 Strategic Plan  
Draft Update June 2021**

**AGENDA ITEM:** First 5 Kings County 2020-2025 Strategic Plan – Draft Update June 2021

**A. Background/History:**

Proposition 10 Statutes require all county commissions to “adopt an adequate and complete County Strategic Plan for the support and improvement of early childhood development within the county. The strategic plan must include a description of the goals and objectives proposed to be attained, a description of the programs, services, and projects proposed to be provided, sponsored or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the County Commission using appropriate and reliable indicators.”

It is a legislative requirement that the Commission review its strategic plan on an annual basis and makes modifications if necessary.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Commission staff requests the Commission review, discuss and approve the 2020-2025 Strategic Plan Draft Update, providing direction for future implementation.

**C. Timeframe:**

The Commission approved the 2020-2025 Strategic Plan on June 2, 2020. The plan is due for an annual review/update.

**D. Costs:**

The Strategic Plan would allocate \$7,810,849 over the 5 years course of the plan.

**E. Staff Recommendation:**

Staff recommends the commission approve the Draft Strategic Plan Update as presented.

**F. Attachments:**

- First 5 Commission 2020-2025 Strategic Plan Update June 2021 (Draft)

# First 5 Kings County Strategic Plan

2020-2025

Updated June 2021

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## **Introduction**

The Kings County Children and Families Commission (First 5 Kings) was established in 1998 when California voters passed Proposition 10 – The California Children and Families Act – which levied a 50-cent tax on each pack of cigarettes and other tobacco products sold. Revenue generated from the tobacco tax are distributed to all counties in California to fund local programs that promote early childhood development for children ages 0 to 5 years of age in the areas of health and wellness, early child care and education, parent education and support services and integration of services.

First 5 Kings has established, as mandated by law, this Strategic Plan in order to effectively guide the Commission in its efforts to make a significant impact in the lives of children age 0-5 residing in Kings County. This document outlines the Commission’s strategic focus, implementation, financial plan and evaluation processes. It shall be used as a living document requiring action, reflection, and revision in an ongoing effort for quality improvement.

## **Vision of First 5 Kings County**

First 5 Kings envisions that all Kings County families receive access to the tools, knowledge and quality care necessary to encourage each child to develop to their fullest potential.

## **Mission of First 5 Kings County**

First 5 Kings, in partnership with the community, will strengthen families, communities and systems of care for children prenatal to 5 years of age.

## **Guiding Principles of First 5 Kings County**

- (1) Recognize and promote services and support for children ages 0-5 as the foundation for a lifetime of growth and success.
- (2) Support access and encourage outreach to geographically and socially isolated families
- (3) Provide appropriate services and support to children with disabilities and other special needs and their families
- (4) Support and encourage collaboration and leveraging opportunities among grantees
- (5) Support promising practices and evidenced-based models

## Background

For more than 15 years, First 5 Kings has been working collaboratively across Kings County to ensure that every child enters kindergarten ready to succeed in school and life. First 5 Kings is a public organization charged with directing Proposition 10 tobacco tax revenues in Kings County toward issues relating to children from prenatal to age 5 and their families. Since its inception, First 5 Kings has invested more than \$26 million to improve the health, safety, and school readiness of children prenatal to age 5 by supporting multiple programs, research, partnerships, public education, and other policy and systems change efforts throughout the county.

Beginning January 2014, First 5 Kings County merged with Kings County Department of Public Health to better service the children of Kings County. The new partnership allows for First 5 Kings to leverage synergies and expand collaboration opportunities with Public Health Department programs expanding the reach and access to children aged 0 to 5.

First 5 Kings is poised to undergo a significant transition in its role and function, to increase its ability to make lasting impact for the greatest number of children. This transition is informed by a much clearer understanding of how to maximize First 5 Kings' impact given changing needs within Kings County, shifts in the early care and development and health systems for children, and declining tobacco tax revenues that have supported its work to date. Built on a robust foundation of data, analysis, consultation with the community and First 5 Kings' stakeholders, and deliberation amongst the Commission and staff, the strategies presented in this plan provide a road map for navigating the transition and increasing First 5 Kings' contribution to improving conditions for families, the communities they live in and the systems that support them.

In Fiscal Year 2020-2021, Commission staff have been involved in a number of projects to continue to strengthen the systems that serve the First 5 population, including Home Visiting Coordination and Kings County's ACEs Aware Network of Care. Commission staff continue to leverage resources from First 5 California to support families affected by the pandemic, including the First 5 COVID-19 Emergency Supplies and First 5 Family Book Distribution.

## The Strategic Plan

The First 5 Kings County Strategic Plan serves as a roadmap to focus the Commission’s investments over the next five years toward achieving key results that best promote early childhood development in Kings County. The plan guides funding decisions at a strategic level and establishes a framework to assist the Commission in measuring progress towards meeting its goals and holding it accountable in the work that it does. The Implementation Initiatives, Evaluation Framework, the 5-Year Financial Plan align with the Strategic Plan, and together these documents specify a detailed strategy for how the Commission will target its investments and the type of outcomes it seeks to achieve.

## Strategic Results Sought by Proposition 10

Activities sponsored with Proposition 10 funds are expected to focus specifically on children 0-5 and their families. Further, according to established state level guidelines, four strategic results should be pursued:

1. Improved Child Health: Healthy Children.
2. Improved Child Development: Children Learning and Ready for School.
3. Improved Family Functioning: Strong Families.
4. Improved Systems: Integrated, Consumer-Oriented, Accessible Services.

These four strategic results served as the initial basis for strategic plans that are developed at both the state and county levels and drive the data reporting structure to First 5 CA by the counties.

## Focus Areas, Goal, and Objectives

### Result We Seek – Children develop to their potential

**Focus Area 1 - Early Child Care and Education** – Quality early childcare and education services will be accessible.

- Quality programs through research and best practices, including promoting higher education for teachers and provision of higher quality programs
- Capacity through availability of quality childcare slots appropriate for all skills and ages (infant, toddler, special needs)
- Parent education with emphasis on child development, parenting skills and parent/family stability
- Advocacy efforts for greater public investment in quality care and education



**Focus Area 2 - Parent Education and Support** - All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parents and community resources.

- Evidence-based parent education that is culturally relevant
- Focus on language and literacy promotion within the family
- Promote and ensure child safety through exploration and implementation of healthy living models

**Focus Area 3 - Healthy Children** - All children will have an early start toward good health.

- Engagement of women from preconception to birth
- Early identification, developmental assessment and supportive referrals for children
- Support families develop life-long healthy habits

**Focus Area 4 - Systems Integration & Alignment** – A cohesive system of services for children and families will exist.

- Demonstrate integration through identifiable measures, including blended funding, MOUs, participation and joint work plans
- Leveraging Family Resource Centers as focal point for community access, incorporate Healthy Children, Parent Education and Support, and Early Childcare and Education as part of the RFP process
- Community-wide shared vision around early childhood
- Replicable and sustainable

**All focus areas and goals contribute toward:**

- Children prenatal to age 5 reach their maximum physical health potential
- Children prenatal to age 5 achieve their maximum socio-emotional health potential
- Children prenatal to age 5 attain their maximum cognitive development potential

## Results Matrix

Focus Area 1 – Early Childhood Education	
Goal: Quality early childcare and education services will be accessible	
Objectives	Result Indicators
Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion	Increase in the number of children who participate in quality early childhood programs.
	Increase in the number of children who participate in First 5 funded projects.
	Increase in resources to support early care and education for Kings County.
	Increase in availability of high quality, affordable childcare programs/slots.
Strong professional development system will be in place that improves the quality of Early Childhood Education services	Increase in advocacy efforts for greater public investment in quality early care and education.
	Increase in skill development and mastery in the Kings County early care and education workforce.
	Increase of Kings County early care and education workforce in the knowledge necessary to help young children and their families prepare for success in school.
	Increase in Kings County early care and education workforce job retention.
	Increase in career development plans for Kings County early care and education workforce, including post-secondary units completed, attainment of certifications, permits and degrees.

**Focus Area 2 – Parent Education and Support**

**Goal: All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.**

Objectives	Result Indicators
Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	Increase in the number of parents/guardians who receive general parenting education.
	Increase in the number of parents/guardian who participate in educational workshops.
	Increase in the number of parents/guardian who receive supportive services.
Parents/guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness	Increase the number of parents/guardian who participate in school readiness events and activities.
	Increase the number of parents/guardian who access school readiness resources.
	Parents report that their children birth to 5 years of age are read to five hours per week.

<b>Focus Area 3 – Healthy Children</b>	
<b>Goal: All children will have an early start toward good health.</b>	
<b>Objectives</b>	<b>Result Indicators</b>
Pregnant women will be linked to early and continuous care	Increase the number of pregnant women who are referred to services.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of prenatal care.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of breastfeeding.
	Increase in the rate of mothers who report they are breastfeeding for the first six months of a child's life.
	Increase the number of pregnant women and mothers provided information and/or education on fetal alcohol syndrome.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of smoking cessation.
	Increase the number of pregnant women and mothers provided prenatal and/or postnatal home visits.
Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services	Increase the number of children who receive developmental screenings.
	Increase the number of children who receive health screenings.
	Increase the number of children who receive dental screenings.
	Increase the number of children who receive a social-emotional screening (ASQ-SE).
Children with identified special needs will be referred and linked to appropriate services	Increase the number of children who receive developmental screenings prior to 3rd birthday.
	Increase the number of identified special needs children who receive special needs services.
Children will develop early healthy habits	Increase the number of children who receive nutrition and/or fitness education.
	Increase the number of parents/guardians who receive nutrition and/or fitness education.
	Increase the number of children who receive a health profile assessment.

<b>Focus Area 4 – Systems Integration &amp; Alignment</b>	
<b>Goal: A cohesive system of services for children and families will exist.</b>	
<b>Objectives</b>	<b>Result Indicators</b>
Community members will have a shared vision and act collectively to improve the policies, access to services and environments that impact families	Increase the number of community members and other stakeholders who attend educational events on early childhood.
	Increase the number of community members and providers who attend Commission-led trainings, workshops or meetings.
	Increase the opportunity for community members to support advocacy efforts on behalf of early care and education.
Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families	Increase the number of new partnerships within Family Resource Centers.
	Increase the number of parents and community members who participate in process to design FRC services offered.
	Increase in the depth and breadth of services offered within Family Resource Centers.
Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain	Increase community awareness of the value of the FRC model.
	Increase the number of new collaborations among parents/caregivers, organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
	Increase the percentage of new leveraged resources that support FRC operations.

## Financial Overview

The First 5 Kings County Children & Families Commission (Commission) has completed a financial plan as a means to determine funding allocations to support the Strategic Plan. This plan will be the guideline for future funding of programs and projects.

The 5 year projection takes into account the Proposition 10 sales tax revenues, which are predicted to decline regularly each year as the new federal tobacco tax takes affect and as efforts to curtail smoking among adults and teens continue to be an effective deterrent. This plan does not authorize or appropriate funding. This plan is a tool for the Commission to guide its actions and community investments given that its revenue is declining with program costs increasing.

This plan will be reviewed annually and updated if necessary to reflect actual revenue and expenditures at the end of each fiscal year. The assumptions used in development of this plan will be consistently reviewed to ensure there have been no changes to invalidate or change their effectiveness. The remaining sections of the plan will detail goals and objectives for the plan, outline the assumptions used to assemble the data, and present the spreadsheet view of the results.

## Background

One of the purposes of this plan was to acknowledge the declining balance of funds and indicate how they will be used over the course of the 5-year strategic plan. It is anticipated that annual budgets will flow from this plan.

Concurrently, the Commission is encouraged to continue to pursue additional funding sources in partnership with their funded contractors. Federal, State, foundation or private grants should be researched as a means to build sustainability for the funding investments of the commission.

## Financial Plan Goals

The main goal of the financial plan is to provide the guiding financial framework for appropriate funding decisions and encouraging long-term sustainability to the most successful and effective programs developed and supported with Prop 10 funds.

Additionally, the plan reflects the acknowledgement that revenues are declining, and that adjustments are necessary for long-term impact. The plan outlines the Commission's ability to fund its targeted initiatives and associated projects at approximately \$7.9 million over 5 years.

This funding commitment spends down the commission fund balance, but still attempting to maintain at least 25% of the projected budget each year. The rate of spending will result in the commission ending the 5-year term with a reserve account of approximately \$467,671.

## Financial Plan Objectives

The objective of the plan is planned actions to achieve the above stated goals.

- Provide stable funding over 5 years to select programs in an effort to achieve long-term results.
- Spend down the fund balance in an effort to provide services to children 0 through 5 and their families.
- Maintain a fund balance of no less than 25% of annual operational costs in an effort to meet financial obligations.

## Financial Plan Principles

The financial plan provides the following guidelines and procedures.

- **Timeframe** – For operational purposes, the financial plan projects revenue and expenditure estimates for a 5-year period of time.
- **Annual Budget** - The annual budget will be based on guidelines approved in the 5-year financial plan.
- **Monitoring** – Commission Staff shall update the financial plan each year to reflect the actual expenditures and revenues for the fiscal year and prepare a report to the Commission. The Staff will also validate that the assumptions used in the preparation of the plan are still appropriate. If any assumptions require modifications, they will be included as part of the annual update.
- **Changes to Plan** – Changes can only be made to the financial plan with Commission approval. Request for changes to the plan will be accompanied by a financial projection spreadsheet reflecting the suggested modifications.
- **Surplus Budget Funds** – If the revenues and expenditures in the annual budget result in a surplus of funds, these funds will be placed in the operating fund.
- **Annual Review** - The Commission will evaluate the goals, objectives and principles of the financial plan on an annual basis.

## Plan Assumptions and Funding Strategies

### Economic Assumptions

- Revenue projections are based on figures provided by First 5 California and/or California Department of Finance for FY 21/22, FY 22/23, FY 23/24 and FY 24/25.
- .5% interest earnings.
- Fund Balance not to fall below 25% of annual operational costs per year.

### **Funding Strategies**

- FRC Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 2% decrease in FY 2021/2022, 5% decrease in FY 2022/2023, and a 10% decrease in FY 2023/2024 through FY 2024/2025.
- School Readiness Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 2% decrease in FY 2021/2022, 5% decrease in FY 2022/2023, and a 10% decrease in FY 2023/2024 through FY 2024/2025.
- E3 Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 2% decrease in FY 2021/2022, 5% decrease in FY 2022/2023, and a 10% decrease in FY 2023/2024 through FY 2024/2025.
- New Projects Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 2% decrease in FY 2021/2022, 5% decrease in FY 2022/2023, and a 10% decrease in FY 2023/2024 through FY 2024/2025.

### **Results**

- Funding to the community to support outcomes through services for children ages 0-5 and their families over the time period of the plan.

## **Implementation**

The financial plan was initially approved by the Commission on June 2, 2020. It was the guideline for the preparation of the annual budget for FY 21/22, and will be the guideline for the preparation for future budgets for FY 22/23, FY 23/24, and FY 24/25. The plan is to be reviewed annually and updated if necessary.



## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$32,732	\$29,465	\$26,659
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,535,575</b>	<b>\$1,480,214</b>	<b>\$1,470,841</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,265,341	\$1,226,606	\$1,162,048	\$1,162,048
FRC Initiative	\$726,012	\$726,012	\$721,012	\$706,592	\$684,961	\$648,911	\$648,911
Avenal	\$90,000	\$90,000	\$90,000	\$88,200	\$85,500	\$81,000	\$81,000
Corcoran	\$116,000	\$116,000	\$116,000	\$113,680	\$110,200	\$104,400	\$104,400
Kettleman City	\$90,000	\$90,000	\$90,000	\$88,200	\$85,500	\$81,000	\$81,000
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$416,512	\$403,761	\$382,511	\$382,511
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$431,004	\$417,810	\$395,820	\$395,820
Parent & Me	\$349,800	\$349,800	\$349,800	\$342,804	\$332,310	\$314,820	\$314,820
Special Needs	\$90,000	\$90,000	\$90,000	\$88,200	\$85,500	\$81,000	\$81,000
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$88,545	\$85,834	\$81,317	\$81,317
CARES	\$557,931	\$570,596	\$90,352	\$88,545	\$85,834.40	\$81,316.80	\$81,316.80
New Projects	\$177,011	\$226,104	\$40,000	\$39,200	\$38,000	\$36,000	\$36,000
United Way 211	\$39,835	\$40,000	\$40,000	\$39,200	\$38,000	\$36,000	\$36,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,639,640</b>	<b>\$1,600,905</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	-\$95,611	-\$65,330	-\$56,133	-\$65,505
Fund Balance	\$1,067,546.00	\$1,067,546	\$861,503	\$750,250	\$654,639	\$589,309	\$467,671
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	42.40%	38.38%	36.02%	31.80%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	39.93%	36.81%	34.70%	30.44%

**Assumptions**

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual

## Funding Plan

The Commission has committed to continue the following three Initiatives as a mechanism to fulfill the goals and objectives of the strategic plan during the first year. This strategic plan will undergo further refinement in its first year:

- to ensure that the initiatives and programs are addressing the Goals and Objectives of this five year plan,
- to identify the appropriateness of the initiatives identified,
- to address the ever-changing needs of the community, in light of the current pandemic, and
- to ensure the Commission’s ability to fund the initiatives, considering the continued dwindling of Proposition 10 revenue

Due to the unique services/programming provided through the Family Resource Center Initiative, School Readiness Initiative and Elevating Early Care and Education Initiatives, the Commission was able to pursue sole source justification for these projects. The entities that were funded under these Initiatives in Year 1 are uniquely suited to provide the services and program requirements of Proposition 10 statutes. These organizations have provided these services for numerous years, continue to be in good standing with the Commission, and are trusted resources within their respective communities.

**Funding Policy:**        **FAMILY RESOURCE CENTER INITIATIVE**  
**Total Funding:**       **\$721,012/Year 1; \$2,689,375/Year 2-5**

The First 5 funded Family Resource Centers employ various models constructed to support the delivery of health, education, childcare, and other support services to children and families. Additionally, FRC’s have the additional impact of building communities and systems that support these families.

Programs funded by the Family Resource Center Initiative during Year 1, and Year 2-5:

- Corcoran Community Foundation – Corcoran Family Resource Center
- Kings County Office of Education– Hanford Family Connection
- Kings County Office of Education – Lemoore Family Connection
- Kings Community Action Organization – Kettleman City Family Resource Center

**Funding Policy:**        **SCHOOL READINESS INITIATIVE**  
**Total Funding:**       **\$439,800/Year 1; \$1,640,454/Year 2-5**

The School Readiness Initiative is designed to develop and sustain a system of collaborative school-based or school-linked services/supports that are based on research and promising practices to improve “school readiness” for children, families, communities and schools.

Programs funded by the School Readiness Initiative during Year 1, and Year 2-5:

- UCP - Parent & Me Program
- UCP - Special Needs Program

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**Funding Policy: ELEVATING EARLY CARE & EDUCATION (E3) INITIATIVE**

**Total Funding: \$90,352/Year 1; \$337,013/Year 2-5**

The Elevating Early Care & Education (E3) Initiative provides a comprehensive approach to increasing childcare quality at family day care centers, Head Start, State and Private preschool programs, as well as support for Family, Friend and Neighbor homes and Home Visitors. This is accomplished by conducting Quality Rating Improvement System (QRIS), developing Quality Improvement Plans and by providing the necessary supports such as technical assistance, material supports, and professional growth services that are responsive to site specific needs.

Programs funded by the E3 Initiative during Year 1, and Year 2-5:

- Kings County Office of Education CARES Program

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Additionally, the Commission has committed to set aside funding to support systemic coordination of services for children and families through the New Projects Initiative.

**Funding Policy: NEW PROJECTS INITIATIVE**

**Total Funding: \$40,000/Year 1; \$149,200/Year 2-5**

A cohesive system of services for children and their families, that is easily available and accessible to families, will promote the physical, educational, and social-emotional needs of the children in our community.

Programs funded by the New Projects Initiative during Year 1:

- Kings United Way 211 Intellifull Translation

Programs funded by the New Projects Initiative during Year 2-5:

- Kings United Way – Kings County Referral Exchange System (Unite Us)

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### **First 5 Backpack and Kindergarten Entry Support**

First 5 Kings County will continue to support programming related to Kindergarten registration and orientation during the 1<sup>st</sup> two years of this plan. The backpack program will be supported throughout the entirety of this plan. Every year First 5 Kings County provides all registering Kindergartners the opportunity to prepare for their transition to kindergarten by providing them with basic tools such as crayons, pencil, sharpener, ruler, and magnetic letters and numbers, all packaged in an attractive and age appropriate backpack. The backpack also includes information for

parents to assist in their child's transition by offering practical and home based activities that can help children develop the core competencies expected of children upon kindergarten entry.

## Evaluation Plan

The Children and Families Act of 1998 mandates the collection of data for the purpose of demonstrating results. The results-based accountability model as adopted by the state First 5 Commission requires the collection of data, the analysis of data, and the reporting of findings in order to evaluate the effectiveness of programs. Ultimately the goal of evaluation is to demonstrate best practices in order to build a "road map" for continued development of programs to serve the needs of all children. The Commission is committed to basing its funding decisions on the results achieved by funded programs. Because the Commission believes that program evaluation is an ongoing feedback process, it will provide technical assistance and support to funded providers for purposes of data collection and evaluation.

The purpose of program evaluation is to understand, through tangible results, the relative importance of service program impact toward achieving the goals and objectives as outlined in the Strategic Plan. The process of program evaluation involves analysis of planning and outreach to underrepresented groups, the performance of programs, as well as the successes and challenges at improving the health and school readiness of Kings County's youngest children.

First 5 Kings' approach to monitoring, evaluation and learning will reflect the organization's commitment to using data to advance strategies that change policies and systems for the benefit of children from prenatal to age 5 and their families, as well as for learning how to continuously improve the efforts the organization participates in and supports. Evaluation activities during the first year of this strategic plan, will include, but not limited to:

- Increased project management activities and closer collaboration with the Evaluation Consultant,
- Technical consultation/assistance to enhance data system infrastructure and outcome measurement,
- Data collection and analysis activities, and
- Supplemental data collection and analysis activities.

The above-mentioned concentrated activities will also assist Commission staff in completing a cost effective analysis, with the help of the external Evaluation Consultant. Currently outcomes are measured primarily quantitatively; the hope is that qualitative measurements will also be developed, to truly measure the effectiveness of First 5-funded initiatives/programs. Commission staff and the Evaluation Consultant are reviewing the current Results Matrix, and the Scope of Work of the funded programs, to ensure that the goals and objectives of this Plan are addressed throughout the funded programs, and to identify areas of the Plan that may have service gaps.

## Implementation

First 5 Kings staff will continue to develop and refine the initial strategies identified by the Commission. Focus areas, goals, objectives and result indicators identified during this strategic planning process served as the basis for providing the Commission with examples of how to deploy the strategies; ongoing strategy refinement may result in the identification of additional activities that will effectively advance the desired outcomes and areas of focus contained in this Plan. This strategy refinement work will include the following key steps:

1. Identifying key implementation details associated with each activity, including responsible personnel, time frames, and variables that could affect implementation.
2. Refining the estimated cost of implementation for each activity.
3. Developing a comprehensive policy, data development, and communications agenda across the strategies.
4. Identifying timely partnership opportunities that will accelerate the achievement of impact.
5. Updating the financial projections presented as released by First 5 California, First 5 Association and/or California Department of Tax and Fee Administration.

## Appendices

Appendix A	Family Resource Center (FRC) Initiative
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Appendix H	Kindergarten Parent Survey Results

## Appendix A



### Family Resource Center Initiative

#### **DESCRIPTION**

The First 5 funded Family Resource Centers (FRC's) within Kings County; employ various models constructed to support the delivery of health, education, childcare, and other support services to children and families. FRC's have the additional impact of building communities and systems that support these families.

#### **INTENT**

It is the intent of the Commission to provide through either direct service or coordinated efforts a comprehensive system of support to children 0-5 and their families through the Family Resource Center model of service delivery. It is the goal of the Commission that all Kings County early childhood education services coordinated through Family Resource Centers will be delivered in a fully integrated manner, with an emphasis on quality, cultural competency, best practice and collaboration.

#### **EXPECTED OUTCOMES**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in the number of children who participate in quality early childhood programs.
- Increase in the number of children who participate in First 5 funded projects.

Strategic Plan Result Area II: Parent Education and Support

Result/Outcome Indicators

- Increase in the number of parents/guardians who receive general parenting education.
- Increase in the number of parents/guardian who participate in educational workshops.
- Increase in the number of parents/guardian who receive supportive services.
- Increase the number of parents/guardian who participate in school readiness events and activities.
- Increase the number of parents/guardian who access school readiness resources.
- Parents report that their children birth to 5 years of age are read to up to five hours per week.

Strategic Plan Result Area III: Healthy Children

Result/Outcome Indicators (e.g.,)

- Increase the number of pregnant women who are referred to services.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of prenatal care.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of breastfeeding.

- Increase in the rate of mothers who report they are breastfeeding for the first six months of a child's life.
- Increase the number of pregnant women and mothers provided information and/or education on fetal alcohol syndrome.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of smoking cessation.
- Increase the number of pregnant women and mothers provided prenatal and/or postnatal home visits.
- Increase the number of children who receive developmental screenings.
- Increase the number of children who receive a social-emotional screening (ASQ-SE).
- Increase the number of children who receive developmental screenings prior to 3rd birthday.
- Increase the number of children who receive nutrition and/or fitness education.
- Increase the number of parents/guardians who receive nutrition and/or fitness education.

Strategic Plan Result Area IV: Systems Integration & Alignment

Result/Outcome Indicators (e.g.,)

- Increase the number of new partnerships within Family Resource Centers.
- Increase the number of parents and community members who participate in process to design FRC services offered.
- Increase in the depth and breadth of services offered within Family Resource Centers.
- Increase community awareness of the value of the FRC model.
- Increase the number of new collaborations among parents/caregivers, organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
- Increase the percentage of new leveraged resources that support FRC operations.

**BACKGROUND**

Providing funding and support for Family Resource Centers (FRC's) throughout Kings County remains a key strategy of the Kings County Children and Families Commission (Commission). FRC's were established to be a single point of access for multiple services for children 0-5 and their families. They are designed to be community driven and coordinated services should be responsive to the needs of the community they serve. The goals of each FRC are specific to the local community with an overarching goal of increasing children's readiness for school. Integral to their success is their ability to foster relationships with community and local leaders. FRC's are meant to coordinate services and ensure that they are delivered in an integrated and culturally competent manner.

The Family Resource Center Initiative dates back to FY 2001/2002 when initial planning grants were offered by First 5 Kings County to entities representing each Kings County community to include Armona, Avenal, Corcoran, Hanford, Home Garden, Kettleman City, Lemoore, and Stratford. In March 2006, a new Family Resource Center Initiative was adopted, representing a shift from a planning to implementation stage of development. In 2008, the Commission was presented with the results of the 2006-2008 Evaluation that explored the effectiveness of the Family Resource Center strategy. While the results of the evaluation indicated that overall, "the FRC's are offering a number of useful services to families of children birth to five years of age", it also made a number of findings and recommendations in an effort to strengthen the approach. One of the findings of the evaluation was that the demographics being served by FRC's support the assumption that the strategy is targeting low income populations. While the FRC strategy was not originally intended to serve only low-income populations, it was apparent that by its original design it did just that.



## **FISCAL ALLOCATIONS**

The Commission has allocated a total of \$721,012 to support the Family Resource Center Initiative during the 1<sup>st</sup> year of this plan. \$2,689,375 is tentatively allocated for this initiative for Year 2-5.

Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

It should be noted that the California Children and Families First Act of 1998, (HSC 130100) states that, "There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age." Therefore, as the Commission's mandate is to serve children ages 0-5, the grantees must identify other funding resources for services in which there is not a direct link to children 0-5.

## **CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission, each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix B



### School Readiness Initiative

#### **DESCRIPTION**

School Readiness as defined by the National Education Goals Panel includes children’s readiness for school, schools’ readiness for children, and family as well as community supports and services that contribute to children’s readiness for school success. The School Readiness Initiative is designed to develop and sustain a system of collaborative school-based or school-linked services/supports that are based on research and promising practices to improve “school readiness” for children, families, communities and schools.

#### **INTENT**

It is the intent of the Commission to work collaboratively with early education service providers in Kings County to improve the ability of families, schools and communities to prepare children to enter school ready to succeed.

#### **EXPECTED OUTCOMES**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in the number of children who participate in quality early childhood programs.
- Increase in the number of children who participate in First 5 funded projects.

Strategic Plan Result Area II: Parent Education and Support

Result/Outcome Indicators

- Increase in the number of parents/guardians who receive general parenting education.
- Increase in the number of parents/guardian who participate in educational workshops.
- Increase in the number of parents/guardian who receive supportive services.
- Increase the number of parents/guardian who participate in school readiness events and activities.
- Increase the number of parents/guardian who access school readiness resources.
- Parents report that their children birth to 5 years of age are reading up to five hours per week.

Strategic Plan Result Area III: Healthy Children

Result/Outcome Indicators (e.g.,)

- Increase the number of children who receive developmental screenings.
- Increase the number of children who receive health screenings.
- Increase the number of children who receive dental screenings.
- Increase the number of children who receive developmental screenings prior to 3rd birthday.
- Increase the number of identified special needs children who received special needs services.
- Increase the number of children who receive nutrition and/or fitness education.

- Increase the number of parents/guardians who receive nutrition and/or fitness education.

Strategic Plan Result Area IV: Systems Integration & Alignment

Result/Outcome Indicators (e.g.,)

- Increase the number of community members and other stakeholders who attend educational events on early childhood.
- Increase the number of community members and providers who attend Commission-led trainings, workshops or meetings.

**BACKGROUND**

When children start school without certain skills, they are at a disadvantage that is difficult, if not impossible, to overcome – often resulting in poor school performance throughout their school experience. Children who come from low-income households or live in poverty are at greatest risk for school failure. Kings County is a community with both high ethnic diversity and high levels of poverty.

SCHOOL READINESS PROGRAM APPROACH

**United Cerebral Palsy – Parent & Me Programs**

The goal of the Parent & Me program is to provide a community-based, inclusive child development program for parents to attend with their children 0-5 for an interactive early childhood learning experience. The emphasis is on birth to three and services focus on prevention and early intervention strategies. Children age 3-5 who do not have other early learning opportunities are also offered support through this program approach. The program is designed to support and strengthen the parent as their child’s first teacher. Teachers model developmentally appropriate practices as well as parenting practices and support parents to see their child’s unique strengths and needs. The program provides resources and a hands-on growth experience for parent and child which can be repeated at home during the week through take-home materials. Additionally, comprehensive and periodic screening captures delays and concerns early so that early intervention may occur either through the special needs project and/or referral to another resource. All services provided through the Parent & Me program center around service integration, are provided in a culturally competent fashion, and encourage parent peer support. A sense of belonging and parent buy-in are achieved by providing service in a culturally competent environment and activities that encourage peer parent support and long-term relationships.

**Special Needs Project**

The Special Needs project seeks to provide services to children identified as having or being at risk for developing a special need. This is a gap funding strategy to provide intervention to a population of children that because of stringent qualification standards, would otherwise not qualify for services under typical funding streams. Services provided through this project include conducting child development assessments, developing and providing interventions based on such assessments, and providing support services for children identified as having a special need for their inclusion into the Parent & Me program. Additionally, this project provides capacity building support to ensure providers are delivering services to children with special needs in an appropriate and inclusive fashion. This funding stream also supports the infrastructure of the Armona Parent & Me inclusion site.

**FISCAL ALLOCATIONS**

The Commission has allocated a total of \$439,800 to support the School Readiness Initiative during the first year of this plan. \$1,640,454 is tentatively allocated for this initiative for Year 2-5.

Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

**CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix C



### Elevating Early Care & Education (E3) Initiative

#### **DESCRIPTION**

Improving the quality of child care is a key strategy of the Kings County Children and Families Commission (Commission) targeted at improving child development and school readiness of Kings County's children. The E3 Initiative is charged with facilitating and supporting Quality Rating Improvement System (QRIS) and related quality improvement activities identified for Family Childcare Providers, Kings County Head Start, State and Private Preschool centers.

#### **INTENT**

It is the intent of the Commission to work collaboratively with individuals, organizations, and community agencies to see that all Kings County children ages 0 – 5 will have access to high quality preschool, child care, early learning opportunities and be ready for school. The Commission plans to do so by funding a mechanism which will identify the quality enhancement needs of child development settings and provides the necessary supports to increase the quality of care provided.

#### **EXPECTED OUTCOMES:**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in resources to support early care and education for Kings County.
- Increase in availability of high quality, affordable childcare programs/slots.
- Increase in advocacy efforts for greater public investment in quality early care and education.
- Increase in skill development and mastery in the Kings County early care and education workforce.
- Increase of Kings County early care and education workforce in the knowledge necessary to help young children and their families prepare for success in school.
- Increase in Kings County early care and education workforce job retention.
- Increase in wage earnings of Kings County early care and education workforce.
- Increase in career development plans for Kings County early care and education workforce, including post-secondary units completed, attainment of certifications, permits and degrees.
- Continued implementation of QRIS for Kings County.
- Increase in awareness of parents and other stakeholders of QRIS (i.e., attend information session, read literature, view website).
- Increase in resource investment informed by QRIS.

#### **BACKGROUND**

Approximately 200 licensed family child care providers in Kings County have the capacity to care for and educate over 1600 children. Forty-seven licensed childcare centers have the capacity to serve an

additional 2,178 children. Fourteen licensed-exempt centers serve approximately 242 children. The programs which provide care and education to children prior to kindergarten entry are found in many different settings under various names: child care centers, Head Start programs, family child care homes, and preschools. No matter what the name or the setting, it is crucial that children be safe and that their development and learning be enhanced in these environments. We know that the experiences children have and the skills they develop in these programs can help or hinder their development, not just during childhood, but throughout their lifetime. A child's development is multifaceted, with development occurring in multiple domains simultaneously (physical well-being and motor development, social and emotional development, approaches to learning, language development, cognition and general knowledge). Appropriate child development programs promote a smooth transition from child care to school, preparing children to be ready to learn.

Numerous recent studies suggest that many programs for preschool children in centers and homes fail to provide a level of care that enhances or maximizes a child's early development and learning. There are many contributing factors which hinder the delivery of high quality education in these settings. Many programs rely heavily on parent fees for program revenue (even programs associated with public schools), and many parents are unable to afford the cost of high-quality care.

Given the inadequate funding and financing that characterize the delivery of many early childhood services, the costs associated with making improvements to meet and maintain professional development standards can be a burden. High-quality program costs are significant and include facility improvement, ongoing consumables and staff professional development activities. Therefore, to alleviate this concern in part, the Commission has dedicated funding for the cost of a quality enhancement program through the E3 Initiative.

### **E3 INITIATIVE APPROACH**

The E3 Initiative has identified three systems which are intended to work collaboratively to increase the quality of care provided to preschool aged children in Family Childcare Centers, Head Start, State and Private Preschool settings. Investments have been divided based on the centers being served and the funding stream supporting such efforts, however the approach is meant to be streamlined.

The activities which will be supported through the E3 Initiative include:

- Enrollment and program orientation to new sites
- Provision of technical assistance, trainings and materials supports
- Provision of coaching to FCC providers
- Collaboration with local Resource and Referral program to provide trainings
- Establishment and distribution of a county-wide training calendar for ECE professionals

### **CARES Project**

The CARES Project is funded partially by First 5 Kings County and will offer concurrent services as that provided through the Early Learning Quality Enhancement Project to Family Childcare Homes, non-KCAO State funded Preschool Centers, and Private Preschool Centers.

### **FISCAL ALLOCATIONS**

The Commission has allocated a total of \$90,352 to support the E3 Initiative during the first year of this plan. \$337,013 is tentatively allocated for this initiative for Year 2-5.

Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

**CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix D

### Timeline for Development of 2020-2025 Strategic Plan

- At the April 2019 Commission meeting, the Commission discussed the process to develop a new Strategic Plan. As a result, the commission requested that staff host a convening of funded partners to discuss the impact of static funding.
- A convening of the funded partners occurred on May 13, 2019. The grantees brought up challenges related to the increase in minimum wage, which will affect all grantees and programs.
- At the October 2019 Commission meeting, staff presented a draft Strategic Plan Timeline; however, the Commission requested that a special meeting be held, to conduct an inventory of community services first, in order to inform the Strategic Plan. Staff were tasked with gathering information on community services from various agencies, and to compile the information gathered into a single document
- At the December 2019 Commission meeting, staff presented an Inventory of Community Services to the Commission, as well as an updated Strategic Plan Timeline. The Commission agreed that staff could continue with the process and begin gathering community input.
- At the February 2020 Commission meeting, the Commission voted to extend the current contracts for one year, to allow for continued services to the community while staff finalized the Strategic Plan.
- Focus groups took place January 21, 2020 to February 18, 2020, throughout the county with parents, caregivers and other interested parties. Community input surveys were conducted between February 14, 2020 to February 28, 2020. A survey for parents of Kindergarten students, and Kindergarten teachers was conducted between March 2, 2020 to March 15, 2020



## Appendix E

### COMMUNITY CONVERSATIONS/FOCUS GROUPS:

First 5 staff facilitated community conversations at each of the FRC's currently funded by First 5 Kings County between January-February 2020. The areas explored covered Early Childhood Well-being, Health, Early Childhood Care and Education, and Strong Families. A set group of questions were used for each community conversation; however, additional or clarifying questions were also asked, based on the participants' responses.

At each of the events, the participants emphasized the importance of their local FRC to their children and family, as well as to their community. The participants also shared the value of the relationship that they have built with FRC staff, and how they have learned to trust FRC staff. They relayed how the FRC's are central hubs in their community, where community members are able to learn about various resources available, and are connected with existing services. Many told stories about the importance of the socialization activities for the children, and the parents. A number of participants expressed concern about their local FRC being 'shut down' or losing funding.

Each community was able to identify existing resources, as well as resources needed. Some of the common barriers to resource access identified were community members' lack of knowledge of resources, lack of outreach/education to the community of available resources, lack of transportation, and costs of services. Each community also listed unique barriers in their community:

- Corcoran - a lack of an obstetrician was noted. Pregnant mothers have to seek prenatal care in Hanford or Visalia. This is a huge issue especially for those that lack transportation.
- Hanford & Lemoore – participants identified a lack of services overall due to limited slots available for early childhood education programs, or the high costs of programs.
- Kettleman City – participants identified a lack of programming available that is convenient for working families. They identified a need for more health-related activities (i.e., exercise classes, gym). Kettleman City does not have a grocery store either, so community members have to travel to purchase groceries or pay higher prices at neighborhood stores.
- Avenal – Participants identified a need for advocacy on their behalf to communicate with the local clinics, to improve services. Community members are unable to engage in walking as a form of exercise after work, due to the number of loose dogs in the community after hours.

	Existing Resources	Resources Needed	Barriers to Access to Resources	Potential Resources
<b>Early Childhood Well-being</b>	Safety/ Car seat classes	Transportation	Not as many classes (Exercise/Dance)	Family
	Parent-child bonding classes	Attention	Parent and Me	Friends
	Child age activities	Education	New residents unaware of programs	Teachers
<b>Health</b>	Food bank/ farmers market	Pediatrician in Corcoran	Emergency room (30 minutes)	Nothing noted
	Community booths	Need an OBGYN in Corcoran	No doctors at the clinics	
	Community festivals (cotton fest, Spring fest)		Childcare for self care/ health appointments	
<b>Early Childhood Care &amp; Education</b>	KCAO		Lots of planning ahead of time	Sister
	Home Licensed Childcare		Late to appointments	Close Friend
	After School Programs		Ask for a ride	Mom
<b>Strong Families</b>	Nothing noted	Nothing noted	Health	Independence
			College- commute	Gym- affordable
			Teens- no transportation	High school- Provides after school

Hanford FRC

	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	Parent and me	Healthy	On a waitlist at parent and me	None noted
	Library	Stability	Not aware of any other services on the community	
	Preschools	Dedicate time to our children	KCAO has a waitlist with childcare	
<b>Health</b>	FRC's	More veteran services	Childcare for self care/ health appointments	Bilingual classes for children
	Socialization for children (FRC)	More female providers	Trying to get counseling	More art classes
	Schools who provide bilingual classes for children	After school programs- extending to all children and not just to select grades	Obtaining health insurance	More ESL classes for children
<b>Early Childhood Care &amp; Education</b>	Counseling	Friends	Have nobody	Speak to the children in other languages
	Kings River- grade status check	Field trips	Having counselor's at the schools- discuss child's future, career.	Family member
	Hug bug program- how to express emotions	Reading program	Focus more on cultures	Certified referral
<b>Strong Families</b>	Nothing noted	Nothing noted	Learn to communicate with the children	More daycare/childcare
			Emotional support for parents	Teach children CPR
			Have more seminars for parents	Safety programs for children

Lemoore FRC:

	Existing Resources	Resources Needed	Barriers to Access to Resources	Potential Resources
<b>Early Childhood Well-being</b>	FRC's	Safe Environment	Parenting levels are different for each child.	How to be playful and not to always be serious as a parent.
	UCP	Social and Emotional needs met	Age of the internet. Not knowing what to trust.	Other adults to help out.
	La Leche League	Routines and boundaries	Hard to find affordable programs with children their age	Coming to the FRC helps parents to help the children.
<b>Health</b>	WIC	Nothing noted	Asthma- wildfires, air quality	Nothing noted
	Medi-cal		Wait times to be seen by a doctor	
	Food banks		Environment- community wellness	
<b>Early Childhood Care &amp; Education</b>	Rec center	Childcare centers at the base for doctor appointments	Liability	Babysitter
	Storybook- Hanford	The First 5 years of the child's life is important for the children.	Availability	Siblings
	The FRC helps prepare the children for school	Children are prepared and ready for school (knowing ABC's, numbers, Name, etc.)	Certified Childcare	Family
<b>Strong Families</b>	KCAO- lending library	More Parks	Nothing noted	Girl scouts
	Bright by text	Mommy and me classes		Safety programs for children
		More of a community Involvement		

Kettleman City FRC:

	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	KCAO	Healthy food	Fast food vs Healthy food	Nothing noted
	Home visiting program	Play more	Hard about giving the children nutritious food	
	Food program	Good family	Picky eaters	
<b>Health</b>	Church	Nothing noted	Having to wait for a referral	Farmer's market
	Clinic to see a therapist		Lack of access to exercise/workout	Play outside with the children
	Family		More stores	Timing their screen time
<b>Early Childhood Care &amp; Education</b>	Nothing noted	Asking around	Work	Bring in a professional teacher
		Finding licensed childcare providers	Doctor's appointments	Challenging a provider who would raise their voice with the children. It's important to know who you leave your child with.
		FRC	Clean environment	Providers from KCAO get professional development that helps with materials.
<b>Strong Families</b>	Food	Parenting classes	Hours- classes are too early and parents have to work.	Recognition of attendance
	More resources	More of a community involvement		Free food/ refreshments
	Activities for all ages	Providing activities for parents to learn and take home.		Safety programs

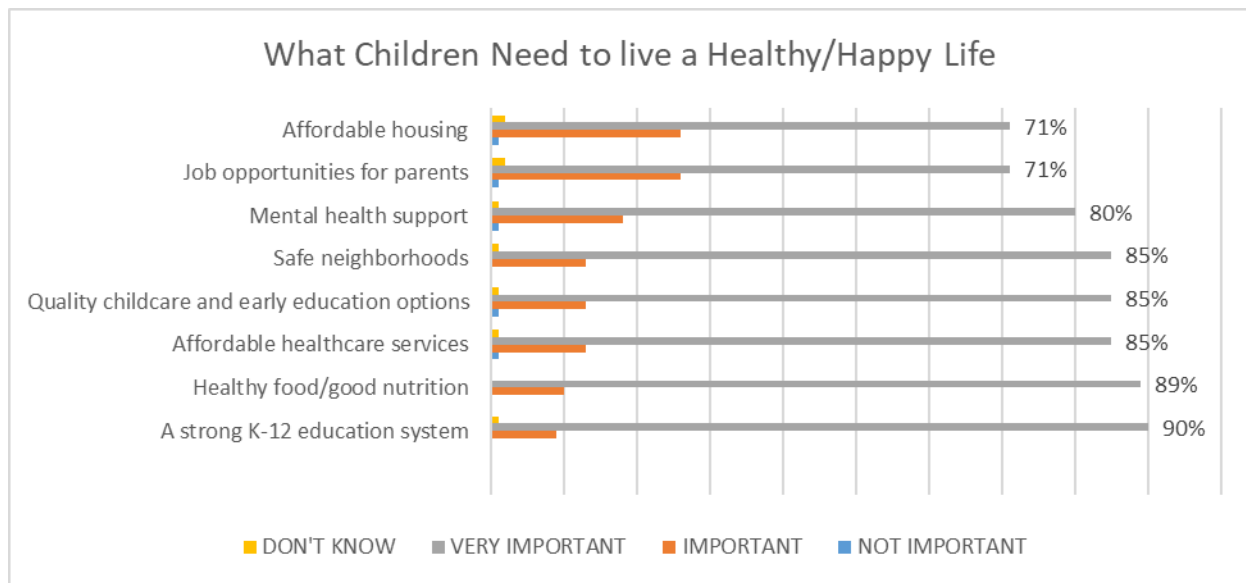
Avenal FRC:

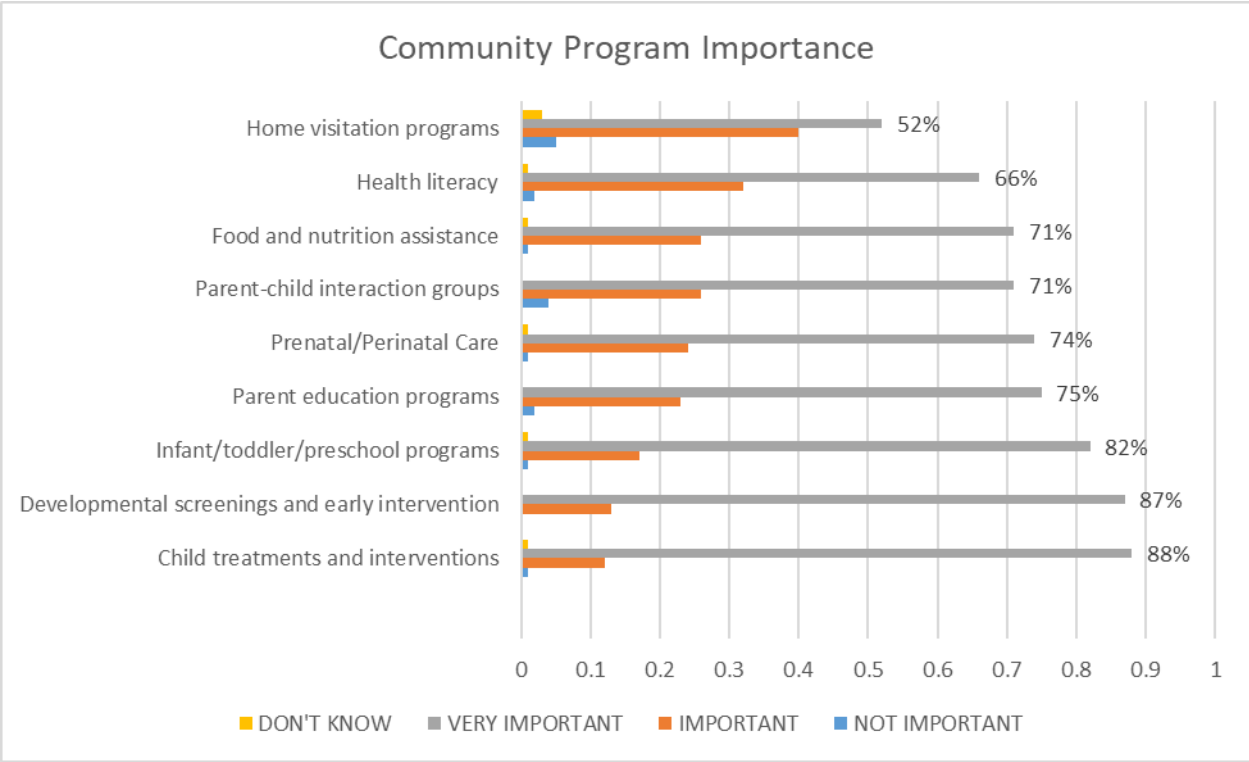
	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	Different programs- but focus on different themes such as immigration program.	Dedicate your time to the children when they need it physically, emotionally and socially	Taking the bus you lose lots of time in your day.	A parent learned about the FRC and Mrs. Dulce through her sister.
	Afterschool program (k-8)	Healthy food	There's 2-3 buses but all come at certain hours	A parent's sister in law introduced the parent to the FRC and Mrs. Dulce.
	Parent and Me	To be ready for school	No childcare for parents who work late	Mrs. Dulce introduced a parent to the FRC and the different programs.
<b>Health</b>	Zumba- you have to pay	Nothing noted	Adult school	Reading books to the children at the FRC and at home.
	Sports- for children		Walk-in clinics won't see you even when the lobby is empty.	
	Sports for children- but hard for parents to register more than 1 child because it's expensive.		If it's an emergency, the clinic will tell you to go to the emergency room.	
<b>Early Childhood Care &amp; Education</b>	Parents		Waitlist	Transportation to school
	Providers		Only two preschools	House has all requirements to watch children.
	Friends		Child could only miss so many days before being dropped.	Teach responsibilities- how to be clean
<b>Strong Families</b>				Educate parents- better vocabulary
				Parents to be responsible and have quality time with the children so there aren't a lot of children walking the streets.
				More Programs to be offered for parents.

# Appendix F

## COMMUNITY SURVEY RESULTS

First 5 Kings County conducted a survey to obtain community input on the importance of a variety of community services. The survey was offered online or hard copy, in English and Spanish. Three hundred sixty-three surveys were completed between February 15, 2020 and February 28, 2020. Almost  $\frac{3}{4}$  of the respondents resided in Hanford and Lemoore (50% and 21% respectively). Over half of the respondents were Hispanic or Latino (61%). The majority of respondents were female (87%). The tables below summarize the respondents' thoughts on what children need, which community programs are important to have, and barriers to accessing services/programs in the community.





BARRIERS TO ACCESS TO PROGRAMS/SERVICES	% OF RESPONSES
Financial (not having enough money and/or high costs)	74%
Lack of information	63%
Limited transportation	50%
Language or other communication barriers	47%
Concerns about privacy or safety	20%
Lack of services offered in the community	55%
Don't know	3%
Other	7%



## Appendix G

### KINDERGARTEN TEACHER SURVEY RESULTS:

Thirty-one Kindergarten teachers throughout Kings County responded to our survey. At the time of the survey, the teachers reported that their average class size was 22 students, with class size ranging from 17-28 students. Six hundred seventy-five students were represented in the survey results, with 5% (42 students) having an Individualized Education Plan (IEP), 2% (15 students) having a Section 504 Accommodation, and 27% (180 students) being English Language Learners (ELL). Students whose primary language is Spanish represented 94% of the ELL population.

A variety of questions were asked in the survey, including inquiries about:

- Student transition to Kindergarten experience
- Skills indicating Kindergarten readiness
- Activities/practices to facilitate children’s transition into Kindergarten
- Barriers to successful transition into Kindergarten
- Kindergarten teacher’s relationship with preschool or early childhood professionals

Some highlights of the survey can be found below:

### STUDENTS’ TRANSITION TO KINDERGARTEN EXPERIENCE

Survey responses regarding students’ experiences transitioning into Kindergarten and their overall adjustment, indicates that 55% of students successfully entered Kindergarten, having virtually none to some problems (Graph G-1). Identification of practices and activities to increase students’ successful entry shall be a priority during the upcoming fiscal year. Further inquiry into commonalities or best practices that contributed to their success level should also be studied.

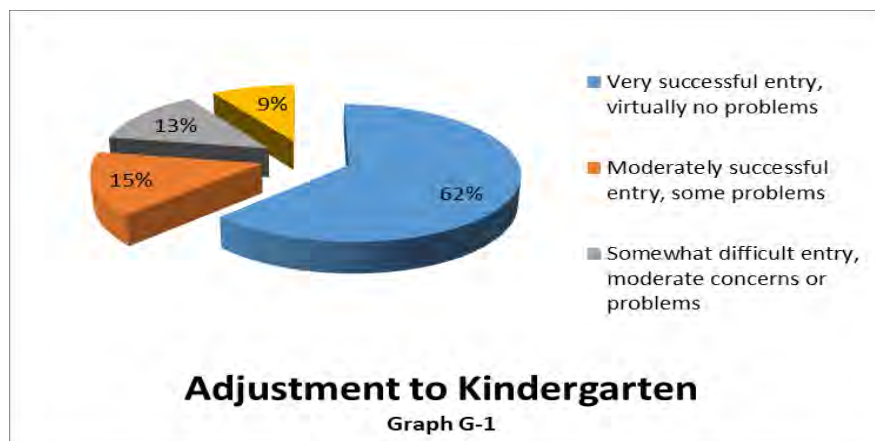


Table G-2 below represents further review of successful transition to kindergarten by special populations. It shows that the majority of children from diverse cultural and ethnic backgrounds (51%) and low-income families (58%) transitioned successfully to kindergarten. The highest percentage of children who did not attend any preschool fell into the ‘Some’ successfully

transitioned category (42%). English Language Learners was a mixed representation, primarily students identified as ‘Most or all’ having a successful transition (39%) and students identified as ‘A Few’ having a successful transition (36%). Students who entered late in the school year, who had disabilities and other special needs primarily showed only ‘A Few’ of these students transitioning successfully, 35% and 29% respectively.

Special Populations	Most or all	Some	A Few	None	Group not present	Don't know
Children from low-income families	58%	29%	13%	0%	0%	0%
Children who are English learners	39%	19%	36%	3%	3%	0%
Children who did not attend any preschool program	26%	42%	29%	0%	0%	3%
Children with disabilities and other special needs	16%	16%	29%	10%	16%	13%
Children who entered late in the school year	19%	23%	35%	10%	10%	3%
Children from diverse cultural and ethnic backgrounds	51%	29%	10%	10%	0%	0%

Table G-2 Targeted Activities by Special Population

Closer study of the reasons why students who had higher percentages in the ‘Most or all’ category would be highly recommended, to identify best practices, and the ability to replicate said practices, to increase the number of children falling into the ‘Most or all’ category.

## IMPORTANCE OF ACADEMIC AND EMOTIONAL SKILLS

Survey respondents categorized the importance of 13 academic and emotional skills for incoming Kindergarteners as follows:

ACADEMIC AND EMOTIONAL SKILL IMPORTANCE				
Not Important	Not Very Important	Somewhat Important	Very Important	Essential
		Can count to 20 or more	Finishes tasks	Takes turns and shares
		Has good problem-solving skills	Takes turns and shares	Participates without disrupting activities
		Knows most of the letters of the alphabet	Is able to use pencils and paintbrushes	Can follow directions
		Identifies primary colors and shapes	Is sensitive to other children's feelings	Communicates needs, wants, and thoughts verbally in child's primary

				language
			Sits still and pays attention	
			Communicates needs, wants, and thoughts verbally in English	

Table G-3

Although basic academic skills are important, the respondents consider emotional skills far more important. First 5 programming related to school readiness should consider increasing activities related to acquiring emotional skills, as well as targeted community education on the importance of soft skills and emotional regulation. It should also be noted that the respondents placed greater emphasis on a child’s ability to communicate verbally in their primary language (49% of the respondents) compared to their ability to do the same in English (26% of the respondents).

Early learning education comes in a number of forms, including childcare, preschools and informal education by parents/caregivers. Regardless of the early educational setting that children experience, each child should receive exposure to a variety of educational experiences to ensure their future success in school. University of Missouri’s College of Education published a study in October 2019, indicating that a school readiness test can predict kindergartener’s success in school after 18 months. The study emphasizes the importance of early assessment of student academic and emotional readiness to provide support as early as possible.

**PRACTICES TO FACILITATE KINDERGARTEN TRANSITION**

Survey respondents were asked a series of questions related to practices used to facilitate children’s transition into kindergarten. The practices could have been completed by the responding teacher or anyone at their school site, prior to or shortly after kindergarten started this school year (2019-2020). Responses indicated that the majority of the teachers and/or school sites had opportunities for parents and children to visit the classroom and school before school started, sent information to the parents related to contacting school personnel, or communicated one-on-one with the parents. It should be noted that only a small percentage of activities concentrated on assessing children’s skills prior to entering kindergarten, communication with childcare or preschool teachers, or inquiring about the student’s home environment.

Table G-4 below shows the percentage of the activities that occurred for the current kindergarten class.

<b>FACILITATION OF KINDERGARTEN ENTRY</b>	
Invited parents and children to visit the classroom and school before the school year began (e.g., open house)	94%
Sent home information on how to get in touch with the teacher or school staff to discuss any concerns or questions about children	87%
Had one-on-one conversations with parents (either by telephone or face to face)	74%
Reviewed information about children's home experiences from a parent survey or checklist (e.g., bedtime, being read to by parent, use of library)	32%
Communicated with child care or preschool teachers about children	23%
Screened children for developmental delays by using a formal instrument	23%
Reviewed written records of children's past experiences or status	19%
Facilitated parent-to-parent contact	16%
Other	6%
Interviewed parents to screen children for developmental or learning delays	6%
No practices or strategies were used.	0%
Visited children's homes	0%

Table G-4

The survey also asked the kindergarten teachers to recall if they or anyone at their school did any special activities or practices to facilitate entry into kindergarten, for specific populations. Based on their answers, over half of the teachers and/or school personnel currently have targeted activities or practices with low-income families and English Learners. Approximately one-third of the school sites had targeted activities to facilitate entry for the other special populations. A third of the school sites also did not have any activities for the special populations mentioned in Table G-5 below.

<b>FACILITATION OF KINDERGARTEN ENTRY BY SPECIAL POPULATION</b>	
Children from low-income families	52%
Children who are English learners	58%
Children from diverse cultural and ethnic backgrounds	35%
Children who did not attend any preschool program	35%
No activities for special populations occurred	35%
Children with disabilities and other special needs	29%
Children who entered late in the school year	23%
Other	6%

Table G-5

## **BARRIERS TO SUCCESSFUL TRANSITION TO KINDERGARTEN**

First 5 Kings County also wanted to identify potential barriers to a successful kindergarten transition. Respondents were given a list of barriers, and were asked to mark all that applied to their school site. The main reason that stood out as a barrier to successful transition was parents not bringing children in for registration or open house (48%). Almost one-third of the respondents indicated that no barriers were present. Additional barriers were identified; however, they were at fairly low percentages. Table G-6 below provides a full listing of the survey results:

<b>BARRIERS TO SUCCESSFUL TRANSITION</b>	
Parents did not bring children in for registration or open house.	48%
No barriers to successful transition were present.	32%
Parents cannot read letters, etc. sent home.	19%
I could not reach most of the parents who needed help transitioning.	16%
Parents were not interested.	16%
Class lists were generated too late.	13%
Work was required in summer but was not supported by salary	13%
Information from childcare or preschool teachers was incomplete.	10%
The school/district does not provide teachers with a transition plan or suggested activities/practices.	6%
The school or district does not support transition activities.	6%
Contacts with parents before the start of school were discouraged.	3%
Funds were not available.	3%
Transition activities take too much time.	3%
Creating negative expectations with parents was a concern.	0%
Materials were not available.	0%
Childcare or preschool teachers were not interested.	0%
It was dangerous to visit students' homes.	0%
Other	0%

Table G-6

Strategies to overcome the above-mentioned barriers should be explored, including but not limited to increased outreach to parents about the importance of early registration and orientation attendance. Examining relationships between Kindergarten teachers and early childhood or preschool professionals, and involvement in First 5 School Readiness Initiative activities as potential solutions to remove these barriers should also be taken into consideration. Table G-7 and G-8 below provide further information on the aforementioned topics:

<b>RELATIONSHIPS WITH EARLY CHILDHOOD OR PRESCHOOL PROFESSIONALS IN THE PAST 12 MONTHS</b>	<b>% of Respondents</b>
Invited preschool teachers(s) to bring this year's children to your classroom	48%
I do not have a relationship with early childhood or preschool professionals	45%
Attended regular meetings of elementary school, early childhood, and preschool staff in the community	13%
Participated in joint workshops with school staff on issues of interest with early childhood or preschool staff in the community	6%
Made contacts to develop a coordinated curriculum with preschool programs	6%
Other (please specify)	10%

TABLE G-7

Respondents were able to mark all scenarios listed in Table G-7. Almost half of the respondents invited preschool teacher(s) and their class to a Meet and Greet; however, almost half of the respondents also indicated that they did not have a relationship with early childhood or preschool professionals. First 5 could continue to assist in engaging early childhood educators and kindergarten teachers to ensure readiness of children for transition to kindergarten.

<b>INVOLVEMENT IN FIRST 5 SCHOOL READINESS INITIATIVE ACTIVITIES</b>	<b>% of Respondents</b>
Working on school readiness issues with your First 5 County Commission or Linkages 2 Learning Coordinator	84%
Working with programs or organizations in your community to promote school readiness (e.g., preschools, social service agencies)	32%
Establishing school readiness programs and/or activities that take place in your school	61%
I am not involved in any school readiness activities	0%
Other (please specify)	3%

TABLE G-8

Survey respondents indicated that aside from participating in First 5 School Readiness Initiative activities, they also work with other programs and organizations in the community, as well as have programs and activities taking place at their school site (Table G-8). First 5 Kings County should explore increased coordination of community-wide school readiness programs and activities, to avoid duplication of programs, and to maximize funding to ensure the future educational success of young children.

## Appendix H

### KINDER PARENT SURVEY RESULTS:

One hundred forty-six parents of current kindergarten students completed a reflection survey. The table below represents the parents' answers regarding transition activities that parents may have/may not have participated in prior to their child entering kindergarten. The last 3 questions only applied to children who attended preschool.

Transition Activity	Participated?		Very Useful	Somewhat Useful	Not Useful
	YES	NO			
1. My child and I visited their Kindergarten classroom prior to the start of school.	85%	15%	91%	5%	0%
2. My child and I attended a spring (April-June) Kindergarten Orientation.	57%	43%	94%	5%	1%
3. My child and I attended a fall (July-August) Kindergarten Orientation.	60%	40%	91%	6%	1%
4. At Kindergarten Registration, I was provided with information about preparing my child for Kindergarten.	84%	16%	88%	7%	1%
5. At Kindergarten Registration, my child was provided with a free school readiness backpack.	74%	26%	87%	8%	2%
6. My child received a kindergarten assessment prior to the beginning of school.	65%	35%	93%	3%	0%
7. My child and I met their Kindergarten Teacher prior to the first day of Kindergarten.	81%	19%	93%	2%	1%
8. My child and I received a tour of the school prior to the first day of Kindergarten.	54%	46%	94%	8%	1%
9. My child received a postcard from his/her school prior to the first day of school.	50%	45%	88%	7%	4%
<b>Only complete the following (10-12) questions, if your child attended preschool.</b>					
10. My child attended a preschool, and they visited a Kindergarten Classroom.	50%	50%	81%	6%	6%
11. My child attended preschool, and a Kindergarten Teacher visited their preschool classroom.	30%	70%	73%	10%	10%
12. My child attended preschool, and I was provided with information about preparing my child for Kindergarten.	80%	20%	70%	6%	1%

TABLE 6-9

The parents' responses indicate that the majority of families had an opportunity to visit the kindergarten classroom and meet the teacher, attended an orientation and were provided information related to preparing their child for kindergarten, as well as a free school readiness backpack. For those children who attended preschool, 80% indicated that they were provided kindergarten preparation information, half visited a kindergarten classroom, and one-third of the children were visited by a kindergarten teacher at preschool.





330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-092**

**Commission's Process to  
Become a Legal Entity  
Separate from the County**



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-092  
Discussion/Action Item: Action Item

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**AGENDA ITEM:** Commission’s Process to Become a Legal Entity Separate from the County

**A. Background/History:**

The Kings County Children and Families Commission (First 5 Kings) was established in 1998 when California voters passed Proposition 10, codified under Health and Safety Code § 130100-130155. Over the past year, the Commission has been considered a County department under Kings County Department of Public Health Department (KCDPH), with contracting authority lying with the County of Kings. Various events have precipitated the Commission to consider becoming a legal entity separate from the County.

At the August 2020 Commission meeting, the Commission voted to bring a Resolution to the Kings County Board of Supervisors (KCBOS), to request delegation of contracting authority to the Commission. Commission staff brought said Resolution before the KCBOS on November 24, 2020. The matter was tabled by the KCBOS to April 6, 2021.

At the February 2, 2021 Commission meeting, the Commission voted to bring an Ordinance change to the KCBOS instead, to designate the Commission as a legal entity separate from the County, as well as a Memorandum of Understanding/Agreement to contract with the County for a variety of administrative services, including staffing.

The Ordinance change was introduced by the Board of Supervisors during their Regular Meeting held on April 27, 2021. The 2<sup>nd</sup> reading and adoption of the Ordinance occurred during the Board of Supervisors’ Regular Meeting held on May 11, 2021. A summary of the ordinance was published in the Hanford Sentinel on May 19, 2021. The Ordinance will be effective on or about June 18, 2021, 30 days after publication.

County Counsel has created a draft Memorandum of Understanding between the Commission and the County for administrative services, to include staffing.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Commission staff recommend that the Commission receive and file staff report on the process to become a legal entity separate from the County, discuss possible options, and direct staff to take actions as necessary.

**C. Timeframe:**

N/A

**D. Costs:**

Costs associated with contracting with the County for administrative services are based upon percentage of FTE, with the exception of salaries and benefits.

**E. Staff Recommendation:**

Commission staff recommend that the Commission receive and file staff report on progress for the Commission to separate from the County; discuss possible options and direct staff to take actions as necessary.

**F. Attachments:**

Draft MOU between the Commission and the County for administrative services

**AGREEMENT FOR THE PROVISION OF  
STAFFING AND SERVICES BETWEEN THE  
COUNTY OF KINGS AND THE  
FIRST 5 KINGS COUNTY CHILDREN AND  
FAMILIES COMMISSION**

THIS AGREEMENT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the County of Kings, a political subdivision of the State of California (hereinafter “County”) and the First 5 Kings County Children and Families Commission, an independent local public agency established in accordance with the California Children and Families Act of 1998 (hereinafter “Commission”).

**RECITALS**

WHEREAS, the voters of the State of California enacted the California Children and Families Act of 1998 (hereinafter “the Act”), as codified in Health and Safety Code § 130100 *et seq.*, also known as Proposition 10;

WHEREAS, the Board of Supervisors of Kings County (“the Board”) established, pursuant to the Act and Kings County Ordinance No. 609.4, codified as Section 2-40 of the same, the Commission as an independent legal entity;

WHEREAS, pursuant to Section 2-48 of the Kings County Ordinances, the Commission may enter into a memorandum of understanding with the County to provide staffing and services; and

WHEREAS, the Commission requires legal, fiscal, and administrative services and desires to obtain such services from County.

NOW, THEREFORE, the parties mutually agree as follows:

**1. SCOPE OF SERVICES**

The County shall provide the following staffing and services to the Commission:

1. Auditor-Controller-County Clerk. The Auditor-Controller-County Clerk shall: (1) maintain trust accounts in Commission’s name and process Commission’s deposits and withdrawals and journal vouchers using standard County forms and systems; (2) process vouchers approved by Commission as received, consistent with County policy toward non-County entities; (3) when requested in writing, cancel and reissue warrants; and (4) maintain and produce financial reports in the same manner and format as for County departments.

2. Treasurer-Tax Collector. The Treasurer-Tax Collector shall invest any surplus Commission funds on its behalf in accordance with the County’s policies.

3. Information Technology Services. The Information Technology Services Division shall provide Commission electronic access to its financial reports in the same manner and format as provided to County departments.

4. Legal Services. The Office of County Counsel shall provide legal advice on

contractual, statutory, regulatory, and other legal matters. In addition, an attorney of the office will attend Commission meetings and closed sessions as legal advisor to the Commission. The office will bill the Commission for these legal services monthly at the rate set for all County departments and agencies under the Countywide Cost Allocation Plan as amended from fiscal year to fiscal year. As for legal actions and proceedings, at the request of Commission, County Counsel will initiate, in the name of Commission, such legal actions or proceedings as are necessary and advisable. Commission shall bear the costs and legal fees of legal actions it initiates, and the costs and legal fees of defending itself in legal proceedings, including administrative proceedings, mediations, or arbitrations. If legal proceedings are brought jointly against County and Commission, legal defense costs and attorney fees will be jointly borne, unless the County or the Commission is represented by different counsel. With respect to any legal action between County and Commission arising out of this Agreement, each party shall pay its own legal expenses and costs. Commission may, at its discretion, use an attorney of its choosing if a conflict of interest is identified by the Commission or the Office of the County Counsel or for any other reason Commission deems appropriate. In the event of a conflict of interest or for any reason the Counsel deems appropriate, the County Counsel reserves the right to discontinue some or all of the legal services provided to and for the Commission after notice to and consultation with the Commission. At the Commission's election, it may participate in the County's self-insurance pool and excess coverage for general liability and worker's compensation insurance coverage. Commission shall pay the rates established by County for participation in such insurance coverage.

5. First 5 staff positions. All individuals in positions in budget unit 432300 will continue as employees of the County. The County will continue to provide staffing for the Executive Director (in-kind), Program Officer and Resource Specialist to maintain the work required to carry out the Commission's Strategic Plan and Budget.

6. Fiscal support. The Department of Public Health's Fiscal division will continue to assist staff with fiscal-related matters, including payroll, purchasing and budgeting.

7. Administrative Support Services. The County Administrative Office shall administer this agreement on behalf of the County, facilitating and coordinating, as necessary and appropriate, the services provided by the County under this Agreement.

## **2. COMPENSATION**

County shall be compensated for the services set forth, above, as set forth in the Commission's adopted annual budget. The Commission will provide the County with an updated Annual Budget each Fiscal year. The parties agree to meet and confer before the adoption of the budget to ensure sufficient funds are available to reimburse the County for the services and staffing provided. In the event the Commission's resources are insufficient to cover the services provided, the County shall work with the Commission to determine whether to decrease the level of staffing or services, outsource a service, or otherwise amend this Agreement as appropriate

The Commission shall pay the County the amounts agreed upon in quarterly installments throughout the fiscal year on the dates mutually agreed to by the parties during the budget negotiation process.

### **3. TERM**

This Agreement shall remain in full force and effect from \_\_\_\_\_ through June 30, 2025, unless other amended or terminated pursuant to its provisions.

### **4. RECORDS AND INSPECTIONS.**

The County shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. The Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to the Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension thereof.

### **5. AMENDMENTS**

This Agreement may be modified by a written amendment signed by the authorized representatives of the parties.

### **6. TERMINATION**

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party may terminate this Agreement without cause by giving the other party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the termination is for non-appropriation of funds, the County may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-breaching party shall provide written notice to the breaching party of its intention to terminate the Agreement and inform the breaching party whether the breach is able to be cured.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Breach, all Notices of Breach shall be deemed subject to this provision. If the non-breaching party deems the breach of a nature subject to cure, said party shall allow the breaching party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Breach, the non-breaching party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Breach to cure, the breaching party may submit a written proposal to the non-breaching party within that period, in which said party sets forth a specific plan to remedy the breach and a date certain for completion. If the non-breaching party agrees to the proposed plan in writing, the breaching party shall immediately commence curing the breach. If the breaching party fails to cure the breach within the time agreed upon by the parties, the non-breaching party may terminate the Agreement either immediately, on a date provided in the Notice of Breach, or provide the breaching party additional time to cure the breach.

b. Alternatively, the County may elect to cure the breach and charge any and all expenses incurred as a result thereof to the Contractor.

2) Breach Not Subject to Cure. If the non-breaching party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Breach to the breaching party of its intent to terminate the Agreement for cause, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the County for damages sustained by the County because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party of previous acts by the other party that constitute a breach or default of the party's obligations under this Agreement serve as a waiver of the parties' right to assert that a breach or default of this Agreement has occurred, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to any breach or default.

## **7. INSURANCE**

Without in any way affecting the indemnity herein provided and in addition thereto, the Authority shall secure and maintain throughout the term of this Agreement the following types of insurance with limits as shown:

- A. **Workers' Compensation:** A program of workers' compensation insurance in an amount and form necessary to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits.
- B. **Comprehensive General and Automobile Liability Insurance:** This coverage will include contractual coverage and automobile liability coverage for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than \$2,000,000 per occurrence.
- C. **Errors and Omission Liability Insurance:** Coverage shall have combined single limits of \$2,000,000 per claim or occurrence.
- D. The Authority shall provide the County with evidence of such insurance and each insurance policy shall be endorsed to include the County as an Additional Insured.

## **8. INDEMNIFICATION**

The parties agree to indemnify, defend, protect, and hold each other, their officials, officers, employees, and agents harmless from and against any and all liability, losses, claims, damages, expenses, demands, and costs including, but not limited to, attorney, expert witness, consultant, and litigation costs, arising out of the other party's performance of services under this Agreement, but only to the extent the offending party is responsible for such damages, liabilities, and costs on a comparative basis of fault between the parties in the performance of services under this Agreement.

## **9. INDEPENDENT CONTRACTOR**

The Commission and the County are independent entities entering into this Agreement as independent contractors and not as agents, officers, or employees of the other party. The parties therefore mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **10. COMPLIANCE WITH LAW**

The parties shall comply with all federal, state, and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **11. CONFIDENTIALITY**

The parties shall not use each other's confidential information for any purpose other than carrying out their obligations under this Agreement. Each party shall prevent unauthorized disclosure of the other party's confidential information. Each party shall promptly transmit to the other party all requests for disclosure of the other party's confidential information.

## **12. CONFLICT OF INTEREST**

The County warrants that its employees or their immediate families or Board of Supervisors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. The County shall employ or retain no such person while rendering services under this Agreement. Services rendered by County's associates or employees shall not relieve the County from personal responsibility under this clause. The County has an affirmative duty to disclose to the Commission in writing the name(s) of any person(s) who have an actual, potential, or apparent conflict of interest.

## **13. NONDISCRIMINATION**

In rendering services under this Agreement, the County shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, gender expression, or sexual orientation.

Further, the County shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **14. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. County warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of the Commission subject to any required state or federal approval.



**15. ASSIGNMENT**

County shall not assign this Agreement without the prior written consent of the Commission subject to any required state or federal approval. Assignment by County of any monies due shall not constitute an assignment of the Agreement.

**16. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party’s reasonable control, provided written notice is provided to the other party of the cause of the delay within ten (10) days of the start of the delay. Thereafter, the parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**17. OWNERSHIP OF DOCUMENTS**

The Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence, or other pertinent data and information gathered by or computed by the County relating to this Agreement prior to its termination or upon completion of the County’s work.

**18. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

<p>County:</p> <p>County of Kings 1400 W. Lacey Blvd. Bldg. 6 Hanford, CA 93230</p>	<p>Commission:</p> <p>First 5 Kings County 330 Campus Drive Hanford, CA 93230</p>
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If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**19. CHOICE OF LAW**

The parties have executed and delivered this Agreement in the County of Kings, State of California. The parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. County hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**20. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**21. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**22. NO THIRD PARTY BENEFICIARIES.**

The Commission and the County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

**23. ENTIRE AGREEMENT; COUNTERPARTS; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits, which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions, or obligations made or entered into by the parties other than those contained herein.

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

The parties agree that each party had an opportunity to review this Agreement, consult with legal counsel, and negotiate terms, and it is expressly agreed and understood the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original, executed, Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

**24. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**[SIGNATURES ON FOLLOWING PAGE]**

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

COUNTY OF KINGS

COMMISSION

By: \_\_\_\_\_  
Craig Pedersen, Chairman  
Kings County Board of Supervisors

By: \_\_\_\_\_  
Dr. Lisa Lewis, Chairperson  
First 5 Kings County Children & Families  
Commission

REVIEWED AND RECOMMENDED  
FOR APPROVAL:

By: \_\_\_\_\_  
Edward Hill, Kings County Public Health Director and  
First 5 Executive Director

ATTEST:

By: \_\_\_\_\_  
Catherine Venturella, Clerk to the Board

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By: \_\_\_\_\_  
Carrie R. Woolley, Assistant County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:  
**Exhibit A:** Fiscal Year 2021-2022 Budget

**BUDGET COMPARISON  
2020/2021 2021/2022  
Consolidated Report**

<b>SALARY SUMMARY</b>		<b>\$ 198,299</b>	<b>\$ 188,901</b>	<b>\$ (9,398)</b>
<b>SERVICES &amp; SUPPLIES</b>		<b>2020-2021 BUDGET</b>	<b>2021-2022 BUDGET (Proposed)</b>	<b>VARIANCE</b>
Communications	92006	\$ 2,188	\$ 3,352	\$ 1,164
Office Equipment & Supplies	92018	\$ 2,600	\$ 1,000	\$ (1,600)
Maintenance SIG	92021	\$ 6,263	\$ 2,864	\$ (3,399)
Memberships	92027	\$ 4,000	\$ 4,000	\$ -
Postage & Freight	92033	\$ 297	\$ 200	\$ (97)
Offset Printing/Stores	92035	\$ 500	\$ 500	\$ -
Computer Software	92036	\$ 700	\$ -	\$ (700)
Legal Services	92038	\$ 5,000	\$ 5,000	\$ -
Community Outreach	92045	\$ 1,500	\$ 1,500	\$ -
Auditing & Accounting	92046	\$ 6,560	\$ 6,560	\$ -
Contractual Services	92047	\$ 25,000	\$ 25,000	\$ -
Publications & Legal Notices	92056	\$ 100	\$ 250	\$ 150
Program Expenses	92063	\$ 66,000	\$ 66,000	\$ -
Purchasing Charges	92068	\$ 282	\$ 200	\$ (82)
Brd. & Comm. Mem Expenses	92069	\$ 500	\$ 500	\$ -
Public Educ. Materials	92075	\$ 1,500	\$ 1,500	\$ -
Motor Pool	92089	\$ 4,775	\$ 4,775	\$ -
Travel Expenses	92090	\$ 10,000	\$ 10,000	\$ -
Utilities	92094	\$ 3,244	\$ 2,202	\$ (1,042)
Electronic Hardware	92103	\$ 2,900	\$ 2,900	\$ -
Liability Claim	93041	\$ 1,235	\$ 862	\$ (373)
Information & Technology	93048	\$ 4,993	\$ 4,197	\$ (796)
IT Managed Contracts	93051	\$ 3,825	\$ 3,825	\$ -
Admin Allocation	93057	\$ 25,067	\$ 27,182	\$ 2,115
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 179,029</b>	<b>\$ 174,369</b>	<b>\$ (6,775)</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 377,328</b>	<b>\$ 363,270</b>	<b>\$ (16,173)</b>
<b>Other Charges</b>		<b>2020-2021 BUDGET</b>	<b>2021-2022 BUDGET (Proposed)</b>	<b>VARIANCE</b>
FRC Initiative		\$ 721,012	\$ 706,592	\$ (14,420)
E3 Initiative		\$ 90,355	\$ 88,545	\$ (1,810)
School Readiness Initiative		\$ 439,800	\$ 431,004	\$ (8,796)
New Project Initiative (TBD)		\$ 40,000	\$ 39,200	\$ (800)
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,291,167</b>	<b>\$ 1,265,341</b>	<b>\$ (25,826)</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,668,495</b>	<b>\$ 1,628,611</b>	<b>\$ (41,999)</b>



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Date of Meeting: June 21, 2021

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**2021-06-093**

**L2L Kindergarten Readiness  
Activities Agreement**



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Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-093  
Discussion/Action Item: Action Item

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## **AGENDA ITEM: L2L Kindergarten Readiness Activities Agreement**

### **A. Background/History:**

First 5 Kings County has been providing Kindergarten Readiness and Transition Support to the community through the Linkages to Learning program. At the June 2, 2020 Commission meeting, the Commission voted to continue supporting the Linkages 2 Learning school sites for two (2) years.

The Linkages 2 Learning program provides stipends to participating school sites and Kindergarten/Transitional Kindergarten teachers, and provides implementation items for use during the school site's Kindergarten Registration and Orientation/Back-to-School activities.

The agreement between the participating school sites and First 5 Kings County was updated to reflect the above-mentioned supports available.

### **B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests the Commission review, discuss and authorize the Executive Director to sign as an authorized representative of the First 5 Kings County Children & Families Commission on the Kindergarten Readiness Activities Agreement.

### **C. Timeframe:**

The Linkages 2 Learning program was authorized for an additional two (2) years, from July 1, 2020 through June 30, 2022.

### **D. Costs:**

There are no additional costs to the FY 20/21 or FY 21/22 First 5 budget. The Commission approved \$66,000 for both fiscal years to support the backpack and Linkages 2 Learning program.

### **E. Staff Recommendation:**

Staff requests the Commission review, discuss and authorize the Executive Directory to sign as an authorized representative of First 5 Kings County Children & Families Commission on the Kindergarten Readiness Activities Agreement.

### **F. Attachments:**

- Linkages to Learning Kindergarten Readiness Activities Agreement template



## Kindergarten Readiness Activities Agreement

This Agreement stands as evidence that the First 5 Kings County and [SCHOOL NAME] intend to work together toward the mutual goal of improving the ability of families, schools, and communities to prepare children to enter school ready to succeed. Both agencies believe that implementation of the **Linkages to Learning Program** will further this goal. To this end, each agency agrees to participate in the program, by coordinating/providing the following services for the period July 1, 2020 through June 30, 2022. Either agency may independently elect to terminate this Agreement for the subsequent year of implementation by providing written notice by May 15<sup>th</sup>.

First 5 Kings County will provide the following services:

1. Annual Stipend to participating school site:
  - i. \$500 for school site administration
  - ii. \$200/Kindergarten/TK teacher for participation in First 5-sponsored activities as agreed upon by both parties. (\$100 per spring/fall event stipend)
  - iii. \$5 per completed Pre- K assessment using a First 5-approved assessment. School sites may elect to conduct an alternate activity approved by First 5.
2. Provision of backpacks for incoming kindergarten students.
3. Provision of staff support in the purchase of implementation items for use at First 5-sponsored activities.
4. Participate in intermittent meetings to discuss partnership, concerns, and/or opportunities for growth.

[SCHOOL NAME] will provide the following:

1. School site point person to act as liaison between First 5 and school site staff supporting First 5 activities on/with school site.
2. Provision of number of anticipated Kinder/T-K students and teachers for Academic Year 2021-2022 by February 1, 2021.
3. Collection of participation data/parent surveys and submission to First 5 staff within 2 weeks of activity.
4. Participate in intermittent meetings to discuss partnership, concerns, and/or opportunities for growth.

We, the undersigned, as authorized representative of [SCHOOL NAME] and First 5 Kings County, do hereby approve this agreement.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Edward Hill, First 5 Kings County

By: \_\_\_\_\_ Date \_\_\_\_\_  
[SCHOOL NAME]





Date of Meeting: June 21, 2021

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**2021-06-094**

Approval of Grantee  
Contracts for  
FY 2021-2025





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Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-094  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of Grantee Contracts for FY 2021-2025**

**A. Background/History:**

The current Grantee Contract Extensions will expire on June 30, 2021. This agenda item will authorize contracts between First 5 Kings County and the following grantees:

- Recreation Association of Corcoran
- United Cerebral Palsy
- Kings Community Action Organization

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests the Commission review, discuss and approve the attached contracts with various grantees for FY 2021-2025.

**C. Timeframe:**

Services will be provided from 07/01/2021 through 06/30/2025.

**D. Costs:**

Total Costs budgeted for these contracts will not exceed \$2,744,534.

**E. Staff Recommendation:**

Staff recommends the Commission approve the contracts for services for FY 2021/2025, and authorize the Executive Director to sign as an authorized representative of the First 5 Kings County Children & Families Commission.

**F. Attachments:**

- DRAFT contract between First 5 Kings and Recreation Association of Corcoran for the Corcoran Family Resource Center FY 2021-2025.
- DRAFT contract between First 5 Kings and United Cerebral Palsy for the Parent & Me Project FY 2021-2025.
- DRAFT contract between First 5 Kings and United Cerebral Palsy for the Special Needs Project FY 2021-2025.
- DRAFT contract between First 5 Kings and Kings Community Action Organization for the Kettleman City Family Resource Center FY 2021-2025.



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Date of Meeting: June 21, 2021

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**2021-06-094a**

Recreation Association of  
Corcoran

Corcoran Family Resource  
Center

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Recreation Association of Corcoran  
Contract Number: 2021-06-094a

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and Recreation Association of Corcoran, Inc., a California nonprofit public benefit corporation (“Contractor”) (collectively “Parties”).

## R E C I T A L S

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires family resource center services in Corcoran; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22-23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25.**

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set

forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22/23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 21/22, Exhibit B-2 for FY 22/23, Exhibit B-3 for FY 23/24, and ExhibitB-4 for FY 24/25**.

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in **Exhibit B-1 for FY 21/22 (\$113,680), Exhibit B-2 for FY 22/23 (\$110,200), Exhibit B-3 for FY 23/24 (\$104,400), and ExhibitB-4 for FY 24/25 (\$104,400)**. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

### **5. RECORDS AND INSPECTIONS.**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and

Commission or other representative authorized by Commission.

## **7. TERMINATION**

The right to terminate this Agreement under this section may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party shall have the right to terminate this Agreement without cause by giving the other party 30 calendar days prior written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the termination is for non-appropriation of funds, Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach this Agreement. Upon a material breach, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and allow a period of 10 days to cure the breach. If the breach is not remedied within that 10 day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

Alternatively, Commission may elect to cure the default and any expense incurred shall be payable by Contractor to Commission.

C. Effects of Termination. Termination of this Agreement shall not terminate any obligations of any liability to Commission for damages sustained by Commission because of any breach of contract by Contractor, nor to indemnify, to maintain and make available any records pertaining to this Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party constitute a waiver of any breach of this Agreement or any default that may then exist, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## **8. INSURANCE**

A. Without limiting County's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide an Endorsed Additional Insured page from Contractor's Insurance Carrier guaranteeing such coverage to County. Such page shall be mailed as set forth under the Notice Section of this Agreement prior to the execution of this Agreement. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to other remedies it may have, suspend, or terminate

this Agreement upon the occurrence of such event.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage. Commission and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.
2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident and for property damages not less than One Hundred Thousand Dollars (\$100,000), or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.
3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. The policy shall be endorsed to waive the insurer's subrogation rights against Commission.
4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

County will accept a claims made policy under the following circumstances: any retroactive date must be shown and must be dated before the commencement of this Agreement, the policy must be kept in full force and effect or Contractor may provide tail coverage or extended reporting coverage with a retroactive dates to cover any time gaps for five (5) years after the termination of this Agreement or any extension of this Agreement.

B. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County's Risk Manager.

C. Each of the above required policies shall be endorsed to provide Commission with 30 days' prior written notice of cancellation. Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. Professional Services: When the law establishes a professional standard of care for

Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Commission members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. All Other Services: Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Commission members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists by reason of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH THE LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, sexual orientation, military status, or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

## **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.



**17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party’s reasonable control, provided written notice is provided to the other party of the cause of the delay within 10 days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission’s reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission’s sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

**19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

**Commission:**

First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Facsimile: (559) 585-0815  
[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

**Contractor:**

Recreation Association of Corcoran, Inc.  
P.O. Box 176  
Corcoran, CA 93212  
Facsimile: (559) 992-5799  
[steve@racorcoran.org](mailto:steve@racorcoran.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**20. CHOICE OF LAW**

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil

Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**23. NO THIRD PARTY BENEFICIARIES.**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

**24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County's ADA grievance procedures as set forth in County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.

**25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not

originated or maintained in documentary form.

## **26. ASSURANCES AND CERTIFICATIONS**

Contractor shall comply with the Family Resource Center Service Standards, as signified by the authorized agent's initials throughout **Exhibit D**. Contractor's staff that will be involved in execution of this Agreement are listed in **Exhibit E**.

## **27. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The Parties agree that the electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

## **28. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

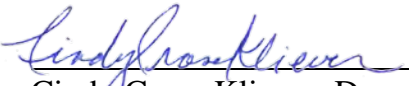
COMMISSION:

CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Steve Brown, Executive Director

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By:  06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Kings County ADA Grievance Procedure
- Exhibit D:** Family Resource Center Service Standards
- Exhibit E:** Contractor’s Staff for this Project

Exhibit A-1

SCOPE OF WORK 2021-2022

PROVIDER NAME: Corcoran Family Resource Center

PAGE: 1 of 4

**DIRECT SERVICES - EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardian and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC Staff will provide <b>Tummy Play Time</b> classes for children 0-6 months of age and their parents.	10	35	10	35	FRC Coordinator
			The FRC Staff will provide child development instruction to children age 0-5 in tandem with Parent Education Workshop	20	5	-----	-----	FRC Coordinator
		Parents/guardian and caregivers will have access to educational services to increase family reading/literacy and school readiness	The FRC Staff will provide early childhood activities ( <b>Time 2 Finger Paint</b> ) and literacy skills to children 6 months old to 24 months old.	25	175	25	175	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	The FRC Staff will provide <b>Little Chef's Kitchen</b> cooking healthy snack classes for children 2 to 5 years of age.	40	130	30	90	FRC Coordinator
			The FRC Staff will provide <b>Let's Move &amp; Play</b> dance classes for children 2 to 5 years old.	70	275	----	-----	FRC Coordinator
		Children will be provided medical, dental, mental health, developmental and vision screenings and / or preventive services.	The FRC will provide ASQ Developmental Screening to children age 0-5.	30	-----	----	-----	FRC Coordinator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	The FRC Staff will provide Pottery & Painting ( <b>Time 4 Art</b> ) classes to children 2 to 5 years old.	70	275	-----	-----	FRC Coordinator
			The FRC Staff will provide ( <b>Dramatic Play</b> ) classes to children 2 to 5 years old.	40	130	-----	-----	FRC Coordinator

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Parents/ guardians and caregivers will have access to educational services to increase family reading. Literacy and school readiness.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	45	55	60	80	FRC Coordinator
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	90	115	135	145	FRC Coordinator

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/ guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with UCP to provide Parent & Me to children 0-5.	40	170	-----	-----	FRC Coordinator
			Coordinate with local provider to provide car seat installation and education services to parents of children 0-5	-----	-----	15	3	FRC Coordinator
			Coordinate with local provider to provide Parent Education Workshops to parents of children 0-5	-----	-----	20	5	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Pregnant women will be linked to early and continuous care.	Coordinate with local provider to provide community Baby Shower for expectant mothers.	-----	-----	15	3	FRC Coordinator
		Children will develop early healthy habits.	Coordinate with local agencies to provide Health and Nutrition Awareness trainings and workshops to children 0-5 and their parents.	20	3	25	3	FRC Coordinator

SCOPE OF WORK

PROVIDER NAME: Corcoran Family Resource Center

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**ORGANIZATIONAL ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for Corcoran Family Resource Center	May 2022	FRC Coordinator
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for Corcoran Family Resource Center	August 2022	FRC Coordinator
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board for Corcoran Family Resource Center	July 2021	FRC Coordinator
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for Corcoran Family Resource Center	September 2021	FRC Coordinator
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Conduct Volunteer Training for volunteers that have direct client contact in the provision of service at the Corcoran Family Resource Center	September 2021	FRC Coordinator

**OUTREACH ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
System Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the community RAC Family Pool Nights in an effort to promote FRC services.	Summer through early Fall 2021	Focus to reach Parents of 0-5 years old
			Provide ongoing mailing to FRC members to include calendars, brochures and upcoming events..	10 Intervals throughout the Year	
			Provide community outreach at the Kiwanis Health Soles to promote and enroll families.	April 2022	
			Provide community outreach at the Corcoran Farmer's Market in an effort to promote FRC services.	Summer through early Fall 2021	
			Provide community outreach through out the community at local businesses, WIC, health clinics with flyers and information about program.	Throughout the Year	



Exhibit A-2

SCOPE OF WORK 2022-2023

PROVIDER NAME: Corcoran Family Resource Center

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**DIRECT SERVICES - EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardian and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC Staff will provide <b>Tummy Play Time</b> classes for children 0-6 months of age and their parents.	10	35	10	35	FRC Coordinator
			The FRC Staff will provide child development instruction to children age 0-5 in tandem with Parent Education Workshop	20	5	-----	-----	FRC Coordinator
		Parents/guardian and caregivers will have access to educational services to increase family reading/literacy and school readiness	The FRC Staff will provide early childhood activities ( <b>Time 2 Finger Paint</b> ) and literacy skills to children 6 months old to 24 months old.	25	175	25	175	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	The FRC Staff will provide <b>Little Chef's Kitchen</b> cooking healthy snack classes for children 2 to 5 years of age.	35	115	25	80	FRC Coordinator
			The FRC Staff will provide <b>Let's Move &amp; Play</b> dance classes for children 2 to 5 years old.	50	230	----	-----	FRC Coordinator
		Children will be provided medical, dental, mental health, developmental and vision screenings and / or preventive services.	The FRC will provide ASQ Developmental Screening to children age 0-5.	25	-----	----	-----	FRC Coordinator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	The FRC Staff will provide Pottery & Painting ( <b>Time 4 Art</b> ) classes to children 2 to 5 years old.	50	230	-----	-----	FRC Coordinator
			The FRC Staff will provide ( <b>Dramatic Play</b> ) classes to children 2 to 5 years old.	35	115	-----	-----	FRC Coordinator

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Parents/ guardians and caregivers will have access to educational services to increase family reading. Literacy and school readiness.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	40	50	60	80	FRC Coordinator
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	80	110	115	120	FRC Coordinator

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/ guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with UCP to provide Parent & Me to children 0-5.	40	170	-----	-----	FRC Coordinator
			Coordinate with local provider to provide car seat installation and education services to parents of children 0-5	-----	-----	15	3	FRC Coordinator
			Coordinate with local provider to provide Parent Education Workshops to parents of children 0-5	-----	-----	20	5	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Pregnant women will be linked to early and continuous care.	Coordinate with local provider to provide community Baby Shower for expectant mothers.	-----	-----	10	3	FRC Coordinator
		Children will develop early healthy habits.	Coordinate with local agencies to provide Health and Nutrition Awareness trainings and workshops to children 0-5 and their parents.	20	3	20	3	FRC Coordinator

SCOPE OF WORK

PROVIDER NAME: Corcoran Family Resource Center

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**ORGANIZATIONAL ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for Corcoran Family Resource Center	May 2023	FRC Coordinator
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for Corcoran Family Resource Center	August 2023	FRC Coordinator
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board for Corcoran Family Resource Center	July 2022	FRC Coordinator
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for Corcoran Family Resource Center	September 2022	FRC Coordinator

**OUTREACH ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
System Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the community RAC Family Pool Nights in an effort to promote FRC services.	Summer through early Fall 2022	Focus to reach Parents of 0-5 years old
			Provide ongoing mailing to FRC members to include calendars, brochures and upcoming events..	10 Intervals throughout the Year	
			Provide community outreach at the Kiwanis Health Soles to promote and enroll families.	April 2023	
			Provide community outreach at the Corcoran Farmer's Market in an effort to promote FRC services.	Summer through early Fall 2022	
			Provide community outreach through out the community at local businesses, WIC, health clinics with flyers and information about program.	Throughout the Year	

Exhibit A-3

SCOPE OF WORK 2023-2024

PROVIDER NAME: Corcoran Family Resource Center

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**DIRECT SERVICES - EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardian and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC Staff will provide <b>Tummy Play Time</b> classes for children 0-6 months of age and their parents.	8	20	8	20	FRC Coordinator
			The FRC Staff will provide child development instruction to children age 0-5 in tandem with Parent Education Workshop	15	5	-----	-----	FRC Coordinator
		Parents/guardian and caregivers will have access to educational services to increase family reading/literacy and school readiness	The FRC Staff will provide early childhood activities ( <b>Time 2 Finger Paint</b> ) and literacy skills to children 6 months old to 24 months old.	10	100	10	100	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	The FRC Staff will provide <b>Little Chef's Kitchen</b> cooking healthy snack classes for children 2 to 5 years of age.	20	110	20	80	FRC Coordinator
			The FRC Staff will provide <b>Let's Move &amp; Play</b> dance classes for children 2 to 5 years old.	35	120	----	-----	FRC Coordinator
		Children will be provided medical, dental, mental health, developmental and vision screenings and / or preventive services.	The FRC will provide ASQ Developmental Screening to children age 0-5.	20	-----	----	-----	FRC Coordinator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	The FRC Staff will provide Pottery & Painting ( <b>Time 4 Art</b> ) classes to children 2 to 5 years old.	35	120	-----	-----	FRC Coordinator
			The FRC Staff will provide ( <b>Dramatic Play</b> ) classes to children 2 to 5 years old.	20	110	-----	-----	FRC Coordinator

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Parents/ guardians and caregivers will have access to educational services to increase family reading. Literacy and school readiness.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	40	40	60	FRC Coordinator
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	40	80	45	90	FRC Coordinator

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/ guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with UCP to provide Parent & Me to children 0-5.	40	170	-----	-----	FRC Coordinator
			Coordinate with local provider to provide car seat installation and education services to parents of children 0-5	-----	-----	10	3	FRC Coordinator
			Coordinate with local provider to provide Parent Education Workshops to parents of children 0-5	-----	-----	10	5	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Pregnant women will be linked to early and continuous care.	Coordinate with local provider to provide community Baby Shower for expectant mothers.	-----	-----	10	3	FRC Coordinator
		Children will develop early healthy habits.	Coordinate with local agencies to provide Health and Nutrition Awareness trainings and workshops to children 0-5 and their parents.	10	3	10	3	FRC Coordinator

SCOPE OF WORK

PROVIDER NAME: Corcoran Family Resource Center

PAGE: 4 of 4

**ORGANIZATIONAL ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for Corcoran Family Resource Center	May 2024	FRC Coordinator
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for Corcoran Family Resource Center	August 2024	FRC Coordinator
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board for Corcoran Family Resource Center	June 2025	FRC Coordinator
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for Corcoran Family Resource Center	September 2024	FRC Coordinator

**OUTREACH ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
System Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the community RAC Family Pool Nights in an effort to promote FRC services.	Summer through early Fall 2024	Focus to reach Parents of 0-5 years old
			Provide ongoing mailing to FRC members to include calendars, brochures and upcoming events..	10 Intervals throughout the Year	
			Provide community outreach at the Kiwanis Health Soles to promote and enroll families.	April 2025	
			Provide community outreach at the Corcoran Farmer's Market in an effort to promote FRC services.	Summer through early Fall 2024	
			Provide community outreach through out the community at local businesses, WIC, health clinics with flyers and information about program.	Throughout the Year	



Exhibit A-4

SCOPE OF WORK 2024-2025

PROVIDER NAME: Corcoran Family Resource Center

PAGE: 1 of 4

**DIRECT SERVICES - EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardian and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC Staff will provide <b>Tummy Play Time</b> classes for children 0-6 months of age and their parents.	8	20	8	20	FRC Coordinator
			The FRC Staff will provide child development instruction to children age 0-5 in tandem with Parent Education Workshop	15	5	-----	-----	FRC Coordinator
		Parents/guardian and caregivers will have access to educational services to increase family reading/literacy and school readiness	The FRC Staff will provide early childhood activities ( <b>Time 2 Finger Paint</b> ) and literacy skills to children 6 months old to 24 months old.	10	100	10	100	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	The FRC Staff will provide <b>Little Chef's Kitchen</b> cooking healthy snack classes for children 2 to 5 years of age.	20	100	20	80	FRC Coordinator
			The FRC Staff will provide <b>Let's Move &amp; Play</b> dance classes for children 2 to 5 years old.	35	120	----	-----	FRC Coordinator
		Children will be provided medical, dental, mental health, developmental and vision screenings and / or preventive services.	The FRC will provide ASQ Developmental Screening to children age 0-5.	20	-----	----	-----	FRC Coordinator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	The FRC Staff will provide Pottery & Painting ( <b>Time 4 Art</b> ) classes to children 2 to 5 years old.	35	120	-----	-----	FRC Coordinator
			The FRC Staff will provide ( <b>Dramatic Play</b> ) classes to children 2 to 5 years old.	20	100	-----	-----	FRC Coordinator

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Parents/ guardians and caregivers will have access to educational services to increase family reading. Literacy and school readiness.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	40	40	60	FRC Coordinator
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	40	80	45	90	FRC Coordinator

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/ guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with UCP to provide Parent & Me to children 0-5.	40	170	-----	-----	FRC Coordinator
			Coordinate with local provider to provide car seat installation and education services to parents of children 0-5	-----	-----	10	3	FRC Coordinator
			Coordinate with local provider to provide Parent Education Workshops to parents of children 0-5	-----	-----	10	5	FRC Coordinator
Healthy Children	All children will have an early start toward good health.	Pregnant women will be linked to early and continuous care.	Coordinate with local provider to provide community Baby Shower for expectant mothers.	-----	-----	10	3	FRC Coordinator
		Children will develop early healthy habits.	Coordinate with local agencies to provide Health and Nutrition Awareness trainings and workshops to children 0-5 and their parents.	10	3	10	3	FRC Coordinator

**ORGANIZATIONAL ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for Corcoran Family Resource Center	May 2025	FRC Coordinator
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for Corcoran Family Resource Center	August 2025	FRC Coordinator
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board for Corcoran Family Resource Center	June 2025	FRC Coordinator
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for Corcoran Family Resource Center		FRC Coordinator

**OUTREACH ACTIVITIES**

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
System Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the community RAC Family Pool Nights in an effort to promote FRC services.	Summer through early Fall 2024	Focus to reach Parents of 0-5 years old
			Provide ongoing mailing to FRC members to include calendars, brochures and upcoming events..	10 Intervals throughout the Year	
			Provide community outreach at the Kiwanis Health Soles to promote and enroll families.	April 2025	
			Provide community outreach at the Corcoran Farmer’s Market in an effort to promote FRC services.	Summer through early Fall 2024	
			Provide community outreach through out the community at local businesses, WIC, health clinics with flyers and information about program.	Throughout the Year	

Exhibit B-1

LINE ITEM PROJECT BUDGET FY 2021-2022

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2021-06/30/2022	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Program Coordinator</u> (100% FTE) \$1,556 x 26 Pay Periods Coordinate daily management of FRC.	\$40,456	\$0	\$0	\$40,456
<u>Child Enrichment Teacher</u> (75% FTE) \$15/hr. x 58 hrs. x 25.5 Pay Period Manage classroom activities.	\$22,185	\$0	\$0	\$22,185
<u>Salaries &amp; Benefits</u> 23% of salary costs	\$14,666	\$0	\$0	\$14,666
<b>TOTAL Personnel Costs</b>	\$77,307	\$0	\$0	\$77,307
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,653.75 x 12 months (Includes gas, electricity etc.)	\$3,996	\$15,849	\$0	\$19,845
<u>Office Supplies &amp; Materials</u> \$333.33 x 12 months (Includes pens, paper, ink, etc.)	2,500	\$0	\$1,500	\$4,000
<u>Telephone &amp; Communication</u> \$326.83 x 12 months (landline, cell phone and internet)	\$3,200	\$0	\$722	\$3,922
<u>Postage/Mailing</u> \$41.66 x 12 months (Stamps and bulk mail)	\$450	\$0	\$50	\$500
<u>Printing/Copying</u> \$278 x 12 months (Daily use, calendars, brochures)	\$2,500	\$0	\$836	\$3,336
<u>Equipment Lease</u> (Cost per month x grant term)	\$0	\$0	\$0	\$0
<u>Other (list all)</u> \$125 per quarter (Daily maintenance and facility repair)	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	13,146	\$15,849	\$3,108	\$32,103

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2021-06/30/2022	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> 287.3 mile x .58 per mile x 12 months (To provide community outreach, attend project-related meetings and drop off materials for participants22)	\$1,000	\$0	\$1,000	\$2,000
<u>Program Materials &amp; Supplies</u> \$979.83x 12 months (Enrichment program and incentive supplies, consumables, incentive closet, ect.)	\$8,758	\$0	\$3,000	\$11,758
<u>Other (list all)</u> <i>Training/ Conference \$800 Advertising/Publicity \$1,200 (additional cost will be covered by the RAC)</i>	\$2000	\$0	\$1,000	\$3,000
<b>TOTAL Program Costs</b>	\$11,758	\$0	\$5,000	\$16,758
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<b>TOTAL Capital Costs</b>	\$0	\$0	\$0	\$0
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$11,469	\$0	\$0	\$11,469
<b>TOTAL Capital Costs</b>	\$11,469	\$0	\$0	\$11,469
<b>TOTAL PROJECT COSTS</b>	\$113,680	\$15,849	\$8,108	\$137,637

Exhibit B-2

LINE ITEM PROJECT BUDGET FY 2022-2023

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2022-06/30/2023	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Program Coordinator</u> (100% FTE) \$1,556. x 80 hrs. x 26 Pay Periods Coordinate daily management of FRC.	\$40,456	\$0	\$0	\$40,456
<u>Child Enrichment Teacher</u> (75% FTE) \$15/hr. x 58 hrs. x 24 Pay Period Manage classroom activities.	\$20,880	\$0	\$0	\$20,880
<u>Salaries &amp; Benefits</u> 23% of salary costs	\$14,423	\$0	\$0	\$14,423
<b>TOTAL Personnel Costs</b>	\$75,759	\$0	\$0	\$75,759
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,653.75 x 12 months (Includes gas, electricity etc.)	\$3,996	\$15,849	\$0	\$19,845
<u>Office Supplies &amp; Materials</u> \$308.33x 12 months (Includes pends, paper, ink, etc.)	2,200	\$0	\$1,500	\$3,700
<u>Telephone &amp; Communication</u> \$326.83x 12 months (landline, cell phone and internet)	\$3,200	\$0	\$722	\$3,922
<u>Postage/Mailing</u> \$41.66 x 12 months (Stamps and bulk mail)	\$450	\$0	\$50	\$500
<u>Printing/Copying</u> \$236.33 x 12 months (Daily use, calendars, brochures)	\$2,000	\$0	\$836	\$2,836
<u>Equipment Lease</u> (Cost per month x grant term)	\$0	\$0	\$0	\$0
<u>Other (list all)</u> \$125 per quarter (Daily maintenance and facility repair)	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	12,346	\$15,849	\$3,108	\$31,303

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2022-06/30/2023	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> 287.3 mile x .58 per mile x 12 months (To provide community outreach, attend project-related meetings and drop off materials for participants22)	\$1,000	\$0	\$1,000	\$2,000
<u>Program Materials &amp; Supplies</u> \$885.50x 12 months (Enrichment program and incentive supplies, consumables, incentive closet, ect.)	\$7,626	\$0	\$3,000	\$10,626
<u>Other (list all)</u> <i>Training/ Conference \$800 Advertising/Publicity \$1,200 (additional cost will be covered by the RAC)</i>	\$2,000	\$0	\$1,000	\$3,000
<b>TOTAL Program Costs</b>	\$10,626	\$0	\$5,000	\$15,626
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<b>TOTAL Capital Costs</b>	\$0	\$0	\$0	\$0
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$11,469	\$0	\$0	\$11,469
<b>TOTAL Capital Costs</b>	\$11,469	\$0	\$0	\$11,469
<b>TOTAL PROJECT COSTS</b>	\$110,200	\$15,849	\$8,108	\$134,157



Exhibit B-3

LINE ITEM PROJECT BUDGET FY 2023-2024

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2023-06/30/2024	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Program Coordinator</u> (100% FTE) \$1,556. x 80 hrs. x 26 Pay Periods Coordinate daily management of FRC.	\$40,456	\$0	\$0	\$40,456
<u>Child Enrichment Teacher</u> (75% FTE) \$15/hr. x 58 hrs. x 23.5 Pay Period Manage classroom activities.	\$20,445	\$0	\$0	\$20,445
<u>Salaries &amp; Benefits</u> 23% of salary costs	\$14,343	\$0	\$0	\$14,343
<b>TOTAL Personnel Costs</b>	\$75,244	\$0	\$0	\$75,244
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,653.75 x 12 months (Includes gas, electricity etc.)	\$3,996	\$15,849	\$0	\$19,845
<u>Office Supplies &amp; Materials</u> \$208.33 x 12 months (Includes pens, paper, ink, etc.)	\$1,000	\$0	\$1,500	\$2,500
<u>Telephone &amp; Communication</u> \$326.83x 12 months (landline, cell phone and internet)	\$3,200	\$0	\$722	\$3,922
<u>Postage/Mailing</u> \$29.16 x 12 months (Stamps and bulk mail)	\$300	\$0	\$50	\$350
<u>Printing/Copying</u> \$194.66 x 12 months (Daily use, calendars, brochures)	\$1,500	\$0	\$836	\$2,336
<u>Equipment Lease</u> (Cost per month x grant term)	\$0	\$0	\$0	\$0
<u>Other (list all)</u> \$75 per quarter (Daily maintenance and facility repair)	\$300	\$0	\$0	\$300
<b>TOTAL Operational Costs</b>	10,296	\$15,849	\$3,108	\$31,303

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2023-06/30/2024	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> 215.5 mile x .58 per mile x 12 months (To provide community outreach, attend project-related meetings and drop off materials for participants22)	\$500	\$0	\$1,000	\$1,500
<u>Program Materials &amp; Supplies</u> \$740.91x 12 months (Enrichment program and incentive supplies, consumables, incentive closet, ect.)	\$5,891	\$0	\$3,000	\$8,891
<u>Other (list all)</u> <i>Training/ Conference \$400</i> <i>Advertising/Publicity \$600(additional cost will be covered by the RAC)</i>	\$1,000	\$0	\$1,000	\$3,000
<b>TOTAL Program Costs</b>	\$7,391	\$0	\$5,000	\$13,391
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<b>TOTAL Capital Costs</b>	\$0	\$0	\$0	\$0
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$11,469	\$0	\$0	\$11,469
<b>TOTAL Capital Costs</b>	\$11,469	\$0	\$0	\$11,469
<b>TOTAL PROJECT COSTS</b>	\$104,400	\$15,849	\$8,108	\$136,437

Exhibit B-4

LINE ITEM PROJECT BUDGET FY 2024-2025

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2024-06/30/2025	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Program Coordinator</u> (100% FTE) \$1,556. x 80 hrs. x 26 Pay Periods Coordinate daily management of FRC.	\$40,456	\$0	\$0	\$40,456
<u>Child Enrichment Teacher</u> (75% FTE) \$15/hr. x 58 hrs. x 23.5 Pay Period Manage classroom activities.	\$20,445	\$0	\$0	\$20,445
<u>Salaries &amp; Benefits</u> 23% of salary costs	\$14,343	\$0	\$0	\$14,343
<b>TOTAL Personnel Costs</b>	\$75,244	\$0	\$0	\$75,244
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,653.75 x 12 months (Includes gas, electricity etc.)	\$3,996	\$15,849	\$0	\$19,845
<u>Office Supplies &amp; Materials</u> \$208.33 x 12 months (Includes pens, paper, ink, etc.)	\$1,000	\$0	\$1,500	\$2,500
<u>Telephone &amp; Communication</u> \$326.83x 12 months (landline, cell phone and internet)	\$3,200	\$0	\$722	\$3,922
<u>Postage/Mailing</u> \$29.16 x 12 months (Stamps and bulk mail)	\$300	\$0	\$50	\$350
<u>Printing/Copying</u> \$194.66 x 12 months (Daily use, calendars, brochures)	\$1,500	\$0	\$836	\$2,336
<u>Equipment Lease</u> (Cost per month x grant term)	\$0	\$0	\$0	\$0
<u>Other (list all)</u> \$75 per quarter (Daily maintenance and facility repair)	\$300	\$0	\$0	\$300
<b>TOTAL Operational Costs</b>	10,296	\$15,849	\$3,108	\$31,303

Project Name: Corcoran Family Resource Center			Contract Term: 07/01/2024-06/30/2025	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> 215.5 mile x .58 per mile x 12 months (To provide community outreach, attend project-related meetings and drop off materials for participants22)	\$500	\$0	\$1,000	\$1,500
<u>Program Materials &amp; Supplies</u> \$740.91x 12 months (Enrichment program and incentive supplies, consumables, incentive closet, ect.)	\$5,891	\$0	\$3,000	\$8,891
<u>Other (list all)</u> <i>Training/ Conference \$400</i> <i>Advertising/Publicity \$600(additional cost will be covered by the RAC)</i>	\$1,000	\$0	\$1,000	\$3,000
<b>TOTAL Program Costs</b>	\$7,391	\$0	\$5,000	\$13,391
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<b>TOTAL Capital Costs</b>	\$0	\$0	\$0	\$0
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$11,469	\$0	\$0	\$11,469
<b>TOTAL Capital Costs</b>	\$11,469	\$0	\$0	\$11,469
<b>TOTAL PROJECT COSTS</b>	\$104,400	\$15,849	\$8,108	\$136,437

## Exhibit C

### Kings County ADA Grievance Procedure

#### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA  
Coordinator  
County Government  
Center  
1400 West Lacey  
Blvd.  
Hanford, CA  
93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

## Exhibit D

### SERVICE STANDARDS CERTIFICATION

The Kings Community Action Organization (Administrative Agency) hereby certifies that the Kings Community Action Organization (Implementing Agency) will comply with the Family Resource Center Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2021-2025. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of Family Resource Centers. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

#### SERVICES

The goal of Family Resource Centers is to better connect children and families with existing services by making them available to families in their community of residency. The Family Resource Center is the hub of a whole system that provides a safety net of programs and services in a community. Services are designed to be comprehensive and integrated, serving the unique needs and strengths of the individual, the family and the surrounding community. The location, facility, staffing, amenities, activities and programs at each FRC should be developed in response to the needs and resources of the community members it is intended to serve. All services funded at the FRC supported by First 5 Kings County funds must be delivered in the context of promoting early childhood development.

#### \_\_\_\_\_ A. INFORMATION & REFERRAL SERVICES

Initial

Information and Referral Services are defined as the provision of information and/or referrals regarding community resources.

##### Service Standard

1. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
2. A referral resources list must be developed, maintained, and regularly updated which includes but is not limited to the following: local school districts, pre-schools, and childcare facilities, law enforcement agencies, medical care providers, mental health treatment facilities, substance abuse facilities, county departments of social services, employment assistance service providers, local housing authority, child protective services, rape crisis centers, domestic

violence centers, child abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists.

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## B. EARLY CHILDHOOD EDUCATION SERVICES

Initial

### Service Standard

1. Centers may provide direct services to meet the needs of early childhood education.
2. Early Childhood Education services must be delivered based on a curriculum or program approach that is evidence based, best, or promising practice. Additionally, staff implementing early childhood education programs must be professionals in the industry, and where applicable, certified or trained in the curriculum/program approach.

---

## C. AGENCY COORDINATION

Initial

### Service Standard

*Centers must establish themselves as active participants in local public and private service networks in order to provide children and families access to services within their community of residency.*

1. Centers must coordinate with other First 5 funded projects to include but not limited to other Family Resource Centers, School Readiness Projects and CARES.
2. Centers must coordinate with existing service providers for on-site service provision, responsive to local community needs.
3. Centers must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other childhood development service providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
4. The center must regularly provide and receive information and feedback from the above-described agencies.

---

## D. COMMUNITY OUTREACH ACTIVITIES

Initial

### Service Standard

1. Centers must provide: community outreach meant to promote center services to their community.
2. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center.

---

## E. VOLUNTEER TRAINING

Initial

Centers must provide training and on-going support to all volunteers prior to them providing services to



children and family participants through the FRC.

Service Standard

Volunteers must receive a minimum of 20 hours of training regarding local resources, crisis intervention techniques, operational mandates, appropriate documentation standards, and cultural sensitivity.

Training must be provided by persons who have expertise in the subject area. All volunteers must pass fingerprint clearance before working with children and family participants.

---

F. INCLUSION OF MINORITY GROUPS IN SERVICES AND OPERATIONS

Initial

Service Standard

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
5. The center must provide education programs in the predominant language(s) of the community.

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G. COMMUNITY ENGAGEMENT ACTIVITIES

Initial

Participant Satisfaction Surveys

Service Standard

Centers must collect from families receiving services participant satisfaction surveys. This information should be used to assist the center and the community advisory board of adjustment or additional services that should be sought for the community. Additionally, the survey will be used to assist the Commission in assessing the family centeredness of services.

Community Advisory Board

Service Standard

Centers must include community members in the development of services and operations of the center. This means:

1. The board must be made up of individuals who live within the FRC service area and proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - 3) Evidence or documentation of outreach to local leaders and community groups;
  - 4) Outreach to business and professional organizations; and
  - 5) Outreach to local colleges and universities.
2. The board must meet on a regular basis to discuss the status of service delivery systems provided by the Family Resource Center in an effort to maintain the FRC's responsiveness to community need.
3. Community Advisory Boards will make finding and recommendations to the lead agency regarding existing systems and services.

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## H. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

### Service Standard

The Family Resource Centers will, to the extent possible, base their service delivery approach on best or promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

---

## I. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8<sup>th</sup>, 2003.

### Service Standard

#### Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities

2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

#### Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and

14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

#### Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
  1. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
  2. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
  3. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
  4. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
  5. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

#### Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;

7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and,
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

\_\_\_\_\_ J. INTERNAL MANAGEMENT

Initial

Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

1. Centers must maintain and follow up-to-date bylaws.
2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around family related services.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP)

Exhibit E

RAC/CFRC Project Staff

<p>The person having day-to-day responsibility for the project.</p> <p>Name: Ana Collins Title: FRC Coordinator Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559) 992-5171 x15 Fax: (559) 992-5799 Email: <a href="mailto:ana@raccorcoran.org">ana@raccorcoran.org</a></p>
<p>The person to whom the person listed in #1 is accountable.</p> <p>Name: Steve Brown Title: Executive Director/ FRC Director Address: P. O. Box 176, Corcoran CA 93212 Telephone Number: (559)992-5171 Fax: (559)992-5173 Email: <a href="mailto:steve@cracorcoran.org">steve@cracorcoran.org</a></p>
<p>The Chief Executive of the implementing agency.</p> <p>Name: Steve Brown Title: Executive Director/FRC Director Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559)992-5171 Fax: (559)992-5173 Email: <a href="mailto:steve@cracorcoran.org">steve@cracorcoran.org</a></p>
<p>The Financial Officer for the project.</p> <p>Name: Jeniffer Gonsalves Title: Thurman &amp; Thurman CPA—Accountant Address: 1220 Jepsen Avenue, Corcoran CA 93212 Telephone Number: (559)992-4118 Fax: (559)992-4110 Email: <a href="mailto:tandt@novastormsystems.com">tandt@novastormsystems.com</a></p>
<p>The Project Director of the project.</p> <p>Name: Ana Collins Title: FRC Coordinator Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559) 992-5171 x15 Fax: (559) 992-5799 Email: <a href="mailto:ana@raccorcoran.org">ana@raccorcoran.org</a></p>
<p>The Chair of the Governing Body of the implementing agency.</p> <p>Name: Jim Razor Title: RAC Board President Address: 1620 Whitley Ave Corcoran, CA 93212 Telephone Number: (559) 992-5011 ext. 4208 Fax: Email: <a href="mailto:jrazpr@jgboswell.com">jrazpr@jgboswell.com</a></p>



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-094b**

United Cerebral Palsy

Parent & Me

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: United Cerebral Palsy of Central California  
Contract Number: 2021-06-094b

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, by and between the First 5 Kings Commission Children and Families Commission (“Commission”) and United Cerebral Palsy of Central California, Inc., a nonprofit corporation (“Contractor”) (collectively the “Parties”).

## R E C I T A L S

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires school readiness services for children; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1, Exhibit A-2, Exhibit A-3, and Exhibit A-4**. Contractor also certifies compliance with the School Readiness Service Standards, as signified by the authorized agent’s initials throughout **Exhibit D**.

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this



Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A-1, Exhibit A-2, Exhibit A-3, and Exhibit A-4** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1, Exhibit B-2, Exhibit B-3, and Exhibit B-4**.

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in Section 3. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021, and terminates on June 30, 2025, unless it is otherwise terminated under its provisions.

### **5. RECORDS AND INSPECTIONS**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by

Contractor and Commission or other representative authorized by Commission.

## 7. TERMINATION

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party may terminate this Agreement without cause by giving the other party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the Commission's funding for services under this Agreement becomes unavailable, the Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and inform the defaulting party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Default, all Notices of Breach shall be deemed subject to this provision. If the non-defaulting party deems the breach of a nature subject to cure, said party shall allow the defaulting party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Default, the non-defaulting party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Default to cure, the defaulting party may submit a written proposal to the non-defaulting party within that period, in which said party sets forth a specific plan to remedy the default and a date certain for completion. If the non-defaulting party agrees to the proposed plan in writing, the defaulting party shall immediately commence curing the breach. If the defaulting party fails to cure the breach within the time agreed upon by the Parties, the non-defaulting party may terminate the Agreement either immediately or on a date provided in the Notice of Default or provide the defaulting party additional time to cure the breach.

b. Alternatively, the Commission may elect to cure the default and any expense incurred as a result thereof shall be borne by the Contractor.

2) Breach Not Subject to Cure. If the non-defaulting party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Default to the defaulting party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the Commission for damages sustained by the Commission because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party or previous acts by the other party that constitute a breach or default of the party's obligations under this Agreement shall not act as a waiver of the Parties' right to assert a breach or default of this Agreement has occurred, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## **8. INSURANCE**

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the Commission's right to obtain indemnification from Contractor or any third parties, prior to the commencement of work or execution of this Agreement, Contractor shall purchase and maintain the following types of insurance for the minimum limits indicated below throughout the term of this Agreement. Contractor shall provide an Endorsed Additional Insured page from Contractor's Insurance Carrier to the County's Risk Manager guaranteeing such coverage to the Commission prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the Parties. Failure to obtain, maintain, or provide proof of insurance coverage is a material breach of this Agreement and may result in the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the Commission may have under the law.

B. Endorsement of Policies. Contractor shall cause each policy outlined below to be endorsed designating the Commission and its Commission members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

C. Waiver of Subrogation Rights against the County. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against the Commission.

D. Insurance Limits. Contractor shall obtain the required insurance policies for the amounts set forth below, unless otherwise approved by the County's Risk Manager in writing prior to the execution of this Agreement.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident, and not less than One Hundred Thousand Dollars (\$100,000) for property damages, or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the County.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors, and omissions.

E. Rating of Insurers. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County's Risk Manager.

F. Notice of Cancellation to the County and Payment of Premiums. Contractor shall cause each of the above insurance policies to be endorsed to provide the Commission with thirty (30) days' prior written notice of cancellation. The Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Commission members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this

Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Commission members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, gender expression, sexual orientation, military status, or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

## **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written

consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

**17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within ten (10) days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other Commission.

**19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

<b>County</b>	<b>Contractor</b>
First 5 Kings Commission 330 Campus Drive Hanford, CA 93230 Fax: (559) 585-0815 Clarissa.ravelo@co.kings.ca.us	United Cerebral Palsy of Central California 4224 N. Cedar Ave. Fresno, CA 93726 Fax: (559) 243-5621 debbie@ccucp.org

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**20. CHOICE OF LAW**

The Parties have executed and delivered this Agreement in the County of

Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**23. NO THIRD PARTY BENEFICIARIES**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

**24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County's ADA grievance procedures as set forth in County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.



**25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

**26. ASSURANCES AND CERTIFICATIONS**

Contractor shall comply with the School Readiness Service Standards, as signified by the authorized agent's initials throughout **Exhibit D**. Contractor's staff members that will be involved in execution of this Agreement are listed in **Exhibit E**.

**27. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**28. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF, the Parties executed this Agreement the day and year first written above.

COUNTY OF KINGS

UNITED CEREBRAL PALSY OF  
CENTRAL CALIFORNIA

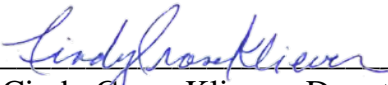
By: \_\_\_\_\_  
Edward Hill, Kings County Director  
of Public Health and First 5  
Executive Director

By: \_\_\_\_\_  
Roger C. Slingerman, Executive Director

APPROVED AS TO ENDORSEMENTS RECEIVED

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

APPROVED AS TO FORM  
Lee Burdick, County Counsel

By:  06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Kings County ADA Grievance Procedures
- Exhibit D:** School Readiness Service Standards
- Exhibit E:** Contractor's Staff for this Project

**Hanford Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	28	46	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction COVID appropriate format through Parent & Me classes	28	902	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction COVID appropriate format to	N/A				

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2021-2022)**

**PAGE: 2 of 5**

**Corcoran Parent & Me Site**

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source		
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	21	35	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	21	676	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	Special Needs 2**				
				N/A	N/A	17	547	LAD

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2021-2022)**

**PAGE: 3 of 5**

**Lemoore Parent & Me Site**

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source		
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	21	35	N/A	N/A	Local Administrati ve Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizin g family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	21	676	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	Special Needs 2**		N/A	N/A	
				N/A	N/A	17	547	LAD

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me



**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2021-2022)**

**PAGE: 4 of 5**

**Avenal Parent & Me Site**

1	2	3	4	5	6	7			
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source			
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided		
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	12	20	N/A	N/A	Local Administrative Data	
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	12	386	N/A	N/A	LAD	
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	Special Needs 1**					N/A

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	184	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2021-2022)**

**PAGE: 5 of 5**

**Kettleman City Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	6	10	N/A	N/A	Teachers
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	6	193	N/A	N/A	Teachers
			Provide modeling parenting and school readiness instruction in	N/A				

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions of in COVID appropriate format offered in COVID appropriate format.					
				N/A	N/A	N/A	92	Teachers

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**Hanford Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	35	47	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction COVID appropriate format through Parent & Me classes	35	1127	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction COVID appropriate format to	N/A				

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

## SCOPE OF WORK

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2022-2023)**

**PAGE: 2 of 5**

### Corcoran Parent & Me Site

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	28	46	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	28	902	N/A	N/A	LAD
			Special Needs 3**	N/A				
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	N/A	N/A	22	708	LAD

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me



## SCOPE OF WORK

**PROVIDER NAME:** United Cerebral Palsy – Parent & Me (2022-2023)

**PAGE:** 3 of 5

### Lemoore Parent & Me Site

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	28	46	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best	Families will have access to educational services	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	28	902	N/A	N/A	LAD
			Provide modeling parenting and	Special Needs 3**				
				N/A	N/A	22	708	LAD

	practices with parent education emphasizing child development, parenting skills, and parent/family stability.	emphasizing family reading / literacy and school readiness	school readiness instruction in COVID appropriate format to parents attending Parent & Me.					
			Number of Parent & Me Class Sessions offered in COVID appropriate format.	N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2022-2023)**

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**Avenal Parent & Me Site**

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source		
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	16	26	N/A	N/A	Local Administrati ve Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizin g family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	16	515	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	Special Needs 2**				
				N/A	N/A	11	354	LAD

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	184	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2022-2023)**

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**Kettleman City Parent & Me Site**

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source		
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	8	13	N/A	N/A	Local Administrati ve Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizin g family	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	8	257	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in COVID appropriate format to	Special Needs 1**				
				N/A	N/A	6	193	LAD

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions of in COVID appropriate format offered in COVID appropriate format.					
				N/A	N/A	N/A	92	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**Hanford Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , development al assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	42	69	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices with parent	Families will have access to educational services emphasizing family	Provide children 0-5* with early childhood education and school readiness instruction COVID appropriate format through Parent & Me classes	42	1352	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction COVID appropriate format to	Special Needs 4**				

	education emphasizing child development , parenting skills, and parent/family stability.	reading / literacy and school readiness	parents attending Parent & Me. Number of Parent & Me Class Sessions offered COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me



**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2023-2024)**

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**Corcoran Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	35	58	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	35	1127	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A		N/A	28	901

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2023-2024)**

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**Lemoore Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	35	58	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	35	1127	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2023-2024)**

**PAGE: 4 of 5**

**Avenal Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	20	33	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	20	644	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	184	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2023-2024)**

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**Kettleman City Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	10	17	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	10	322	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me.					
			Number of Parent & Me Class Sessions of in COVID appropriate format offered in COVID appropriate format.	N/A	N/A	N/A	92	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me



**Hanford Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	42	69	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction COVID appropriate format through Parent & Me classes	42	1352	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2024-2025)**

**PAGE: 2 of 5**

**Corcoran Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	35	58	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	35	1127	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2024-2025)**

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**Lemoore Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	35	58	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	35	1127	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	322	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2024-2025)**

**PAGE: 4 of 5**

**Avenal Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	20	33	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	20	644	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me. Number of Parent & Me Class Sessions offered in COVID appropriate format.					
				N/A	N/A	N/A	184	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me



**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me (2024-2025)**

**PAGE: 5 of 5**

**Kettleman City Parent & Me Site**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 Healthy Children	Early Identification , developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5 in COVID appropriate format, scheduled according to age: 0-3: every 6 months 3-5: every 12 months	10	17	N/A	N/A	Local Administrative Data
Focus Area 1 Early Child Care & Education	Quality programs through research and best practices	Families will have access to educational services emphasizing	Provide children 0-5* with early childhood education and school readiness instruction in COVID appropriate format through Parent & Me classes	10	322	N/A	N/A	LAD
			Provide modeling parenting and school readiness instruction in	N/A				N/A

	with parent education emphasizing child development , parenting skills, and parent/family stability.	g family reading / literacy and school readiness	COVID appropriate format to parents attending Parent & Me.					
			Number of Parent & Me Class Sessions of in COVID appropriate format offered in COVID appropriate format.	N/A	N/A	N/A	92	LAD

\* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

Exhibit B-1

**LINE ITEM PROJECT BUDGET**

Project Name: Parent & Me Program			Contract Term: 7/1/21 – 6/30/22	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.23 FTE) (\$1,276/month x 12 months) Oversees project details and provides supervision to project team	\$15,309	\$306		\$15,615
<b>Inclusion Coordinator</b> (.70 FTE @ \$22/hr.) Supervises Parent & Me staff and oversees inclusion of IDEA children and provides support and direction to project team	\$30,030	\$601		\$30,631
<b>Project Assistant</b> (.65 FTE @ \$14-\$22/hr.) Provides data entry/clerical support to project team. Assists in preparing reports. Orders supplies.	\$20,488	\$410		\$20,898
<b>Parent &amp; Me Teachers</b> (8 teachers at .90 FTE @ \$14/hour) Provides parent-child developmental services	\$164,039	\$3281		\$167,320
<b>Salaries &amp; Benefits</b> Approximately 27% of salaries; including medical benefits and payroll expenses due to qualifications of benefits and selection of benefits	\$62,660	\$1,253		\$63,913
<b>TOTAL Personnel Costs</b>	<b>\$292,526</b>	<b>\$5,851</b>		<b>\$298,377</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (Approximately \$1,250 per month x 12 months for rent at	\$22,800			\$22,800

Corcoran (\$300), Lemoore (\$950); approximately \$400 per month x 12 months for utilities and maintenance costs.				
<b><u>Office Supplies &amp; Materials</u></b> ((\$145 per month x 12 months) purchase of pens, paper, computer support & supplies, etc.	\$1,750			\$1,750
<b><u>Telephone &amp; Communication</u></b> ((\$211 per month x 12 months) expenses associated with internet/ cell phones	\$2,537			\$2,537
<b><u>Printing/Copying</u></b> ((\$200 per month x 12 months) expenses associated with printing attendance sheets, handouts, evaluation, employee records)	\$2,400			\$2,400
<b>TOTAL Operational Costs</b>	<b>\$29,487</b>			<b>\$29,487</b>

## LINE ITEM PROJECT BUDGET

Project Name: Parent & Me Program			Contract Term: 7/1/21-6/30/22	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u><b>Travel</b></u> (405 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc. Travel between sites.	\$2,725			\$2,725
<u><b>Training/Conference</b></u> Conference Registrations & Trainings	\$1,000			\$1,000
<u><b>Program Materials &amp; Supplies</b></u> (\$1,000 per month x 12 months) Purchase monthly books, program supplies and curriculum for Parent & Me sites	\$12,000			\$12,000
<u><b>Liability Insurance</b></u> (\$100 per month x 12 months)	\$1,200			\$1,200
<b>TOTAL Program Costs</b>	<b>\$16,925</b>			<b>\$16,925</b>
<b>D. Indirect Costs</b>				
<u><b>Indirect Costs</b></u> 1.1% of allowable 10% for administrative costs.	\$3,866	\$1,045		\$5,011

<b>TOTAL Indirect Costs</b>	<b>\$3,866</b>	<b>\$1,045</b>		<b>\$5,011</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$342,804</b>	<b>\$6,896</b>		<b>\$349,800</b>

Exhibit B-2

**LINE ITEM PROJECT BUDGET**

Project Name: Parent & Me Program			Contract Term: 7/1/22 – 6/30/23	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.22 FTE) (\$1,238/month x 12 months) Oversees project details and provides supervision to project team	\$14,834	\$781		\$15,615
<b>Inclusion Coordinator</b> (.68 FTE @ \$22/hr.) Supervises Parent & Me staff and oversees inclusion of IDEA children and provides support and direction to project team	\$29,099	\$1,532		\$30,631
<b>Project Assistant</b> (.63 FTE @ \$15-\$22/hr.) Provides data entry/clerical support to project team. Assists in preparing reports. Orders supplies.	\$19,853	\$1,045		\$20,898
<b>Parent &amp; Me Teachers</b> (8 teachers at .79 FTE @ \$15 /hour) Provides parent-child developmental services	\$158,954	\$8,366		\$167,320
<b>Salaries &amp; Benefits</b> Approximately 27% of salaries; including medical benefits and payroll expenses due to qualifications of benefits and selection of benefits.	\$60,717	\$3,196		\$63,913
<b>TOTAL Personnel Costs</b>	<b>\$283,457</b>	<b>\$14,920</b>		<b>\$298,377</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (Approximately \$1,250 per month x 12 months for rent at	\$22,116	\$684		\$22,800

Corcoran (\$300), Lemoore (\$950); approximately \$400 per month x 12 months for utilities and maintenance costs.				
<b><u>Office Supplies &amp; Materials</u></b> ((\$145 per month x 12 months) purchase of pens, paper, computer support & supplies, etc.	\$1,698	\$52		\$1,750
<b><u>Telephone &amp; Communication</u></b> ((\$211 per month x 12 months) expenses associated with internet/ cell phones	\$2,461	\$76		\$2,537
<b><u>Printing/Copying</u></b> ((\$200 per month x 12 months) expenses associated with printing attendance sheets, handouts, evaluation, employee records)	\$2,328	\$72		\$2,400
<b>TOTAL Operational Costs</b>	<b>\$28,603</b>	<b>\$884</b>		<b>\$29,487</b>



## LINE ITEM PROJECT BUDGET

Project Name: Parent & Me Program			Contract Term: 7/1/22 - 6/30/23	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u><b>Travel</b></u> (405 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc. Travel between sites.	\$2,643		\$82	\$2,725
<u><b>Training/Conference</b></u> Conference Registrations & Trainings	\$970		\$30	\$1,000
<u><b>Program Materials &amp; Supplies</b></u> (\$1,000 per month x 12 months) Purchase monthly books, program supplies and curriculum for Parent & Me sites	\$11,640		\$360	\$12,000
<u><b>Liability Insurance</b></u> (\$100 per month x 12 months)	\$1,164		\$36	\$1,200
<b>TOTAL Program Costs</b>	<b>\$16,417</b>	<b>\$508</b>		<b>\$16,925</b>
<b>D. Indirect Costs</b>				
<u><b>Indirect Costs</b></u> 1.0% of allowable 10% for administrative costs.	\$3,833	\$1,178		\$5,011

<b>TOTAL Indirect Costs</b>	<b>\$3,833</b>	<b>\$1,178</b>		<b>\$5,011</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$332,310</b>	<b>\$17,490</b>		<b>\$349,800</b>

Exhibit B-3

**LINE ITEM PROJECT BUDGET**

Project Name: Parent & Me Program			Contract Term: 7/1/23 – 6/30/24	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.21 FTE) (\$1,238/month x 12 months) Oversees project details and provides supervision to project team	\$14,054	\$1,561		\$15,615
<b>Inclusion Coordinator</b> (.65 FTE @ \$22/hr.) Supervises Parent & Me staff and oversees inclusion of IDEA children and provides support and direction to project team	\$27,568	\$3,063		\$30,631
<b>Project Assistant</b> (.57 FTE @ \$15-\$22/hr.) Provides data entry/clerical support to project team. Assists in preparing reports. Orders supplies.	\$18,808	\$2,090		\$20,898
<b>Parent &amp; Me Teachers</b> (8 teachers at .79 FTE @ \$15 /hour) Provides parent-child developmental services	\$150,588	\$16,732		\$167,320
<b>Salaries &amp; Benefits</b> Approximately 27% of salaries; including medical benefits and payroll expenses due to qualifications of benefits and selection of benefits.	\$57,522	\$6,391		\$63,913
<b>TOTAL Personnel Costs</b>	<b>\$268,540</b>	<b>\$29,837</b>		<b>\$298,377</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (Approximately \$1,250 per month x 12 months for rent at	\$20,976	\$1,824		\$22,800

Corcoran (\$300), Lemoore (\$950); approximately \$400 per month x 12 months for utilities and maintenance costs.				
<b><u>Office Supplies &amp; Materials</u></b> (\$145 per month x 12 months) purchase of pens, paper, computer support & supplies, etc.	\$1,613	\$137		\$1,750
<b><u>Telephone &amp; Communication</u></b> (\$211 per month x 12 months) expenses associated with internet/ cell phones	\$2,338	\$199		\$2,537
<b><u>Printing/Copying</u></b> (\$200 per month x 12 months) expenses associated with printing attendance sheets, handouts, evaluation, employee records)	\$2,212	\$188		\$2,400
<b>TOTAL Operational Costs</b>	<b>\$27,139</b>	<b>\$2,348</b>		<b>\$29,487</b>

## LINE ITEM PROJECT BUDGET

Project Name: Parent & Me Program			Contract Term: 7/1/23 - 6/30/24	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u><b>Travel</b></u> (405 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc. Travel between sites.	\$2,511	\$214		\$2,725
<u><b>Training/Conference</b></u> Conference Registrations & Trainings	\$922	\$78		\$1,000
<u><b>Program Materials &amp; Supplies</b></u> (\$1,000 per month x 12 months) Purchase monthly books, program supplies and curriculum for Parent & Me sites	\$11,058	\$942		\$12,000
<u><b>Liability Insurance</b></u> (\$100 per month x 12 months)	\$1,106	\$94		\$1,200
<b>TOTAL Program Costs</b>	<b>\$15,597</b>	<b>\$1,328</b>		<b>\$16,925</b>
<b>D. Indirect Costs</b>				
<u><b>Indirect Costs</b></u> 1.0% of allowable 10% for administrative costs.	\$3,544	\$1,467		\$5,011

<b>TOTAL Indirect Costs</b>	<b>\$3,544</b>	<b>\$1,467</b>		<b>\$5,011</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$314,820</b>	<b>\$34,980</b>		<b>\$349,800</b>

Exhibit B-4

**LINE ITEM PROJECT BUDGET**

<b>Project Name: Parent &amp; Me Program</b>			<b>Contract Term: 7/1/24 – 6/30/25</b>	
<b>BUDGET CATEGORY AND LINE ITEM DETAIL</b>	<b>First 5 Funds Requested</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>TOTAL</b>
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.21 FTE) (\$1,238/month x 12 months) Oversees project details and provides supervision to project team	\$14,054	\$1,561		\$15,615
<b>Inclusion Coordinator</b> (.65 FTE @ \$22/hr.) Supervises Parent & Me staff and oversees inclusion of IDEA children and provides support and direction to project team	\$27,568	\$3,063		\$30,631
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<b>Salaries &amp; Benefits</b> Approximately 27% of salaries; including medical benefits and payroll expenses due to qualifications of benefits and selection of benefits.	\$57,522	\$6,391		\$63,913
<b>TOTAL Personnel Costs</b>	<b>\$268,540</b>	<b>\$29,837</b>		<b>\$298,377</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (Approximately \$1,250 per month x 12 months for rent at	\$20,976	\$1,824		\$22,800

Corcoran (\$300), Lemoore (\$950); approximately \$400 per month x 12 months for utilities and maintenance costs.				
<b><u>Office Supplies &amp; Materials</u></b> (\$145 per month x 12 months) purchase of pens, paper, computer support & supplies, etc.	\$1,613	\$137		\$1,750
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<b>TOTAL Operational Costs</b>	<b>\$27,139</b>	<b>\$2,348</b>		<b>\$29,487</b>



## LINE ITEM PROJECT BUDGET

Project Name: Parent & Me Program			Contract Term: 7/1/24 - 6/30/25	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u><b>Travel</b></u> (405 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc. Travel between sites.	\$2,511		\$214	\$2,725
<u><b>Training/Conference</b></u> Conference Registrations & Trainings	\$922		\$78	\$1,000
<u><b>Program Materials &amp; Supplies</b></u> (\$1,000 per month x 12 months) Purchase monthly books, program supplies and curriculum for Parent & Me sites	\$11,058		\$942	\$12,000
<u><b>Liability Insurance</b></u> (\$100 per month x 12 months)	\$1,106		\$94	\$1,200
<b>TOTAL Program Costs</b>	<b>\$15,597</b>	<b>\$1,328</b>		<b>\$16,925</b>
<b>D. Indirect Costs</b>				
<u><b>Indirect Costs</b></u> 1.0% of allowable 10% for administrative costs.	\$3,544		\$1,467	\$5,011

<b>TOTAL Indirect Costs</b>	<b>\$3,544</b>	<b>\$1,467</b>		<b>\$5,011</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$314,820</b>	<b>\$34,980</b>		<b>\$349,800</b>

Appendix E.

Kings County ADA Grievance Procedure

Kings County  
Grievance Procedure under ADA or  
California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA Coordinator

County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location:

My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

Exhibit D

**SERVICE STANDARDS CERTIFICATION**

The United Cerebral Palsy of Central California (Administrative Agency) hereby certifies that the United Cerebral Palsy of Central California – Parent & Me Program (Implementing Agency) will comply with the School Readiness Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings Commission in FY 2021-2025. As indicated by the authorized agent’s initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of school readiness programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings Commission Children and Families Commission and First 5 California to use client information for evaluation purposes.

**SERVICES**

A primary function of school readiness programs continues to be the provision and coordination of the effective delivery of quality directly services and supports for California’s youngest children (0-5), including children with special needs and English language learners, and their families. School Readiness providers in collaboration with local First 5 Commissions select evidence-based practices that appropriately address needs and interests in the school readiness community in a family-focused, strength-based manner. Importantly, the practices must result in the focus provision of intensive services designed to address multiple needs in culturally and linguistically appropriate ways. The provision of such services must also include implementation of First 5 Principles on Equity, the First 5 California-adapted National Education Goals Panel (NEGP) definition of school readiness, and the operational First 5 Essential and Coordinated Elements of School Readiness.

**SCHOOL** **A. 5 ESSENTIAL AND COORDINATED ELEMENTS OF**  
**READINESS**

Initial

### Service Standard

*The NEGP definition is the framework for the five 'Essential and Coordinated Elements' required of every School Readiness program:*

1. **Early Care and Education (ECE):**  
This element includes ECE services, improved access to quality ECE through referrals, information and outreach to parents and providers, and improved implementation of effective practices through training of ECE providers. Periodic school readiness assessments for children are part of this element.
2. **Parenting and Family Support Services:**  
This element includes services to improve literacy and parenting skills, home visitation, employment development, and family court services.
3. **Health and Social Services:**  
This element includes services such as health plan enrollment, provision and/or referral to basic health care including prenatal care, mental health counseling, services for children with disabilities and other special needs, nutrition, oral health, drug and alcohol counseling, child abuse prevention, and case management.
4. **Schools' Readiness for Children/School Capacity:**  
This element includes communication of kindergarten standards; schools' outreach to parents; kindergarten transition programs; and cross-training, shared curriculum, and planning for early childcare educators/providers and early elementary teachers. A seamless provision of health, social services, after-school programs, and other supports for children and families are also included. Periodic school readiness assessment for schools are part of this element.
5. **Program Infrastructure, Administration, and Evaluation:**  
This element includes participant/site/district/Commission coordination and staff training and development. Program evaluation aimed at continuous program improvement, fiscal accountability, and collaborative governance (with families and community members) are also included.

## B. PROGRAM COORDINATION AND COLLABORATION

**Initial**

### Service Standard

School Readiness Programs must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply school readiness services and supports.

1. School Readiness Programs must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, CARES, and other school readiness programs.
2. School Readiness Programs must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to all clients receiving services.
3. Programs must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams,

service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.

4. The program must regularly provide and receive information and feedback from the above-described agencies and activities.

### C. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

#### Service Standard

All School Readiness programs will base their service delivery approach on best/promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

### D. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings Commission Children and Families Commission on February 8<sup>th</sup>, 2003.

#### Service Standard

#### Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

### **Access to Services**

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively



in serving the range of abilities, behavioral and learning styles that are representative of California's children.

### **Legislative and regulatory mandates**

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
  - a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
  - b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
  - c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
  - d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
  - e. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

### **Results-based Accountability**

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);

5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

## **E. INTERNAL MANAGEMENT**

### **Initial**

#### **Service Standard**

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).

## Exhibit E

### UCPCC Project Staff

The person having day-to-day responsibility for the project.	
Name:	Debbie Gibson
Title:	Children Program Manager
Address:	606 West Sixth Street
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	Debbieg@ccucp.org
The person to whom the person listed in #1 is accountable.	
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
The Chief Executive of the implementing agency.	
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
The Financial Officer for the project.	
Name:	Lusty Ann Callison
Title:	Fiscal Officer
Address:	4224 North Cedar Ave. , Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	lustyc@ccucp.org
The Project Director of the project.	
Name:	Debbie Gibson
Title:	FRC Manager/First 5 Project Director
Address:	606 West Sixth Street, Hanford, CA 93230
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	debbieg@ccucp.org
The Chair of the Governing Body of the implementing agency.	
Name:	Toni Porter
Title:	Board President
Address:	4224 North Cedar Ave., Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 584-6757
Email:	tonipcpa@pacbell.net



Date of Meeting: June 21, 2021

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**2021-06-094c**

United Cerebral Palsy

Special Needs Project

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: United Cerebral Palsy of Central California  
Contract Number: 2021-06-094c

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and United Cerebral Palsy of Central California, a non-profit community-based organization (“Contractor”) (collectively “Parties”).

## RECITALS

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires school readiness services for children with special needs; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22/23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25.**

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22/23, Exhibit A-3 for FY 23/24, and**

**Exhibit A-4 for FY 24/25** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 21/22, Exhibit B-2 for FY 22/23, Exhibit B-3 for FY 23/24, and ExhibitB-4 for FY 24/25.**

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in **Exhibit B-1 for FY 21/22 (\$88,200), Exhibit B-2 for FY 22/23 (\$85,500), Exhibit B-3 for FY 23/24 (\$81,000), and ExhibitB-4 for FY 24/25 (\$81,000).** Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

### **5. RECORDS AND INSPECTIONS.**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and Commission or other representative authorized by Commission.

## 7. TERMINATION

The right to terminate this Agreement under this section may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party shall have the right to terminate this Agreement without cause by giving the other party thirty (30) calendar days prior written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the termination is for non-appropriation of funds, Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach this Agreement. Upon a material breach, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and allow a period of ten (10) days to cure the breach. If the breach is not remedied within that ten (10) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

Alternatively, Commission may elect to cure the default and any expense incurred shall be payable by Contractor to Commission.

C. Effects of Termination. Termination of this Agreement shall not terminate any obligations of any liability to Commission for damages sustained by Commission because of any breach of contract by Contractor, nor to indemnify, to maintain and make available any records pertaining to this Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party constitute a waiver of any breach of this Agreement or any default which may then exist, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## 8. INSURANCE

A. Without limiting Commission's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide an Endorsed Additional Insured page from Contractor's Insurance Carrier guaranteeing such coverage to Commission. Such page shall be mailed as set forth under the Notice Section of this Agreement prior to the execution of this Agreement. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, Commission may, in addition to other remedies it may have, suspend, or terminate this Agreement upon the occurrence of such event.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per United Cerebral Palsy of Central California Agreement FY 2021-2025

occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage. Commission and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident and for property damages not less than One Hundred Thousand Dollars (\$100,000), or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. The policy shall be endorsed to waive the insurer's subrogation rights against Commission.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

Commission will accept a claims made policy under the following circumstances: any retroactive date must be shown and must be dated before the commencement of this Agreement, the policy must be kept in full force and effect or Contractor may provide tail coverage or extended reporting coverage with a retroactive dates to cover any time gaps for five (5) years after the termination of this Agreement or any extension of this Agreement.

B. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County of King's Risk Manager.

C. Each of the above required policies shall be endorsed to provide Commission with thirty (30) days prior written notice of cancellation. Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor



and Commission in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists by reason of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission. The Contractor's staff that will be involved in executing this Agreement are listed in **Exhibit C**. Contractor shall initial and comply with the Assurances and Certifications attached as **Exhibit D**.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent

unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

### **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

### **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, sexual orientation, military status, or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

### **15. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

### **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

### **17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within 10 days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission’s reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission’s sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

**19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

**Commission:**

First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Fax: (559) 585-0815  
[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

**Contractor:**

United Cerebral Palsy of Central California  
4224 N. Cedar Ave.  
Fresno, CA 93726  
Fax: (559) 243-5621  
[debbieg@ccucp.org](mailto:debbieg@ccucp.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**20. CHOICE OF LAW**

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**23. NO THIRD PARTY BENEFICIARIES.**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

**24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County of King's ADA grievance procedures as set forth in County of King's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit E**.

**25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

## **26. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The Parties agree that the electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

## **27. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

COMMISSION


CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Roger C. Slingerman, Executive Director  
United Cerebral Palsy of Central California

APPROVED AS TO FORM:

Lee Burdick, County Counsel

By:  \_\_\_\_\_ 06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Contractor's Staff for this Project
- Exhibit D:** School Readiness Service Standards Certification
- Exhibit E:** Kings County ADA Grievances Procedures

Exhibit A-1

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Special Needs Project (2021-2022)

PAGE: 1 of 1

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
<b>Focus Area 3 – Healthy Children</b>	Early identification, developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide assessment of children 0-5 with IDEA special needs. (In COVID-19 appropriate format.)	50	50			Local Administrative Data
			Provide assessment of children 0-5 with other special needs. (In COVID-19 appropriate format.)	50	50			LAD
			Develop and provide interventions based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	25	25			LAD
			Develop and provide individualized treatments based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	29	36			LAD
			Provide follow-up support services with Therapists for children 0-5 who do not qualify under existing funding streams and who present as being at risk for special needs development. (In COVID-19 appropriate format.)	12	12			LAD
<b>Focus Area 1 – Early Childcare and Education</b>	Quality programs through research and best practices.	Families will have access to inclusive educational services	Provide follow-up support services to IDEA Act funded children to support inclusion in Parent & Me Program. (In COVID-19 appropriate format.)	12	12			LAD
		Staff will be supported in inclusive programs	Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.			10	80	LAD
	Quality Early Childcare & Education Services will be accessible	Providers with be supported in service provision for children with special needs.	Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion. (In COVID-19 appropriate format.)			40	40	LAD

**Exhibit A-2**

SCOPE OF WORK

**PROVIDER NAME: United Cerebral Palsy – Special Needs Project (2022-2023)**

**PAGE: 1 of 1**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
<b>Focus Area 3 – Healthy Children</b>	Early identification, developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide assessment of children 0-5 with IDEA special needs. (In COVID-19 appropriate format.)	55	55			Local Administrative Data
			Provide assessment of children 0-5 with other special needs. (In COVID-19 appropriate format.)	55	55			LAD
			Develop and provide interventions based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	30			LAD
			Develop and provide individualized treatments based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	40			LAD
			Provide follow-up support services with Therapists for children 0-5 who do not qualify under existing funding streams and who present as being at risk for special needs development. (In COVID-19 appropriate format.)	15	15			LAD
<b>Focus Area 1 – Early Childcare and Education</b>	Quality programs through research and best practices.	Families will have access to inclusive educational services	Provide follow-up support services to IDEA Act funded children to support inclusion in Parent & Me Program. (In COVID-19 appropriate format.)	15	15			LAD
		Staff will be supported in inclusive programs	Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.			10	80	LAD
	Quality Early Childcare & Education Services will be accessible	Providers with be supported in service provision for children with special needs.	Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion. (In COVID-19 appropriate format.)			45	45	LAD



**Exhibit A-3**

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Special Needs Project (2023-2024)

PAGE: 1 of 1

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
<b>Focus Area 3 – Healthy Children</b>	Early identification, developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide assessment of children 0-5 with IDEA special needs. (In COVID-19 appropriate format.)	55	55			Local Administrative Data
			Provide assessment of children 0-5 with other special needs. (In COVID-19 appropriate format.)	60	60			LAD
			Develop and provide interventions based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	30			LAD
			Develop and provide individualized treatments based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	40			LAD
			Provide follow-up support services with Therapists for children 0-5 who do not qualify under existing funding streams and who present as being at risk for special needs development. (In COVID-19 appropriate format.)	20	20			LAD
<b>Focus Area 1 – Early Childcare and Education</b>	Quality programs through research and best practices.	Families will have access to inclusive educational services	Provide follow-up support services to IDEA Act funded children to support inclusion in Parent & Me Program. (In COVID-19 appropriate format.)	15	15			LAD
		Staff will be supported in inclusive programs	Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.			10	80	LAD
	Quality Early Childcare & Education Services will be accessible	Providers with be supported in service provision for children with special needs.	Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion. (In COVID-19 appropriate format.)			45	45	LAD

**Exhibit A-4**

SCOPE OF WORK

**PROVIDER NAME: United Cerebral Palsy – Special Needs Project (2024-2025)**

**PAGE: 1 of 1**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
<b>Focus Area 3 – Healthy Children</b>	Early identification, developmental assessment, and supportive referrals for children.	Children with identified special needs will be referred and linked to appropriate services	Provide assessment of children 0-5 with IDEA special needs. (In COVID-19 appropriate format.)	55	55			Local Administrative Data
			Provide assessment of children 0-5 with other special needs. (In COVID-19 appropriate format.)	60	60			LAD
			Develop and provide interventions based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	30			LAD
			Develop and provide individualized treatments based on assessments for children identified as having a special need that doesn't qualify for typical funding streams. (In COVID-19 appropriate format.)	30	40			LAD
			Provide follow-up support services with Therapists for children 0-5 who do not qualify under existing funding streams and who present as being at risk for special needs development. (In COVID-19 appropriate format.)	20	20			LAD
<b>Focus Area 1 – Early Childcare and Education</b>	Quality programs through research and best practices.  Quality Early Childcare & Education Services will be accessible	Families will have access to inclusive educational services	Provide follow-up support services to IDEA Act funded children to support inclusion in Parent & Me Program. (In COVID-19 appropriate format.)	15	15			LAD
		Staff will be supported in inclusive programs	Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.			10	80	LAD
		Providers with be supported in service provision for children with special needs.	Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion. (In COVID-19 appropriate format.)			45	45	LAD

Exhibit B-1

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2021-2022	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.06 FTE) (\$333/month x 12 months) Oversees project details and provides supervision to project team	\$3,994	\$374		\$4,368
<b>Occupational Therapist</b> .27 FTE @ \$41.00/ Provides O.T. consultation and assessments/screenings	\$21,587	\$1,599		\$23,186
<b>Speech Therapist</b> .27 FTE @ \$39.00/ Provides S.T. consultation and assessments/screenings	\$20,534	\$1,521		\$22,055
<b>Payroll Costs &amp; Benefits</b> Approximately 14% of salaries due to payroll costs and benefit qualifications	\$6,968			\$6,968
<b>TOTAL Personnel Costs</b>	<b>\$53,083</b>	<b>\$3,494</b>		<b>\$56,577</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> Rent: (\$1,700/month x 12 months) Utilities & Facility Mtce:( \$467/month x 12 months)	\$26,000			\$26,000
<b>Office Supplies &amp; Materials</b> (\$29 per month x 12 months) Purchase of pens, pens, computer support & supplies, etc.	\$350			\$350
<b>Telephone &amp; Communication</b> (\$200/month x 12 months) cell phones, landline and internet costs	\$2,400			\$2,400
<b>Printing/Copying</b> (\$28/month x 12 months) Printing handouts, assessments, screenings, etc	\$333			\$333
<b>TOTAL Operational Costs</b>	<b>\$29,083</b>			<b>\$29,083</b>

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2021-2022	
	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (167 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$1,120			\$1,120
<b>Training/Conference</b> Costs include conference registration, travel, and lodging.	\$600			\$600
<b>Program Materials &amp; Supplies</b> (Approx. \$13/month x 12 months) Purchase supplies related to services provided	\$150			\$150
<b>General Liability Insurance</b> Average approximately \$83/month x 12 months	\$1,000			\$1,000
<b>TOTAL Program Costs</b>	<b>\$2,870</b>			<b>\$2,870</b>
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion	-			-
List all Projects Estimated Costs of completion	-			-
<b>TOTAL Capital Costs</b>	<b>-</b>			<b>-</b>
<b>E. Indirect Costs</b>				
<b>Indirect Costs</b> 3.8% of allowable 10% for administrative costs.	\$3,164			\$3,164
<b>TOTAL Indirect Costs</b>	<b>\$3,164</b>			<b>\$3,164</b>
<b>TOTAL PROJECT COSTS</b>				
<b>TOTAL PROJECT COSTS</b>	<b>\$88,200</b>	<b>\$3,494</b>		<b>\$91,694</b>

Exhibit B-2

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2022-2023	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.06 FTE) (\$333/month x 12 months) Oversees project details and provides supervision to project team	\$3,874	\$494		\$4,368
<b>Occupational Therapist</b> .27 FTE @ \$41.00/ Provides O.T. consultation and assessments/screenings	\$20,939	\$2,247		\$23,186
<b>Speech Therapist</b> .27 FTE @ \$39.00/ Provides S.T. consultation and assessments/screenings	\$19,918	\$2,137		\$22,055
<b>Payroll Costs &amp; Benefits</b> Approximately 14% of salaries due to payroll costs and benefit qualifications	\$6,759	209		\$6,968
<b>TOTAL Personnel Costs</b>	<b>\$51,490</b>	<b>\$5,087</b>		<b>\$56,577</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> Rent: (\$1,700/month x 12 months) Utilities & Facility Mtce:( \$401/month x 12 months)	\$25,220	\$780		\$26,000
<b>Office Supplies &amp; Materials</b> (\$28 per month x 12 months) Purchase of pens, pens, computer support & supplies, etc.	\$340	\$10		\$350
<b>Telephone &amp; Communication</b> (\$194/month x 12 months) cell phones, landline and internet costs	\$2,328	\$72		\$2,400
<b>Printing/Copying</b> (\$27/month x 12 months) Printing handouts, assessments, screenings, etc	\$323	\$10		\$333
<b>TOTAL Operational Costs</b>	<b>\$28,211</b>	<b>\$872</b>		<b>\$29,083</b>

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2022-2023	
	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (161 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$1,086	\$34		\$1,120
<b>Training/Conference</b> Costs include conference registration, travel, and lodging.	\$582	\$18		\$600
<b>Program Materials &amp; Supplies</b> (Approx. \$12/month x 12 months) Purchase supplies related to services provided	\$146	\$4		\$150
<b>General Liability Insurance</b> Average approximately \$80/month x 12 months	\$970	\$30		\$1,000
<b>TOTAL Program Costs</b>	<b>\$2,784</b>	<b>\$86</b>		<b>\$2,870</b>
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion	-			-
List all Projects Estimated Costs of completion	-			-
<b>TOTAL Capital Costs</b>	-			-
<b>E. Indirect Costs</b>				
<b>Indirect Costs</b> 2.4% of allowable 10% for administrative costs.	\$3,015			\$3,015
<b>TOTAL Indirect Costs</b>	<b>\$3,015</b>			<b>\$3,015</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$85,500</b>	<b>\$6,045</b>		<b>\$91,545</b>

Exhibit B-3

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2023-2024	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.5.5 FTE) (\$306/month x 12 months) Oversees project details and provides supervision to project team	\$3,680	\$688		\$4,368
<b>Occupational Therapist</b> .25 FTE @ \$41.00/ Provides O.T. consultation and assessments/screenings	\$19,892	\$3,294		\$23,186
<b>Speech Therapist</b> .25 FTE @ \$39.00/ Provides S.T. consultation and assessments/screenings	\$18,922	\$3,133		\$22,055
<b>Payroll Costs &amp; Benefits</b> Approximately 14% of salaries due to payroll costs and benefit qualifications	\$6,421	547		\$6,968
<b>TOTAL Personnel Costs</b>	<b>\$48,915</b>	<b>\$7,662</b>		<b>\$56,577</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> Rent: (\$1,700/month x 12 months) Utilities & Facility Mtce:( \$296/month x 12 months)	\$23,959	\$2,041		\$26,000
<b>Office Supplies &amp; Materials</b> (\$27 per month x 12 months) Purchase of pens, pens, computer support & supplies, etc.	\$323	\$27		\$350
<b>Telephone &amp; Communication</b> (\$184/month x 12 months) cell phones, landline and internet costs	\$2,328	\$188		\$2,400
<b>Printing/Copying</b> (\$26/month x 12 months) Printing handouts, assessments, screenings, etc	\$307	\$26		\$333
<b>TOTAL Operational Costs</b>	<b>\$26,917</b>	<b>\$2,282</b>		<b>\$29,199</b>

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2023-2024	
	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (153 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$916	\$204		\$1,120
<b>Training/Conference</b> Costs include conference registration, travel, and lodging.	\$553	\$47		\$600
<b>Program Materials &amp; Supplies</b> (Approx. \$12/month x 12 months) Purchase supplies related to services provided	\$139	\$11		\$150
<b>General Liability Insurance</b> Average approximately \$77/month x 12 months	\$922	\$78		\$1,000
<b>TOTAL Program Costs</b>	<b>\$2,530</b>	<b>\$340</b>		<b>\$2,870</b>
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion	-			-
List all Projects Estimated Costs of completion	-			-
<b>TOTAL Capital Costs</b>	<b>-</b>			<b>-</b>
<b>E. Indirect Costs</b>				
<b>Indirect Costs</b> 2.4% of allowable 10% for administrative costs.	\$2,638			\$2,638
<b>TOTAL Indirect Costs</b>	<b>\$2,638</b>			<b>\$2,638</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$81,000</b>	<b>\$10,284</b>		<b>\$91,284</b>



Exhibit B-4

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2024-2025	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.5.5 FTE) (\$306/month x 12 months) Oversees project details and provides supervision to project team	\$3,680	\$688		\$4,368
<b>Occupational Therapist</b> .25 FTE @ \$41.00/ Provides O.T. consultation and assessments/screenings	\$19,892	\$3,294		\$23,186
<b>Speech Therapist</b> .25 FTE @ \$39.00/ Provides S.T. consultation and assessments/screenings	\$18,922	\$3,133		\$22,055
<b>Payroll Costs &amp; Benefits</b> Approximately 14% of salaries due to payroll costs and benefit qualifications	\$6,421	547		\$6,968
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<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> Rent: (\$1,700/month x 12 months) Utilities & Facility Mtce:( \$296/month x 12 months)	\$23,959	\$2,041		\$26,000
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<b>Printing/Copying</b> (\$26/month x 12 months) Printing handouts, assessments, screenings, etc	\$307	\$26		\$333
<b>TOTAL Operational Costs</b>	<b>\$26,917</b>	<b>\$2,282</b>		<b>\$29,199</b>

LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2024-2025	
	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (153 miles x 56 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$916	\$204		\$1,120
<b>Training/Conference</b> Costs include conference registration, travel, and lodging.	\$553	\$47		\$600
<b>Program Materials &amp; Supplies</b> (Approx. \$12/month x 12 months) Purchase supplies related to services provided	\$139	\$11		\$150
<b>General Liability Insurance</b> Average approximately \$77/month x 12 months	\$922	\$78		\$1,000
<b>TOTAL Program Costs</b>	<b>\$2,530</b>	<b>\$340</b>		<b>\$2,870</b>
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion	-			-
List all Projects Estimated Costs of completion	-			-
<b>TOTAL Capital Costs</b>	-			-
<b>E. Indirect Costs</b>				
<b>Indirect Costs</b> 2.4% of allowable 10% for administrative costs.	\$2,638			\$2,638
<b>TOTAL Indirect Costs</b>	<b>\$2,638</b>			<b>\$2,638</b>
<b>TOTAL PROJECT COSTS</b>				
<b>TOTAL PROJECT COSTS</b>	<b>\$81,000</b>	<b>\$10,284</b>		<b>\$91,284</b>

Exhibit C  
UCPCC Project Staff

	The person having day-to-day responsibility for the project.
Name:	Debbie Gibson
Title:	Children Program Manager
Address:	606 West Sixth Street
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	Debbieg@ccucp.org
	The person to whom the person listed in #1 is accountable.
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
	The Chief Executive of the implementing agency.
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
	The Financial Officer for the project.
Name:	Lusty Ann Callison
Title:	Fiscal Officer
Address:	4224 North Cedar Ave. , Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	lustyc@ccucp.org
	The Project Director of the project.
Name:	Debbie Gibson
Title:	FRC Manager/First 5 Project Director
Address:	606 West Sixth Street, Hanford, CA 93230
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	debbieg@ccucp.org
	The Chair of the Governing Body of the implementing agency.
Name:	Toni Porter
Title:	Board President
Address:	4224 North Cedar Ave., Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 584-6757
Email:	tonipcpa@pacbell.net

Exhibit D

SERVICE STANDARDS CERTIFICATION

The United Cerebral Palsy of Central California (Administrative Agency) hereby certifies that the United Cerebral Palsy of Central California – Special Needs Program (Implementing Agency) will comply with the School Readiness Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2021-2025. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of school readiness programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

SERVICES

A primary function of school readiness programs continues to be the provision and coordination of the effective delivery of quality directly services and supports for California's youngest children (0-5), including children with special needs and English language learners, and their families. School Readiness providers in collaboration with local First 5 Commissions select evidence-based practices that appropriately address needs and interests in the school readiness community in a family-focused, strength-based manner. Importantly, the practices must result in the focus provision of intensive services designed to address multiple needs in culturally and linguistically appropriate ways. The provision of such services must also include implementation of First 5 Principles on Equity, the First 5 California-adapted National Education Goals Panel (NEGP) definition of school readiness, and the operational First 5 Essential and Coordinated Elements of School Readiness.

\_\_\_\_\_ A. 5 ESSENTIAL AND COORDINATED ELEMENTS OF SCHOOL  
READINESS

Initial

Service Standard

*The NEGP definition is the framework for the five 'Essential and Coordinated Elements' required of every School Readiness program:*

1. Early Care and Education (ECE):  
This element includes ECE services, improved access to quality ECE through referrals, information and outreach to parents and providers, and improved implementation of

- effective practices through training of ECE providers. Periodic school readiness assessments for children are part of this element.
2. Parenting and Family Support Services:  
This element includes services to improve literacy and parenting skills, home visitation, employment development, and family court services.
  3. Health and Social Services:  
This element includes services such as health plan enrollment, provision and/or referral to basic health care including prenatal care, mental health counseling, services for children with disabilities and other special needs, nutrition, oral health, drug and alcohol counseling, child abuse prevention, and case management.
  4. Schools' Readiness for Children/School Capacity:  
This element includes communication of kindergarten standards; schools' outreach to parents; kindergarten transition programs; and cross-training, shared curriculum, and planning for early childcare educators/providers and early elementary teachers. A seamless provision of health, social services, after-school programs, and other supports for children and families are also included. Periodic school readiness assessment for schools are part of this element.
  5. Program Infrastructure, Administration, and Evaluation:  
This element includes participant/site/district/county coordination and staff training and development. Program evaluation aimed at continuous program improvement, fiscal accountability, and collaborative governance (with families and community members) are also included.

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## B. PROGRAM COORDINATION AND COLLABORATION

Initial

### Service Standard

School Readiness Programs must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply school readiness services and supports.

1. School Readiness Programs must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, CARES, and other school readiness programs.
2. School Readiness Programs must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to all clients receiving services.
3. Programs must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams, service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.
4. The program must regularly provide and receive information and feedback from the above-described agencies and activities.

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## C. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

### Service Standard

All School Readiness programs will base their service delivery approach on best/promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best

practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

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#### D. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8<sup>th</sup>, 2003.

#### Service Standard

##### Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

##### Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families

6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

#### Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
  - a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
  - b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
  - c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;

- d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
- e. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

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E. INTERNAL MANAGEMENT

**Initial**

Service Standard

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.



4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).

Exhibit E

Kings County ADA Grievance Procedure

Kings County  
Grievance Procedure under ADA or  
California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA Coordinator  
County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-094d**

Kings Community Action  
Organization

Kettleman City Family  
Resource Center

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Kings Community Action Organization  
Contract Number: 2021-06-094d

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and Kings Community Action Organization, a non-profit community-based organization (“Contractor”) (collectively “Parties”).

## R E C I T A L S

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires family resource center services in Kettleman City; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22-23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25.**

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set

forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22/23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 21/22, Exhibit B-2 for FY 22/23, Exhibit B-3 for FY 23/24, and ExhibitB-4 for FY 24/25.**

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in **Exhibit B-1 for FY 21/22 (\$88,200), Exhibit B-2 for FY 22/23 (\$85,500), Exhibit B-3 for FY 23/24 (\$81,000), and ExhibitB-4 for FY 24/25 (\$81,000).** Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

### **5. RECORDS AND INSPECTIONS.**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and

Commission or other representative authorized by Commission.

## **7. TERMINATION**

The right to terminate this Agreement under this section may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party shall have the right to terminate this Agreement without cause by giving the other party thirty (30) calendar days prior written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the termination is for non-appropriation of funds, Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach this Agreement. Upon a material breach, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and allow a period of ten (10) days to cure the breach. If the breach is not remedied within that ten (10) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

Alternatively, Commission may elect to cure the default and any expense incurred shall be payable by Contractor to Commission.

C. Effects of Termination. Termination of this Agreement shall not terminate any obligations of any liability to Commission for damages sustained by Commission because of any breach of contract by Contractor, nor to indemnify, to maintain and make available any records pertaining to this Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party constitute a waiver of any breach of this Agreement or any default which may then exist, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## **8. INSURANCE**

A. Without limiting Commission's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide an Endorsed Additional Insured page from Contractor's Insurance Carrier guaranteeing such coverage to Commission. Proof of Insurance with the Endorsed Additional Insured page shall be submitted as set forth under the Notice Section of this Agreement within 30 days of execution of this Agreement. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided,

Commission may, in addition to other remedies it may have, suspend, or terminate this Agreement.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage. Commission and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident and for property damages not less than One Hundred Thousand Dollars (\$100,000), or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. The policy shall be endorsed to waive the insurer's subrogation rights against Commission.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

B. Commission will accept a claims made policy under the following circumstances: any retroactive date must be shown and must be dated before the commencement of this Agreement, the policy must be kept in full force and effect or Contractor may provide tail coverage or extended reporting coverage with a retroactive dates to cover any time gaps for five (5) years after the termination of this Agreement or any extension of this Agreement.

C. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County of King's Risk Manager.

C. Contractor shall have each of the above-required policies endorsed to provide Commission written notice 30-days' prior to a policy's cancellation. Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**



A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists by reason of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH THE LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and

Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, sexual orientation, military status, or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

## **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

## 17. UNFORESEEN CIRCUMSTANCES

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within 10 days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

## 18. OWNERSHIP OF DOCUMENTS

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

## 19. NOTICE

The Parties shall provide notices necessary to the performance of this Agreement to the other party, in writing, by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

### Commission:

Clarissa Ravelo  
First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Fax: (559) 585-0815  
[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

### Contractor:

Ruth Rodriguez  
Kings Community Action Organization  
1130 N. 11<sup>th</sup> Ave.  
Hanford, CA 93230  
Fax: (559) 582-4272  
[Rrodriguez@kcao.org](mailto:Rrodriguez@kcao.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

## 20. CHOICE OF LAW

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil

Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**23. NO THIRD PARTY BENEFICIARIES.**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

**24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County of King's ADA grievance procedures as set forth in County of King's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.

**25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not

originated or maintained in documentary form.

**26. ASSURANCES AND CERTIFICATIONS**

Contractor shall comply with the Family Resource Center Service Standards, as signified by the authorized agent's initials throughout **Exhibit D**. Contractor's staff that will be involved in execution of this Agreement are listed in **Exhibit E**.

**27. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The Parties agree that the electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

**28. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.


COMMISSION

CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Jeff Gardner, Executive Director  
Kings Community Action Organization

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By:  06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Kings County ADA Grievances Procedures
- Exhibit D:** Family Resource Center Service Standards
- Exhibit E:** Contractor’s Staff for this Project

Exhibit A-1

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family strengthening support.	Provide home visitation services to children 0 to 2 and their parents using identified curriculum.	10	160	7	112	R&R Manager
			Provide socialization events to children 0 to 5 enrolled in the home visitation program and other interested community members.	20	80	15	75	R&R Manager
			Provide Raising a Reader book bag rotation literacy program to families of children 0 to 5 enrolled at home visits and socialization events.	10	140			R&R Manager
Focus Area 3 – Healthy Children	All Children will have an early start toward good health	Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services.	Provide developmental screening using ASQ tool for children 0 to 5.	30	50			R&R Manager

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	50	20	40	R&R Manager
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	35	150	35	150	R&R Manager



SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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COORDINATED SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	Coordinate with local providers To provide parent workshops to parents and caregivers of children 0 to 5.			15	10	R&R Manager
			Coordinate with local providers to provide counseling services to parents of children 0 to 5.			5	4	R&R Manager
			Coordinate to provide Parent Cafes to parents and caregivers of children 0 to 5.			10	4	R&R Manager
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	Coordinate with SNAP ED to provide nutrition education to parents and caregivers of children 0 to 5.			10	4	R&R Manager
			Coordinate with local providers to provide food distributions to parents of children 0 to 5.			50	12	R&R Manager
			Coordinate with local providers to distribute items for Thanksgiving and Christmas holidays.			25	2	R&R Manager

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**ORGANIZATIONAL ACTIVITIES**

1 Strategic Plan Focus Area	2 Goals	3 Strategy	4 Program Specific Activities	5 Timeline for Completion	6 Staff Responsible
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Review Community Needs Assessment conducted by KCAO for the Kettleman City area to determine services responsive to community needs.	December 2021	Program Director/R&R Manager
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Implement Community Outreach Plan to inform the community about the Home Visitation Program as well as events and activities at the Family Resource Center.	Monthly	R&R Manager/Home Visitor
		Develop and maintain CAB to ensure community input into service establishment.	Attend Kettleman City Community Advisory Meeting soliciting feedback related to proposed events and activities for families and children 0-5.	Quarterly	Program Director/R&R Manager
		Develop sustainability plan	Maintain a wait list for the home visitation program to ensure program is fully enrolled at all times.	Monthly	Home Visitor
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Participate in training and technical assistance opportunity to improve the quality of services provided.	Quarterly	Program Director/R&R Manager/Home Visitor

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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OUTREACH ACTIVITIES

1 Strategic Plan Focus Area	2 Goals	3 Strategy	4 Program Specific Activities	5 Month/Year of Event Or Occurrence Level	6 Desired Outcome
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the food distribution events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the family socialization events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the Head Start parent council meetings in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct telephone confirmation calls to parents of children 0 to 5 enrolled in the home visitation program and other interested community members.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct outreach visits to post, present or provide FRC information about activities at WIC office; local county clinics or offices; and local businesses.	Monthly	Increase the number of new collaborations among parents/caregivers organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
			Home Visiting/FRC staff to participate in community events in an effort to promote services at the Kettleman City Family Resource Center.	When Applicable	Increase community awareness of the value of the FRC model.

Exhibit A-2

SCOPE OF WORK 2022-2023

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
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			Provide socialization events to children 0 to 5 enrolled in the home visitation program and other interested community members.	20	80	15	75	R&R Manager
			Provide Raising a Reader book bag rotation literacy program to families of children 0 to 5 enrolled at home visits and socialization events.	10	140			R&R Manager
Focus Area 3 – Healthy Children	All Children will have an early start toward good health	Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services.	Provide developmental screening using ASQ tool for children 0 to 5.	30	50			R&R Manager

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PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
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			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	35	150	35	150	R&R Manager

SCOPE OF WORK 2022-2023

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
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			Coordinate with local providers to provide food distributions to parents of children 0 to 5.			50	12	R&R Manager
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PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**ORGANIZATIONAL ACTIVITIES**

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		Establish Community Outreach Plan to ensure community is informed of services available to them.	Implement Community Outreach Plan to inform the community about the Home Visitation Program as well as events and activities at the Family Resource Center.	Monthly	R&R Manager/Home Visitor
		Develop and maintain CAB to ensure community input into service establishment.	Attend Kettleman City Community Advisory Meeting soliciting feedback related to proposed events and activities for families and children 0-5.	Quarterly	Program Director/R&R Manager
		Develop sustainability plan	Maintain a wait list for the home visitation program to ensure program is fully enrolled at all times.	Monthly	Home Visitor
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Participate in training and technical assistance opportunity to improve the quality of services provided.	Quarterly	Program Director/R&R Manager/Home Visitor

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PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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OUTREACH ACTIVITIES

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
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			Conduct telephone confirmation calls to parents of children 0 to 5 enrolled in the home visitation program and other interested community members.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct outreach visits to post, present or provide FRC information about activities at WIC office; local county clinics or offices; and local businesses.	Monthly	Increase the number of new collaborations among parents/caregivers organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
			Home Visiting/FRC staff to participate in community events in an effort to promote services at the Kettleman City Family Resource Center.	When Applicable	Increase community awareness of the value of the FRC model.



Exhibit A-3

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
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			Provide socialization events to children 0 to 5 enrolled in the home visitation program and other interested community members.	20	80	15	75	R&R Manager
		Parents/guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Raising a Reader book bag rotation literacy program to families of children 0 to 5 enrolled at home visits and socialization events.	10	140			R&R Manager
Focus Area 3 – Healthy Children	All Children will have an early start toward good health	Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services.	Provide developmental screening using ASQ tool for children 0 to 5.	30	50			R&R Manager

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**DIRECT SERVICES  
RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7	
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible	
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				The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	50	20	40	R&R Manager
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SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

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**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
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			Coordinate with SNAP ED to provide nutrition education to parents and caregivers of children 0 to 5.			10	4	R&R Manager
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	Coordinate with local providers to provide food distributions to parents of children 0 to 5.			50	12	R&R Manager
			Coordinate with local providers to distribute items for Thanksgiving and Christmas holidays.			25	2	R&R Manager

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 4 of 5

**ORGANIZATIONAL ACTIVITIES**

1 Strategic Plan Focus Area	2 Goals	3 Strategy	4 Program Specific Activities	5 Timeline for Completion	6 Staff Responsible
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Review Community Needs Assessment conducted by KCAO for the Kettleman City area to determine services responsive to community needs.	December 2023	Program Director/R&R Manager
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Implement Community Outreach Plan to inform the community about the Home Visitation Program as well as events and activities at the Family Resource Center.	Monthly	R&R Manager/Home Visitor
		Develop and maintain CAB to ensure community input into service establishment.	Attend Kettleman City Community Advisory Meeting soliciting feedback related to proposed events and activities for families and children 0-5.	Quarterly	Program Director/R&R Manager
		Develop sustainability plan	Maintain a wait list for the home visitation program to ensure program is fully enrolled at all times.	Monthly	Home Visitor
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Participate in training and technical assistance opportunity to improve the quality of services provided.	Quarterly	Program Director/R&R Manager/Home Visitor

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 5 of 5

OUTREACH ACTIVITIES

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the food distribution events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the family socialization events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the Head Start parent council meetings in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct telephone confirmation calls to parents of children 0 to 5 enrolled in the home visitation program and other interested community members.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct outreach visits to post, present or provide FRC information about activities at WIC office; local county clinics or offices; and local businesses.	Monthly	Increase the number of new collaborations among parents/caregivers organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
			Home Visiting/FRC staff to participate in community events in an effort to promote services at the Kettleman City Family Resource Center.	When Applicable	Increase community awareness of the value of the FRC model.

Exhibit A-4

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 1 of 5

**DIRECT SERVICES  
EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family strengthening support.	Provide home visitation services to children 0 to 2 and their parents using identified curriculum.	10	160	7	112	R&R Manager
			Provide socialization events to children 0 to 5 enrolled in the home visitation program and other interested community members.	20	80	15	75	R&R Manager
			Provide Raising a Reader book bag rotation literacy program to families of children 0 to 5 enrolled at home visits and socialization events.	10	140			R&R Manager
Focus Area 3 – Healthy Children	All Children will have an early start toward good health	Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services.	Provide developmental screening using ASQ tool for children 0 to 5.	30	50			R&R Manager

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 2 of 5

**DIRECT SERVICES  
RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	50	20	40	R&R Manager
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	35	150	35	150	R&R Manager

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 3 of 5

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources	Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	Coordinate with local providers To provide parent workshops to parents and caregivers of children 0 to 5.			15	10	R&R Manager
			Coordinate with local providers to provide counseling services to parents of children 0 to 5.			5	4	R&R Manager
			Coordinate to provide Parent Cafes to parents and caregivers of children 0 to 5.			10	4	R&R Manager
			Coordinate with SNAP ED to provide nutrition education to parents and caregivers of children 0 to 5.			10	4	R&R Manager
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children will develop early healthy habits.	Coordinate with local providers to provide food distributions to parents of children 0 to 5.			50	12	R&R Manager
			Coordinate with local providers to distribute items for Thanksgiving and Christmas holidays.			25	2	R&R Manager



SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 4 of 5

**ORGANIZATIONAL ACTIVITIES**

1 Strategic Plan Focus Area	2 Goals	3 Strategy	4 Program Specific Activities	5 Timeline for Completion	6 Staff Responsible
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Conduct Community Needs Assessment to establish services responsive to community need.	Review Community Needs Assessment conducted by KCAO for the Kettleman City area to determine services responsive to community needs.	December 2024	Program Director/R&R Manager
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Implement Community Outreach Plan to inform the community about the Home Visitation Program as well as events and activities at the Family Resource Center.	Monthly	R&R Manager/Home Visitor
		Develop and maintain CAB to ensure community input into service establishment.	Attend Kettleman City Community Advisory Meeting soliciting feedback related to proposed events and activities for families and children 0-5.	Quarterly	Program Director/R&R Manager
		Develop sustainability plan	Maintain a wait list for the home visitation program to ensure program is fully enrolled at all times.	Monthly	Home Visitor
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Participate in training and technical assistance opportunity to improve the quality of services provided.	Quarterly	Program Director/R&R Manager/Home Visitor

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings Community Action Organization – Kettleman City Family Resource Center

PAGE: 5 of 5

OUTREACH ACTIVITIES

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
Focus Area 4 – Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the food distribution events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the family socialization events in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Provide community outreach at the Head Start parent council meetings in an effort to promote FRC services.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct telephone confirmation calls to parents of children 0 to 5 enrolled in the home visitation program and other interested community members.	Monthly	Increase community awareness of the value of the FRC model.
			Conduct outreach visits to post, present or provide FRC information about activities at WIC office; local county clinics or offices; and local businesses.	Monthly	Increase the number of new collaborations among parents/caregivers organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
			Home Visiting/FRC staff to participate in community events in an effort to promote services at the Kettleman City Family Resource Center.	When Applicable	Increase community awareness of the value of the FRC model.

Exhibit B-1

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2021-2022	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Child Care Assistance Program Director</u> (1.13% FTE) \$251.05 x 12 Months	\$3,012.63			\$3,012.63
<u>R&amp;R Program Manager</u> (5.74%FTE) \$330.15 x 12 Months	\$3,961.84			\$3,961.84
<u>Office Assistant</u> (100% FTE) \$1,371.86 x 12 Months	\$16,157.78			\$16,157.78
<u>Home Visitor</u> ( 100% FTE) \$1,346.48 x 12 Months	\$16,462.31			\$16,462.31
<u>Benefits</u> 22.51% of salary costs	\$8,913.88			\$8,913.88
<b>TOTAL Personnel Costs</b>	<b>\$48,508.44</b>			<b>\$48,508.44</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,343.76 per month x 12 months Utilities, pest control, security	\$16,125.13			\$16,125.13
<u>Office Supplies &amp; Materials</u> \$324.76 per month x 12 months Pens, paper, computer supplies, etc.	\$2,897.17			\$2,897.17
<u>Telephone &amp; Communication</u> \$438.16 per month x 12 months Landline, cell phone, internet	\$5,257.92			\$5,257.92
<u>Postage/Mailing</u> \$2.53 per month x 12 months	\$30.30			\$30.30
<u>Printing/Copying</u> \$.60 per month x 12 months Program use, brochures, and calendars	\$7.20			\$7.20
<u>Printer Lease</u> \$1.25 per month x 12 months	\$15.00			\$15.00
<u>Insurance &amp; Bond</u> \$87.48 per month x 12 months	\$1,049.80			\$1,049.80
<b>TOTAL Operational Costs</b>	<b>\$25,382.52</b>			<b>\$25,382.52</b>

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2021-2022	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> \$449.22 per month x 12 months	\$5,390.58			\$5,390.58
<u>Training &amp; Conference</u> \$130.01 per month x 12 months	\$923.73			\$923.73
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
<b>TOTAL Program Costs</b>	<b>\$6,314.31</b>			<b>\$6,314.31</b>
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
<b>TOTAL Capital Costs</b>				
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 10.00% of direct costs	\$7,944.73			\$7,994.73
<b>TOTAL Indirect Costs</b>	<b>\$7,944.73</b>			<b>\$7,994.73</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$88,200</b>			<b>\$88,200</b>

Exhibit B-2

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2022-2023	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Child Care Assistance Program Director</u> (1.20% FTE) \$260.19 x 12 Months	\$3,122.32			\$3,122.32
<u>R&amp;R Program Manager</u> (6.86%FTE) \$394.67 x 12 Months	\$4,736.10			\$4,736.10
<u>Office Assistant</u> (100% FTE) \$1,371.86 x 12 Months	\$16,157.78			\$16,157.78
<u>Home Visitor</u> (44.44% FTE) \$1,346.48 x 12 Months	\$16,462.31			\$16,462.31
<u>Benefits</u> 22.46% of salary costs	\$9,092.16			\$9,092.16
<b>TOTAL Personnel Costs</b>	<b>\$49,570.67</b>			<b>\$49,570.67</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,335.95 per month x 12 months Utilities, pest control, security	\$16,031.39			\$16,031.39
<u>Office Supplies &amp; Materials</u> \$169.25 per month x 12 months Pens, paper, computer supplies, etc.	\$2,031.04			\$2,031.04
<u>Telephone &amp; Communication</u> \$460.07 per month x 12 months Landline, cell phone, internet	\$5,520.81			\$5,520.81
<u>Postage/Mailing</u> \$.32 per month x 12 months	\$3.88			\$3.88
<u>Printing/Copying</u> \$1.08 per month x 12 months Program use, brochures, and calendars	\$13.00			\$13.00
<u>Printer Lease</u> \$1.25 per month x 12 months	\$15.00			\$15.00
<u>Insurance &amp; Bond</u> \$94.90 per month x 12 months	\$1,138.80			\$1,138.80
<b>TOTAL Operational Costs</b>	<b>\$24,753.92</b>			<b>\$24,753.92</b>

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2022-2023	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> \$231.44 per month x 12 months	\$2,777.31			\$2,777.31
<u>Training &amp; Conference</u> \$54.17 per month x 12 months	\$650.00			\$650.00
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
<b>TOTAL Program Costs</b>	<b>\$3,427.31</b>			<b>\$3,427.31</b>
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
<b>TOTAL Capital Costs</b>				
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 10.00% of direct costs	\$7,748.10			\$7,748.10
<b>TOTAL Indirect Costs</b>	<b>\$7,748.10</b>			<b>\$7,748.10</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$85,500.00</b>			<b>\$85,500.00</b>

Exhibit B-3

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2023-2024	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Child Care Assistance Program Director</u> (1.19% FTE) \$264.30 x 12 Months	\$3,171.59			\$3,171.59
<u>R&amp;R Program Manager</u> (6.63%FTE) \$389.22 x 12 Months	\$4,670.68			\$4,670.68
<u>Office Assistant</u> (100% FTE) \$1,123.70 x 12 Months	\$13,484.40			\$13,484.40
<u>Home Visitor</u> (36.36% FTE) \$1,399.30 x 12 Months	\$16,791.56			\$16,791.56
<u>Benefits</u> 22.46% of salary costs	\$8,562.00			\$8,562.00
<b>TOTAL Personnel Costs</b>	<b>\$46,680.23</b>			<b>\$46,680.23</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,415.25 per month x 12 months Utilities, pest control, security	\$16,982.96			\$16,982.96
<u>Office Supplies &amp; Materials</u> \$115.09 per month x 12 months Pens, paper, computer supplies, etc.	\$1,381.04			\$1,381.04
<u>Telephone &amp; Communication</u> \$461.16 per month x 12 months Landline, cell phone, internet	\$5,533.96			\$5,533.96
<u>Postage/Mailing</u> \$1.51 per month x 12 months	\$18.11			\$18.11
<u>Printing/Copying</u> \$1.42 per month x 12 months Program use, brochures, and calendars	\$17.00			\$17.00
<u>Printer Lease</u> \$1.25 per month x 12 months	\$15.00			\$15.00
<u>Insurance &amp; Bond</u> \$99.65 per month x 12 months	\$1,195.75			\$1,195.75
<b>TOTAL Operational Costs</b>	<b>\$25,143.82</b>			<b>\$25,143.82</b>

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2023-2024	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> \$118.75 per month x 12 months	\$1,425.00			\$1,425.00
<u>Training &amp; Conference</u> \$34.43 per month x 12 months	\$413.17			\$413.17
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
<b>TOTAL Program Costs</b>	<b>\$1,838.17</b>			<b>\$1,838.17</b>
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
<b>TOTAL Capital Costs</b>				
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 10.00% of direct costs	\$7,337.78			\$7,337.78
<b>TOTAL Capital Costs</b>	<b>\$7,337.78</b>			<b>\$7,337.78</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$81,000.00</b>			<b>\$81,000.00</b>



Exhibit B-4

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2024-2025	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Child Care Assistance Program</u> Director (1.19% FTE) \$269.58 x 12 Months	\$3,235.02			\$3,235.02
<u>R&amp;R Program Manager</u> (6.63%FTE) \$397.01 x 12 Months	\$4,764.10			\$4,764.10
<u>Office Assistant</u> (100% FTE) \$1,427.28 x 12 Months	\$13,754.09			\$13,754.09
<u>Home Visitor</u> (36.36% FTE) \$1,146.17 x 12 Months	\$17,127.39			\$17,127.39
<u>Benefits</u> 22.46% of salary costs	\$8,733.24			\$8,733.24
<b>TOTAL Personnel Costs</b>	<b>\$47,613.84</b>			<b>\$47,613.84</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,333.39 per month x 12 months Utilities, pest control, security	\$16,000.69			\$16,000.69
<u>Office Supplies &amp; Materials</u> \$111.31 per month x 12 months Pens, paper, computer supplies, etc.	\$1,335.66			\$1,335.66
<u>Telephone &amp; Communication</u> \$461.22 per month x 12 months Landline, cell phone, internet	\$5,534.61			\$5,534.61
<u>Postage/Mailing</u> \$1.02 per month x 12 months	\$12.18			\$12.18
<u>Printing/Copying</u> \$1.75 per month x 12 months Program use, brochures, and calendars	\$21.00			\$21.00
<u>Printer Lease</u> \$1.25 per month x 12 months	\$15.00			\$15.00
<u>Insurance &amp; Bond</u> \$104.63 per month x 12 months	\$1,255.53			\$1,255.53
<b>TOTAL Operational Costs</b>	<b>\$24,174.67</b>			<b>\$24,174.67</b>

LINE ITEM PROJECT BUDGET

Project Name: Kettleman City Family Resource Center			Contract Term: 2024-2025	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> \$118.75 per month x 12 months	\$1,425.00			\$1,425.00
<u>Training &amp; Conference</u> \$37.50 per month x 12 months	\$450.00			\$450.00
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
<b>TOTAL Program Costs</b>	<b>\$1,875.00</b>			<b>\$1,875.00</b>
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
<b>TOTAL Capital Costs</b>				
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 10.00% of direct costs	\$7,336.49			\$7,336.49
<b>TOTAL Capital Costs</b>	<b>\$7,336.49</b>			<b>\$7,336.49</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$81,000.00</b>			<b>\$81,000.00</b>

## Exhibit C

### Kings County ADA Grievance Procedure

#### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA  
Coordinator County Government  
Center  
1400 West Lacey  
Blvd. Hanford, CA  
93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

## Exhibit D

### SERVICE STANDARDS CERTIFICATION

The Kings Community Action Organization (Administrative Agency) hereby certifies that the Kings Community Action Organization (Implementing Agency) will comply with the Family Resource Center Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2021-2025. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of Family Resource Centers. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

#### SERVICES

The goal of Family Resource Centers is to better connect children and families with existing services by making them available to families in their community of residency. The Family Resource Center is the hub of a whole system that provides a safety net of programs and services in a community. Services are designed to be comprehensive and integrated, serving the unique needs and strengths of the individual, the family and the surrounding community. The location, facility, staffing, amenities, activities and programs at each FRC should be developed in response to the needs and resources of the community members it is intended to serve. All services funded at the FRC supported by First 5 Kings County funds must be delivered in the context of promoting early childhood development.

#### \_\_\_\_\_ A. INFORMATION & REFERRAL SERVICES

Initial

Information and Referral Services are defined as the provision of information and/or referrals regarding community resources.

##### Service Standard

1. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
2. A referral resources list must be developed, maintained, and regularly updated which includes but is not limited to the following: local school districts, pre-schools, and childcare facilities, law enforcement agencies, medical care providers, mental health treatment facilities, substance abuse facilities, county departments of social services, employment assistance service providers, local housing authority, child protective services, rape crisis centers, domestic

violence centers, child abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists.

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B. EARLY CHILDHOOD EDUCATION SERVICES

Initial

Service Standard

1. Centers may provide direct services to meet the needs of early childhood education.
2. Early Childhood Education services must be delivered based on a curriculum or program approach that is evidence based, best, or promising practice. Additionally, staff implementing early childhood education programs must be professionals in the industry, and where applicable, certified or trained in the curriculum/program approach.

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C. AGENCY COORDINATION

Initial

Service Standard

*Centers must establish themselves as active participants in local public and private service networks in order to provide children and families access to services within their community of residency.*

1. Centers must coordinate with other First 5 funded projects to include but not limited to other Family Resource Centers, School Readiness Projects and CARES.
2. Centers must coordinate with existing service providers for on-site service provision, responsive to local community needs.
3. Centers must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other childhood development service providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
4. The center must regularly provide and receive information and feedback from the above-described agencies.

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D. COMMUNITY OUTREACH ACTIVITIES

Initial

Service Standard

1. Centers must provide: community outreach meant to promote center services to their community.
2. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center.

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E. VOLUNTEER TRAINING

Initial

Centers must provide training and on-going support to all volunteers prior to them providing services to

children and family participants through the FRC.

Service Standard

Volunteers must receive a minimum of 20 hours of training regarding local resources, crisis intervention techniques, operational mandates, appropriate documentation standards, and cultural sensitivity.

Training must be provided by persons who have expertise in the subject area. All volunteers must pass fingerprint clearance before working with children and family participants.

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F. INCLUSION OF MINORITY GROUPS IN SERVICES AND OPERATIONS

Initial

Service Standard

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
5. The center must provide education programs in the predominant language(s) of the community.

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G. COMMUNITY ENGAGEMENT ACTIVITIES

Initial

Participant Satisfaction Surveys

Service Standard

Centers must collect from families receiving services participant satisfaction surveys. This information should be used to assist the center and the community advisory board of adjustment or additional services that should be sought for the community. Additionally, the survey will be used to assist the Commission in assessing the family centeredness of services.

Community Advisory Board

Service Standard

Centers must include community members in the development of services and operations of the center. This means:

1. The board must be made up of individuals who live within the FRC service area and proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - 3) Evidence or documentation of outreach to local leaders and community groups;
  - 4) Outreach to business and professional organizations; and
  - 5) Outreach to local colleges and universities.
2. The board must meet on a regular basis to discuss the status of service delivery systems provided by the Family Resource Center in an effort to maintain the FRC's responsiveness to community need.
3. Community Advisory Boards will make finding and recommendations to the lead agency regarding existing systems and services.

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## H. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

### Service Standard

The Family Resource Centers will, to the extent possible, base their service delivery approach on best or promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

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## I. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8<sup>th</sup>, 2003.

### Service Standard

#### Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities



2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

#### Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and

14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

#### Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
  1. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
  2. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
  3. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
  4. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
  5. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

#### Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;

7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and,
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

\_\_\_\_\_ J. INTERNAL MANAGEMENT

Initial

Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

1. Centers must maintain and follow up-to-date bylaws.
2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around family related services.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP)

Exhibit E

KCAO/KCFRC Project Staff

<p>The person having day-to-day responsibility for the project.</p> <p>Name: April Hatfield Title: Resource &amp; Referral Manager Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 222 Fax: (559) 582-4272 Email: <a href="mailto:ahatfield@kcao.org">ahatfield@kcao.org</a></p>
<p>The person to whom the person listed in #1 is accountable.</p> <p>Name: Ruth Rodriguez Title: Child Care Assistance Program Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 220 Fax: (559) 582-4272 Email: <a href="mailto:rrodriguez@kcao.org">rrodriguez@kcao.org</a></p>
<p>The Chief Executive of the implementing agency.</p> <p>Name: Jeff Garner, MPA Title: Executive Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 201 Fax: (559) 582-2146 Email: <a href="mailto:jgarner@kcao.org">jgarner@kcao.org</a></p>
<p>The Financial Officer for the project.</p> <p>Name: Sarah Lurah Title: Finance Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 211 Fax: (559) 582-7536 Email: <a href="mailto:Slurah@kcao.org">Slurah@kcao.org</a></p>
<p>The Project Director of the project.</p> <p>Name: Glenda Stephens Title: Deputy Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 250 Fax: (559) 582-4272 Email: <a href="mailto:gstephens@kcao.org">gstephens@kcao.org</a></p>
<p>The Chair of the Governing Body of the implementing agency.</p> <p>Name: Don Wright Title: Board of Directors Chairperson Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 202 Fax: (559) 582-2146 Email: N/A</p>



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-095**

Approval of Kings County  
Office of Education  
Grantee Contracts for FY  
2021-2025



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-095  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of Kings County Office of Education’s Grantee Contracts for FY 2021-2025**

**A. Background/History:**

The current Grantee Contract Extensions will expire on June 30, 2021. This agenda item will authorize contracts between First 5 Kings County and the Kings County Office of Education

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests the Commission review, discuss and approve the attached contracts with Kings County Office of Education for FY 2021-2025.

**C. Timeframe:**

Services will be provided from 07/01/2021 through 06/30/2025.

**D. Costs:**

Total Costs budgeted for this contract will not exceed \$1,922,308.

**E. Staff Recommendation:**

Staff recommends the Commission approve the contracts for services for FY 2021-2025, and authorize the Executive Director to sign as an authorized representative of the First 5 Kings County Children & Families Commission.

**F. Attachments:**

- DRAFT contract between First 5 Kings and Kings County Office of Education for the Kings County CARES About Quality project FY 2021-2025
- DRAFT contract between First 5 Kings and Kings County Office of Education for the Hanford Family Connection & Lemoore Family Connection FY 2021-2025



Date of Meeting: June 21, 2021

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**2021-06-095a**

**Kings County Office of  
Education**

**Kings County CARES About  
Quality**

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Kings County Office of Education  
Contract Number: 2021-06-095a

THIS AGREEMENT is made and entered into on \_\_\_\_\_, \_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, , a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”) and Kings County Office of Education, a local education agency (“Contractor”) (collectively the “Parties”).

## RECITALS

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 ("The Act"), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10;

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission;

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age;

WHEREAS, Commission requires quality early care and education services in Kings County, California; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree:

### 1. SCOPE OF SERVICES

Commission engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 2021/2022, Exhibit A-2 for FY 2022/2023, Exhibit A-3 for FY 2023/2024, and Exhibit A-4 for FY 2024/2025.**

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing



its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A-1, Exhibit A-2, Exhibit A-3, and Exhibit A-4** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 2021/2022, Exhibit B-2 for FY 2022/2023, Exhibit B-3 for FY 2023/2024, and Exhibit B-4 for FY 2024/2024**. Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in Section 3. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021, and terminates on June 30, 2025, unless otherwise terminated under this Agreement.

### **5. RECORDS AND INSPECTIONS**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Contractor shall give the Commission free access during normal work hours to examine, inspect, copy, or audit said records, at no cost to the Commission. Contractor shall maintain records for seven (7) years after termination, or any extension, of this Agreement.

### **6. AMENDMENTS**

The Parties may modify this Agreement only by a written amendment signed by the Commission and Contractor.

## 7. TERMINATION

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party may terminate this Agreement without cause by giving the other party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and inform the defaulting party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Default, all Notices of Breach shall be deemed subject to this provision. If the non-defaulting party deems the breach of a nature subject to cure, said party shall allow the defaulting party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Default, the non-defaulting party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Default to cure, the defaulting party may submit a written proposal to the non-defaulting party within that period, in which said party sets forth a specific plan to remedy the default and a date certain for completion. If the non-defaulting party agrees to the proposed plan in writing, the defaulting party shall immediately commence curing the breach. If the defaulting party fails to cure the breach within the time agreed upon by the parties, the non-defaulting party may terminate the Agreement immediately, or on the date provided in the Notice of Default, or provide the defaulting party additional time to cure the breach.

b. Alternatively, the Commission may elect to cure the default and any expense incurred as a result thereof shall be borne by the Contractor.

2) Breach Not Subject to Cure. If the non-defaulting party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Default to the defaulting party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

3) If the Commission's funding for services under this Agreement becomes unavailable, it may terminate this Agreement effective immediately.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the Commission for damages sustained by the Commission because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. Forbearance not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party of previous acts by the other party that constitute a breach or default of the party's obligations under this Agreement shall not act as a waiver of the parties' right to assert a breach or default of this Agreement has occurred, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## 8. INSURANCE

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the Commission's right to obtain indemnification from Contractor or any third parties, prior to the commencement of work or execution of this Agreement, Contractor shall purchase and maintain the following types of insurance for the minimum limits indicated below throughout the term of this Agreement. Contractor shall provide an Endorsed Additional Insured page from Contractor's Insurance Carrier to the County of King's Risk Manager guaranteeing such coverage to the Commission prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the parties. Failure to obtain, maintain, or provide proof of insurance coverage is a material breach of this Agreement and may result in the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the Commission may have under the law.

B. Endorsement of Policies. Contractor shall cause each policy outlined below to be endorsed designating the Commission and its Board members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

C. Waiver of Subrogation Rights against the Commission. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against the Commission.

D. Insurance Limits. Contractor shall obtain the required insurance policies for

the amounts set forth below, unless otherwise approved by the County of King's Risk Manager in writing prior to the execution of this Agreement.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident, and not less than One Hundred Thousand Dollars (\$100,000) for property damages, or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the Commission.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors, and omissions.

E. Rating of Insurers. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County of King's Risk Manager.

F. Notice of Cancellation to the Commission and Payment of Premiums. Contractor shall cause each of the above insurance policies to be endorsed to provide the Commission with thirty (30) days' prior written notice of cancellation. The Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Commission members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this

Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, gender expression, sexual orientation, military status or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are personal services and contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission, subject to any required state or federal approval.

**16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

**17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within ten (10) days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

**19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

**Commission:**

First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Fax: (559) 585-0815  
Clarissa.ravelo@co.kings.ca.us

**Contractor:**

Kings County Office of Education  
1144 W. Lacey Blvd.  
Hanford, CA 93230  
Todd Barlow: Fax: (559) 589-7000; todd.barlow@kingscoe.org  
Rebecca Villa: Fax: (559) 589-7018; rebecca.villa@kingscoe.org

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

## **20. CHOICE OF LAW**

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

## **21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

## **22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

## **23. NO THIRD PARTY BENEFICIARIES**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

## **24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.



Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County of King's ADA grievance procedures as set forth in County of King's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.

**25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

**26. EARLY EDUCATION SERVICE STANDARDS**

Contractor shall comply with the Elevating Early Education Service Standards, and shall initial said standards where indicated in attached **Exhibit D**. Contractor's staff that will be involved in the performance of this Agreement are listed in attached **Exhibit E**.

**27. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

**28. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

IN WITNESS WHEREOF, the Parties executed this Agreement the day and year first written above.


FIRST 5 KINGS COUNTY CHILDREN  
AND FAMILIES COMMISSION

KINGS COUNTY OFFICE OF  
EDUCATION

By: \_\_\_\_\_  
Edward Hill,  
Kings County Public Health Director  
and First 5 Director

By: \_\_\_\_\_  
Todd Barlow, Superintendent  
Kings County Office of Education

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By:  \_\_\_\_\_ 06/14/2021  
Cindy Crose Kliever,  
Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** County ADA Grievance Procedure
- Exhibit D:** Elevating Early Care & Education Service Standards
- Exhibit E:** Contractor's Project Staff

Exhibit A-1

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE: 1 of 2

1	2	3	4	6	7	8	
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator	
Early Childcare and Education	Quality early childcare and education services will be accessible	Strong professional development system will be in place that improves the quality of ECE services	Participant Level Services	Provide Technical assistance to CARES participants to include; reviewing PGP, assistance with permit application, access to higher education, and or coaching and mentoring (if participant does not have access to these services through their employer)	30	50	Contact log
				Provide Resource assistance to CARES participants to include classroom assessment implementation materials, check-out materials, computer access, etc.	75	100	Contact log
			Coordinated Services	Provide trainings in collaboration with KCAO's R & R program that will align with the QRIS elements for FCC sites	15	2	Sign in Sheets/calendar
				Establish and Distribute a countywide training calendar for ECE professionals by publishing to the CARES and First 5 website and sending link to partners and participants.	200	Update quarterly	Published calendar

SCOPE OF WORK 2021-2022

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE: 2 of 2

1	2	3	4		6	7	8
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities		Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Strong professional development system will be in place that improves the quality of ECE services	Quality Improvement Activities	Provide Technical Assistance, professional growth trainings and material supports in response to the needs identified through assessment process.	19	19	Sign in sheets, assessment scores, center data
				Provide Coaching by KCCAQ staff to FCC providers via in person visits, telephone contact, email, texting or other forms of electronic contact	25	100 contacts	Contact logs
				Provide stipends and materials to participants	35	35	Stipend applications
		Policy and system change will be driven by implementation of a QRIS that is accessible and easily understood by stakeholders	Organizational	Purchase data system for QRIS system that tracks DRDP, ERS, CLASS and Matrix scores	1	1	None
				Facilitate a Leadership Team Network that will increase capacity, provide support on latest trends, and assist with analyzing data and developing training for site staff	15	5	Sign In Sheets/Agendas
				Facilitate Alternative Sites' Learning Group that will increase staff capacity, provide support with curriculum and resources for families and children in these programs	8	4	Sign In Sheets/Agendas

Exhibit A-2

SCOPE OF WORK 2022-2023

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE: 1 of 2

1	2	3	4	6	7	8	
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator	
Early Childcare and Education	Quality early childcare and education services will be accessible	Strong professional development system will be in place that improves the quality of ECE services	Participant Level Services	Provide Technical assistance to CARES participants to include; reviewing PGP, assistance with permit application, access to higher education, and or coaching and mentoring (if participant does not have access to these services through their employer)	30	50	Contact log
				Provide Resource assistance to CARES participants to include classroom assessment implementation materials, check-out materials, computer access, etc.	75	100	Contact log
			Coordinated Services	Provide trainings in collaboration with KCAO's R & R program that will align with the QRIS elements for FCC sites	15	2	Sign in Sheets/calendar
				Establish and Distribute a countywide training calendar for ECE professionals by publishing to the CARES and First 5 website and sending link to partners and participants.	200	Update quarterly	Published calendar

SCOPE OF WORK 2022-2023

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE:2 of 2

1	2	3	4		6	7	8
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities		Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Strong professional development system will be in place that improves the quality of ECE services	Quality Improvement Activities	Provide Technical Assistance, professional growth trainings and material supports in response to the needs identified through assessment process.	19	19	Sign in sheets, assessment scores, center data
				Provide Coaching by KCCAQ staff to FCC providers via in person visits, telephone contact, email, texting or other forms of electronic contact	25	100 contacts	Contact logs
				Provide stipends and materials to participants	35	35	Stipend applications
		Policy and system change will be driven by implementation of a QRIS that is accessible and easily understood by stakeholders	Organizational	Purchase data system for QRIS system that tracks DRDP, ERS, CLASS and Matrix scores	1	1	None
				Facilitate a Leadership Team Network that will increase capacity, provide support on latest trends, and assist with analyzing data and developing training for site staff	15	5	Sign In Sheets/Agendas
				Facilitate Alternative Sites' Learning Group that will increase staff capacity, provide support with curriculum and resources for families and children in these programs	8	4	Sign In Sheets/Agendas

Exhibit A-3

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE:1 of 2

1	2	3	4	6	7	8	
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator	
Early Childcare and Education	Quality early childcare and education services will be accessible	Strong professional development system will be in place that improves the quality of ECE services	Participant Level Services	Provide Technical assistance to CARES participants to include; reviewing PGP, assistance with permit application, access to higher education, and or coaching and mentoring (if participant does not have access to these services through their employer)	30	50	Contact log
				Provide Resource assistance to CARES participants to include classroom assessment implementation materials, check-out materials, computer access, etc.	75	100	Contact log
			Coordinated Services	Provide trainings in collaboration with KCAO's R & R program that will align with the QRIS elements for FCC sites	15	2	Sign in Sheets/calendar
				Establish and Distribute a countywide training calendar for ECE professionals by publishing to the CARES and First 5 website and sending link to partners and participants.	200	Update quarterly	Published calendar

SCOPE OF WORK 2023-2024

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE:2 of 2

1	2	3	4		6	7	8
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities		Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Strong professional development system will be in place that improves the quality of ECE services	Quality Improvement Activities	Provide Technical Assistance, professional growth trainings and material supports in response to the needs identified through assessment process.	19	19	Sign in sheets, assessment scores, center data
				Provide Coaching by KCCAQ staff to FCC providers via in person visits, telephone contact, email, texting or other forms of electronic contact	25	100 contacts	Contact logs
				Provide stipends and materials to participants	35	35	Stipend applications
		Policy and system change will be driven by implementation of a QRIS that is accessible and easily understood by stakeholders	Organizational	Purchase data system for QRIS system that tracks DRDP, ERS, CLASS and Matrix scores	1	1	None
				Facilitate a Leadership Team Network that will increase capacity, provide support on latest trends, and assist with analyzing data and developing training for site staff	15	5	Sign In Sheets/Agendas
				Facilitate Alternative Sites’ Learning Group that will increase staff capacity, provide support with curriculum and resources for families and children in these programs	8	4	Sign In Sheets/Agendas



Exhibit A-4

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE:1 of 2

1	2	3	4	6	7	8	
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator	
Early Childcare and Education	Quality early childcare and education services will be accessible	Strong professional development system will be in place that improves the quality of ECE services	Participant Level Services	Provide Technical assistance to CARES participants to include; reviewing PGP, assistance with permit application, access to higher education, and or coaching and mentoring (if participant does not have access to these services through their employer)	30	50	Contact log
				Provide Resource assistance to CARES participants to include classroom assessment implementation materials, check-out materials, computer access, etc.	75	100	Contact log
			Coordinated Services	Provide trainings in collaboration with KCAO's R & R program that will align with the QRIS elements for FCC sites	15	2	Sign in Sheets/calendar
				Establish and Distribute a countywide training calendar for ECE professionals by publishing to the CARES and First 5 website and sending link to partners and participants.	200	Update quarterly	Published calendar

SCOPE OF WORK 2024-2025

PROVIDER NAME: Kings County Office of Education – CARES About Quality Program

PAGE:2 of 2

1	2	3	4		6	7	8
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities		Number of People / Sites to be served	Number of Services to be provided	Data Sources/ Indicator
Early Childcare and Education	Quality early childcare and education services will be accessible.	Strong professional development system will be in place that improves the quality of ECE services	Quality Improvement Activities	Provide Technical Assistance, professional growth trainings and material supports in response to the needs identified through assessment process.	19	19	Sign in sheets, assessment scores, center data
				Provide Coaching by KCCAQ staff to FCC providers via in person visits, telephone contact, email, texting or other forms of electronic contact	25	100 contacts	Contact logs
				Provide stipends and materials to participants	35	35	Stipend applications
		Policy and system change will be driven by implementation of a QRIS that is accessible and easily understood by stakeholders	Organizational	Purchase data system for QRIS system that tracks DRDP, ERS, CLASS and Matrix scores	1	1	None
				Facilitate a Leadership Team Network that will increase capacity, provide support on latest trends, and assist with analyzing data and developing training for site staff	15	5	Sign In Sheets/Agendas
				Facilitate Alternative Sites' Learning Group that will increase staff capacity, provide support with curriculum and resources for families and children in these programs	8	4	Sign In Sheets/Agendas

Exhibit B-1

LINE ITEM PROJECT BUDGET

Project Name: Kings County Office of Education			Contract Term: 7/1/21-6/30/22	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
ECE Consultants (1. FTE) Costs (\$4,630.92 x 12 months)	\$55,571	\$0	\$0	\$55,571
Benefits	\$21,949	\$0	\$0	\$21,949
<b>TOTAL Personnel Costs</b>	<b>\$77,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,520</b>
<b>B. Total Operational Costs</b>				
Rent & Utilities ( \$66 x 12 months)	\$792	\$0	\$0	\$792
Computer Maintenance/Internet (1 computers @ \$500)	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	<b>\$1,292</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,292</b>
<b>C. Program Costs</b>				
Program Materials & Supplies (\$263.25 x 12 months)	\$3,159	\$0	\$0	\$3,159
<b>TOTAL Program Costs</b>	<b>\$3,159</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,159</b>
<b>D. Indirect Costs</b>				
Indirect Costs 8.02%	\$6,574	\$0	\$0	\$6,574
<b>TOTAL Indirect Costs</b>	<b>\$6,574</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,574</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$88,545</b>	<b>\$0</b>	<b>\$0</b>	<b>\$88,545</b>

Exhibit B-2

LINE ITEM PROJECT BUDGET

Project Name: Kings County Office of Education			Contract Term: 7/1/22-6/30/23	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>ECE Consultants</u> (1. FTE) Costs (\$4,630.92 x 12 months)	\$55,571	\$0	\$0	\$55,571
<u>Benefits</u>	\$21,949	\$0	\$0	\$21,949
<b>TOTAL Personnel Costs</b>	<b>\$77,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,520</b>
<b>B. Total Operational Costs</b>				
<u>Rent &amp; Utilities</u> ( \$66 x 12 months)	\$792	\$0	\$0	\$792
<u>Computer Maintenance/Internet</u> (1 computers @ \$500)	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	<b>\$1,292</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,292</b>
<b>C. Program Costs</b>				
<u>Program Materials &amp; Supplies</u> (\$54.12 x 12 months)	\$649.40	\$0	\$0	\$649.40
<b>TOTAL Program Costs</b>	<b>\$649.40</b>	<b>\$0</b>	<b>\$0</b>	<b>\$649.40</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.02%	\$6,373	\$0	\$0	\$6,373
<b>TOTAL Indirect Costs</b>	<b>\$6,373</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,373</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$85,834.40</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,834.40</b>

Exhibit B-3

LINE ITEM PROJECT BUDGET

Project Name: Kings County Office of Education			Contract Term: 7/1/23-6/30/24	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>ECE Consultants (.93 FTE)</u> Costs (\$4,363 x 12 months)	\$52,356	\$0	\$0	\$52,356
<u>Benefits</u>	\$20,676	\$0	\$0	\$20,676
<b>TOTAL Personnel Costs</b>	<b>\$73,032</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,032</b>
<b>B. Total Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$61.42 x 12 months)	\$737	\$0	\$0	\$737
<u>Computer Maintenance/Internet</u> (1 computer @ \$500 x .93 FTE)	\$465	\$0	\$0	\$465
<b>TOTAL Operational Costs</b>	<b>\$1,202</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,202</b>
<b>C. Program Costs</b>				
<u>Program Materials &amp; Supplies</u> (\$87.15 x 12 months)	\$1,045.80	\$0	\$0	\$1,045.80
<b>TOTAL Program Costs</b>	<b>\$1,045.80</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045.80</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.02%	\$6,037	\$0	\$0	\$6,037
<b>TOTAL Indirect Costs</b>	<b>\$6,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,037</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$81,316.80</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,316.80</b>

Exhibit B-4

LINE ITEM PROJECT BUDGET

Project Name: Kings County Office of Education			Contract Term: 7/1/24-6/30/25	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
ECE Consultants (.93 FTE) Costs (\$4,363 x 12 months)	\$52,356	\$0	\$0	\$52,356
<u>Benefits</u>	\$20,676	\$0	\$0	\$20,676
<b>TOTAL Personnel Costs</b>	<b>\$73,032</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,032</b>
<b>B. Total Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$61.42 x 12 months)	\$737	\$0	\$0	\$737
<u>Computer Maintenance/Internet</u> (1 computer @ \$500 x .93 FTE)	\$465	\$0	\$0	\$465
<b>TOTAL Operational Costs</b>	<b>\$1,202</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,202</b>
<b>C. Program Costs</b>				
<u>Program Materials &amp; Supplies</u> (\$87.15 x 12 months)	\$1,045.80	\$0	\$0	\$1,045.80
<b>TOTAL Program Costs</b>	<b>\$1,045.80</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045.80</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.02%	\$6,037	\$0	\$0	\$6,037
<b>TOTAL Indirect Costs</b>	<b>\$6,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,037</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$81,316.80</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,316.80</b>

## Exhibit C

Appendix E.

Kings County ADA Grievance Procedure

### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA Coordinator  
County Government Center  
1400 West Lacey Blvd.  
Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location:

My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)



## Exhibit D

### SERVICE STANDARDS CERTIFICATION

The Kings County Office of Education (Administrative Agency) hereby certifies that the Kings County Office Education (Implementing Agency) will comply with the CARES Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2021-2025. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of E3 programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

#### SERVICES

This section provides a description of the Readiness Assessment and Quality Improvement Process including rationale, desired outcomes, Readiness Assessment quality content areas, and the training and technical assistance to be offered by the E3 Projects.

Research shows that high-quality Early Care and Education (ECE) programs include an emphasis on: 1) classroom instructional strategies and teacher/child interactions, including quality teacher training and professional development, and compelling instructional organization using engaging curricula; 2) social-emotional development of children; and 3) parent involvement and support. These features of quality are achieved through supportive leadership and governance, infrastructure supports, and several key programmatic features. They emphasize the use of research-based strategies for continuous improvement, starting early and emphasizing prenatal services, and providing family support services.

Services required by E3 supported projects include : 1) collection and reporting information on the status of participating child development centers; 2) development and implementation of plans for achieving First 5 California CSP Baseline Criteria and/or improvements in the Classroom Readiness Assessment content areas listed below; and 3) monitoring progress toward achieving improvement objectives.

The seven Readiness Assessment content areas are highlighted below:

#### \_\_\_\_\_ A. COMPLETION OF CLASSROOM READINESS ASSESSMENTS

Initial

Service Standard

*E3 Projects must conduct Classroom Readiness Assessments that involves collecting and reporting baseline data in an effort to provide centers with information about where to support the implementation of quality enhancement activities. The seven content areas are as follows*

1. **First 5 California QRIS Block Grant & CQSS Baseline Criteria**  
The First 5 and the State of California are sponsoring preschool/childcare improvement projects, early learning model that has been shown to prepare the most vulnerable children ages 0 to 5 for success in school. Centers and classrooms participating in E3 projects will include assessing each participating center/classroom in meeting the QRIS Criteria as established by the California department of Education and First 5 California.
2. **Leadership and Governance**  
Stable leadership and supportive governance are critical in establishing the vision and goals that promote quality early learning environments, and in supporting the systems and structures that facilitate and sustain improved quality over time.<sup>7</sup> Evaluations of First 5 sponsored Power of Preschool demonstration sites to date suggest that shared governance and public-private partnerships with entities in the community, including government and non-profit agencies, businesses, and academic organizations, are important criteria for high-quality programs. Toward that end, assessing the current status of and planning for improvement in leadership and governance will include collecting and reporting information on the following:
  - Experience of ECE leadership
  - Concordance of ECE/program mission, vision, and values with First 5 California CSP
  - Partnerships with key service providers and other stakeholders (e.g., contracts, formal MOUs)
  - Shared governance
  - Community and parent engagement and participation in governance
  - Governance body with key stakeholder involvement at the county and program levels
3. **Infrastructure**  
The capacity and infrastructure to support: 1) participation in the Classroom Readiness Assessment and Quality Improvement Process, and 2) implementation and evaluation of quality elements, including tracking and managing data, are important to ensure quality improvements and ultimately, to demonstrate progress toward improved developmental outcomes for young children. Assessing a center or classroom's current status and planning for improvement in enhancing infrastructure will include collecting and reporting information on the following:
  - Data collection resources – both the human resources and the sources of data on ECE needs and performance
  - Capacity for evaluation requirements including:
    - Leveraging evaluation structures, processes, and personnel in existing early childhood networks and programs (e.g., collaboration with Head Start, institutions of higher learning, etc.)
    - Use and capacity of local evaluators
  - Data systems for recording and managing required data
  - Technology to support use of data at the classroom level and for broader evaluation purposes
  - Technology to ensure remote access and support virtual Participation in training and technical assistance offered through the E4
4. **Classroom Instruction**  
A key indicator of ECE quality is classroom instruction. Research suggests that how children engage with teachers in learning activities drives quality. High-quality early care and education involves well-established routines and structures, characterized by creative and challenging learning tasks, many of which include rich oral language, phonemic awareness, and prereading instruction. Assessing the current status of and planning for improvement in classroom instruction will include collecting and reporting information on the following:
  - Classroom curricula that support general development, language and literacy, and early math skills

- Approaches to supporting improved developmental outcomes for Dual Language Learners (DLL)
- Use of assessments to identify child needs, inform instruction, and measure child progress (e.g., ASQ, DRDP)
- Teacher quality (education levels and course work in ECE)
- Classroom organization that supports positive teacher-child interaction around learning activities
- Professional development requirements and opportunities for teachers and program staff
- Use of data and reflective practice, including use and capacity for Early Education Experts (EEE)
- Technology to support use of data at the classroom level

#### 5. Social Emotional Development

Social-emotional competence is considered to be an important aspect of school readiness. There is strong research support for the use of early screening measures and inclusion of social-emotional curricula in early learning programs. For this reason, a strong emphasis has been placed on targeted support of social-emotional development. Assessing current status and planning for improvement in supporting social-emotional development will include collecting and reporting information on the following:

- Curricula to support social-emotional development
- Behavior management strategies and approaches, teacher training, and coaching/mentoring to meet social-emotional needs of children and families
- Use of assessments to identify children's needs and monitor progress (e.g., ASQ, DRDP)
- Partnerships and resources that support meeting the social-emotional needs of children and families, including education to support parents in meeting their children's social-emotional needs
- Availability of mental health services and relationships with service partners
- Interdisciplinary approaches to meeting the social-emotional needs of children and families

#### 6. Parent Involvement & Support

ECE centers that provide targeted family support services positively influence parenting practices and children's outcomes. Research suggests that family support services, when provided in conjunction with early childhood education interventions, produce meaningful effects on parenting practices and children's long-term outcomes. The goals for parent engagement are to 1) encourage and increase parent knowledge about, interest and involvement in, and ability to advocate for their child's early learning needs and later school success for their children; 2) support parent-child interactions around developmentally appropriate activities; and 3) enhance parent-child relationships. Assessing the current status of and planning for improvement in parent involvement and support will include collecting and reporting information on the following:

- Parent programs, curricula, engagement approaches, and activities
- On-site/off-site family supports
- Staff designated for parent support
- Partnerships with other agencies and resources that facilitate family support and parent education opportunities (e.g., Mental Health Specialists)
- Accommodation and support for siblings (e.g., child care during parent meetings)
- Home visiting programs/opportunities
- Assessment of parent participation, satisfaction, and outcomes

#### 7. Infants and Toddlers

There is strong research evidence about the influence of early life experiences on children's development and outcomes, especially in early intervention research on the influence of prenatal care and early enrollment in early care and education programs<sup>12</sup>. Assessing the current status and planning for implementation of CSP Baseline Criteria with infants and toddlers will involve collecting and reporting information on the following:

- Center-based slots for children age 0 to 36 months
- Participation or certification in PITC or other specialized infant toddler training for teachers/program staff

- Relationships with hospitals, infant mental health, home visiting programs
- System for outreach and filling slots (i.e., Child Find approaches/strategies)

\_\_\_\_\_ B. DEVELOPING CENTER/CLASSROOM IMPROVEMENT PLANS  
Initial

Service Standard

E3 Projects must develop site specific center/classroom improvement plans based on the results of the Classroom Readiness Assessment. In conducting these activities, E3 projects will:

- Collaborate to complete summary and analysis of classroom Readiness Assessments.
- Work directly with centers and classrooms to develop improvement plans to achieve quality enhancements and improvement objectives.

\_\_\_\_\_ C. ENGAGING IN IMPROVEMENT ACTIVITIES  
Initial

Service Standard

E3 Projects must engage centers/classrooms in improvement activities consistent with the site specific improvement plans developed. In conducting these activities, E3 projects will:

- Facilitate county and classroom staff participation in training or technical assistance that addresses at least one element from a minimum of three of the content areas targeted in improvement plans.
- Collaborate to identify training and technical assistance needs from analysis and summary of Readiness Assessments and review of improvement plans.
- Monitor and track activities of center/classroom in implementing improvement plan.
- Provide feedback to centers and classrooms on progress toward improvement plan objectives.
- Be accountable for completion of reporting requirements, including status update on improvement plans (actual work on the reports may be done by centers and classrooms).

\_\_\_\_\_ D. PROVIDING RESOURCE AND/OR TRAINING TO ECE CLASSROOMS  
Initial

Service Standard

E3 Projects must provide resources and/or trainings to centers/classrooms based on the needs identified through the Classroom Readiness Assessment and corresponding improvement plan. In conducting these activities, E3 projects will:

- Identify local county-level training and technical assistance resources and utilize those resources.
- Where appropriate provide training and technical assistance directly to centers and classrooms.
- Monitor and track participation of center/classroom staff in training and technical assistance.
- At least 2/3 of targeted staff at participating centers and classrooms participate in training and technical assistance in at least one element in a minimum of three Readiness Assessment content areas customized for that group of centers and classrooms.

\_\_\_\_\_ E. PROGRAM COORDINATION AND COLLABORATION  
Initial

Service Standard

E3 Projects must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply quality enhancement services and supports.

1. E3 Projects must coordinate efforts between each other. The Early Learning Quality Enhancement Project must coordinate efforts with the CARES project and the CARES project must coordinate efforts with the Early Learning Quality Enhancement Project.
2. E3 Projects must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, Parent & Me, and the Special Needs Project
3. E3 Projects must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to children served at childcare centers receiving services.
4. Projects must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams, service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.
5. The projects must regularly provide and receive information and feedback from the above-described agencies and activities.

\_\_\_\_\_ F. BEST PRACTICE MODEL SYSTEM IMPLEMENTATION

Initial

Service Standard

Both E3 projects will base their service delivery approach on best practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

\_\_\_\_\_ G. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8, 2003.

Service Standard

Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity;
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages;
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results;
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families;
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

#### Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:

- a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
- b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
- c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
- d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
- e. Executive Order 13166: issued on August 11, 2000, to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

#### Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

## H. INTERNAL MANAGEMENT

### Initial

#### Service Standard

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. At a minimum, these policies must include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.

4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).



**Exhibit E**  
KCOE/CARES Project Staff

The person having day-to-day responsibility for the project.
Name: Brenda Naranjo Title: ECE Consultant Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: 559-589-7099 Fax: 559-589-7018 Email: <a href="mailto:brenda.naranjo@kingscoe.org">brenda.naranjo@kingscoe.org</a>
The person to whom the person listed in #1 is accountable.
Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-2608 Fax: (559) 589-7018 Email: <a href="mailto:rebecca.villa@kingscoe.org">rebecca.villa@kingscoe.org</a>
The Chief Executive of the implementing agency.
Name: Todd Barlow Title: Kings County Superintendent of Schools Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7098 Fax: (559) 589-7000 Email: <a href="mailto:todd.barlow@kingscoe.org">todd.barlow@kingscoe.org</a>
The Financial Officer for the project.
Name: Sonia Borges Title: Staff Accountant Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7051 Fax: (559) 589-7000 Email: <a href="mailto:Sonia.borges@kingscoe.org">Sonia.borges@kingscoe.org</a>
The Project Director of the project.
Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-7075 Fax: (559) 589-7006 Email: <a href="mailto:rebecca.villa@kingscoe.org">rebecca.villa@kingscoe.org</a>
The Chair of the Governing Body of the implementing agency.
Name: Mary Gonzales-Gomez Title: Board President, Kings County Board of Education Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-2506 Fax: (559) 589-7001 Email: <a href="mailto:mary.gonzales-gomez@kingscoe.org">mary.gonzales-gomez@kingscoe.org</a>



Date of Meeting: June 21, 2021

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**2021-06-095b**

**Kings County Office of  
Education**

**Hanford Family Connection  
&  
Lemoore Family Connection**

## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Kings County Office of Education  
Contract Number: 2021-06-095b

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and Kings County Office of Education, a local education agency (“Contractor”) (collectively “Parties”).

### R E C I T A L S

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (“The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires family resource center services in Hanford and Lemoore; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

#### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22-23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25.**

#### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set

forth in **Exhibit A-1 for FY 21/22, Exhibit A-2 for FY 22/23, Exhibit A-3 for FY 23/24, and Exhibit A-4 for FY 24/25** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Contractor shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 21/22, Exhibit B-2 for FY 22/23, Exhibit B-3 for FY 23/24, and ExhibitB-4 for FY 24/25**.

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in **Exhibit B-1 for FY 21/22 (\$416,512), Exhibit B-2 for FY 22/23 (\$403,761), Exhibit B-3 for FY 23/24 (\$382,511), and ExhibitB-4 for FY 24/25 (\$382,511)**. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

### **5. RECORDS AND INSPECTIONS.**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and Commission or other representative authorized by Commission.

## 7. TERMINATION

The right to terminate this Agreement under this section may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party shall have the right to terminate this Agreement without cause by giving the other party thirty (30) calendar days prior written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the termination is for non-appropriation of funds, Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach this Agreement. Upon a material breach, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and allow a period of ten (10) days to cure the breach. If the breach is not remedied within that ten (10) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

Alternatively, Commission may elect to cure the default and any expense incurred shall be payable by Contractor to Commission.

C. Effects of Termination. Termination of this Agreement does not terminate any obligations of any liability to Commission for damages sustained by Commission because of any breach of contract by Contractor, nor to indemnify, to maintain and make available any records pertaining to this Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

D. Forbearance not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party constitute a waiver of any breach of this Agreement or any default which may then exist, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## 8. INSURANCE

A. Without limiting Commission's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide a Certificate of Endorsement from Contractor's Insurance Carriers guaranteeing such coverage to Commission prior to the Commission's signing of this Agreement. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, Commission may, in addition to other remedies it may have, suspend, or terminate this Agreement. The policy limits set forth, below, are subject to modification on a case-by-case basis upon the written concurrence of the County of

Kings' Risk Manager.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage. Commission and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.
2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident and for property damages not less than One Hundred Thousand Dollars (\$100,000), or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.
3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. The policy shall be endorsed to waive the insurer's subrogation rights against Commission.
4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

B. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County of Kings' Risk Manager.

C. Contractor shall have each of the above required policies endorsed to provide the Commission written notice 30-days' prior to a policy's cancellation. Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this Agreement.

Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH THE LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

### **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

### **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, sexual orientation, military status, or any other protected class.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

### **15. SUBCONTRACTORS**

Services under this Agreement are personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

### **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

### **17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within 10 days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.



## 18. OWNERSHIP OF DOCUMENTS

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

## 19. NOTICE

The Parties shall provide notices necessary to the performance of this Agreement to the other party, in writing, by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

### Commission:

Clarissa Ravelo  
First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Facsimile: (559) 585-0815  
[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

### Contractor:

Kings County Office of Education  
1144 West Lacey Blvd.  
Hanford, CA 93230  
Todd Barlow - Facsimile: (559) 589-7000;  
[Todd.barlow@kingscoe.org](mailto:Todd.barlow@kingscoe.org)  
Rebecca Villa – Facsimile (559) 589-7018;  
[Rebecca.villa@kingscoe.org](mailto:Rebecca.villa@kingscoe.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

## 20. CHOICE OF LAW

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

## 21. SEVERABILITY

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

## **22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

## **23. NO THIRD PARTY BENEFICIARIES.**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

## **24. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County of Kings' ADA grievance procedures as set forth in County of Kings' ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.

## **25. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

## **26. ASSURANCES AND CERTIFICATIONS**

Contractor shall comply with the Family Resource Center Service Standards, as signified by the authorized agent's initials throughout **Exhibit D**. Contractor's staff that will be involved in execution of this Agreement are listed in **Exhibit E**.

## **27. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The Parties agree that the electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

## **28. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

COMMISSION:

CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Todd Barlow, Superintendent  
Click or tap here to enter text.

APPROVED AS TO FORM:

Lee Burdick, County Counsel

By:  06/11/201  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Kings County ADA Grievance Procedures
- Exhibit D:** Family Resource Center Service Standards
- Exhibit E:** Contractor’s Staff for this Project

Exhibit A-1

SCOPE OF WORK 2021-2022

PROVIDER NAME: Lemoore Family Connection

PAGE: 1 of 10

DIRECT SERVICES-

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	20	40	20	40	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	72	135	72	135	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	70	130	70	130	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	160	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	65	125	65	125	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	50	110	50	110	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	50	110	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	100	130	90	120	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	120	120	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	70	130	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	70	130	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	15	15	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	500	----	----	FRC Staff



**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	25	50	25	50	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	100	200	100	200	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	80	155	80	155	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	65	125	65	125	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	60	120	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	130	190	110	155	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	150	150	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	90	180	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	80	155	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	20	20	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	700	----	----	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff
			Coordinate with La Leche League to provide lactation support to parents of infants/toddlers.	----	----	10	6	FRC Staff

Exhibit A-2

SCOPE OF WORK 2022-2023

PROVIDER NAME: Lemoore Family Connection

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DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	20	40	20	40	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	72	135	72	135	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	70	130	70	130	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	160	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	50	110	50	110	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
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		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	50	110	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	100	130	90	120	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	60	120	60	120	FRC Staff



DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	120	120	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	70	130	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	49	91	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	15	15	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	500	----	----	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
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			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff

SCOPE OF WORK 2022-2023

PROVIDER NAME: Hanford Family Connection

PAGE: 6 of 10

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	25	50	25	50	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	100	200	100	200	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	80	155	80	155	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	60	120	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	130	190	110	155	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	150	150	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	90	180	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	56	108	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	20	20	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	700	----	----	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff
			Coordinate with La Leche League to provide lactation support to parents of infants/toddlers.	----	----	10	6	FRC Staff



Exhibit A-3

SCOPE OF WORK 2023-2024

PROVIDER NAME: Lemoore Family Connection

PAGE: 1 of 10

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	20	40	20	40	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	72	135	72	135	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	70	130	70	130	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	160	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	50	110	50	110	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	50	110	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	50	65	45	60	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	30	60	30	60	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	120	120	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	70	130	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	49	91	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	15	15	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	500	----	----	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	25	50	25	50	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	100	200	100	200	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	80	155	80	155	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	60	120	60	120	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	60	120	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	65	95	55	73	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	30	60	30	60	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	150	150	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	90	180	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	56	108	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff



**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	20	20	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	700	----	----	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff
			Coordinate with La Leche League to provide lactation support to parents of infants/toddlers.	----	----	10	6	FRC Staff

Exhibit A-4

SCOPE OF WORK 2024-2025

PROVIDER NAME: Lemoore Family Connection

PAGE: 1 of 10

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childhood Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Baby & Me Early Care & Education Activities to infants (0-12 months) and their parents.	20	40	20	40	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	72	135	72	135	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	72	135	72	135	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	65	145	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	70	130	70	130	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	160	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	50	110	50	110	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/ guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	15	15	FRC Staff
		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	50	110	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	50	65	45	60	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	30	60	30	60	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	120	120	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	70	130	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	49	91	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	15	15	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
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			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
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			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	100	200	100	200	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	100	200	100	200	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	46	102	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	80	155	80	155	FRC Staff
			Provide Learn with Me Early Care and Education Services to preschool age children (3-5 years).	80	155	----	----	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	46	88	46	88	FRC Staff
			Provide Hands on Science to families of/and children 0-5.	60	120	60	120	FRC Staff



DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
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		Parents/ guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness.	Provide Story Time Early Literacy activities to preschool age children.	60	120	----	----	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	65	95	55	73	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	30	60	30	60	FRC Staff

DIRECT SERVICES

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Healthy Children	All children will have an early start toward good health.	Children will be provided medical, dental, mental health, developmental and visions screenings and/or preventive services	Provide ASQ Developmental Screenings to children age 0-5.	150	150	----	----	FRC Staff
		Children will develop early healthy habits	Provide physical fitness activities “Motor Movements” to children age 3-5.	90	180	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	56	108	----	----	
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	15	15	----	---	FRC Staff

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	10	10	20	20	FRC Staff

**COORDINATED SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	20	4	30	4	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	30	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	20	6	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	15	6	FRC Staff
			Coordinate with La Leche League to provide lactation support to parents of infants/toddlers.	----	----	10	6	FRC Staff

Exhibit B-1

LINE ITEM PROJECT BUDGET FY 2021-2022

Project Name: Kings County Office of Education			Contract Term: 7/1/21 -6/30/22	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>FRC Administrator</u> (.1 FTE) Costs (\$104.50/month x 12 months)	\$1,254	\$0	\$0	\$1,254
<u>FRC Advisor</u> (.15 FTE 9 months/.80 FTE 3 months) Costs (\$1,184.58/month x 12 months)	\$14,215	\$0	\$0	\$14,215
<u>FRC Specialists</u> (2.0 FTE) Costs (\$7,400.50/month x 12 months)	\$88,806	\$0	\$0	\$88,806
<u>FRC Assistants</u> (2.0 FTE) Costs (\$6,563.42/month x 12 months)	\$78,761	\$0	\$0	\$78,761
<u>Salaries &amp; Benefits</u>	\$93,049	\$0	\$0	\$93,049
<b>TOTAL Personnel Costs</b>	<b>\$276,085</b>	<b>\$0</b>	<b>\$0</b>	<b>\$276,085</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$7,201.83 x 12 months)	\$86,422	\$0	\$0	\$86,422
<u>Facilities and Maintenance</u> (\$1,218.00 x 12 months)	\$14,616	\$0	\$0	\$14,616
<u>Office Supplies &amp; Materials</u> (\$41.67 x 12 months)	\$500	\$0	\$0	\$500
<u>Computer Maintenance</u> (8 @ \$425.63 each)	\$3,405	\$0	\$0	\$3,405
<b>TOTAL Operational Costs</b>	<b>\$104,943</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,943</b>

<b>C. Program Costs</b>				
<u>Travel</u> (0 monthly mileage estimates @ \$.57 mileage reimbursement rate x 12 months grant term)	\$0	\$0	\$0	\$0
Motor Pool Expense (\$0 x 12 months)	\$0	\$0	\$0	\$0
Program Materials & Supplies (\$385.92 x 12 months)	\$4,631	\$0	\$0	\$4,631
<b>TOTAL Program Costs</b>	<b>\$4,631</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,631</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.0% of indirect cost rate	\$30,853	\$0	\$0	\$30,853
<b>TOTAL Indirect Costs</b>	<b>\$30,853</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,853</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$416,512</b>	<b>\$0</b>	<b>\$0</b>	<b>\$416,512</b>

Exhibit B-2

LINE ITEM PROJECT BUDGET FY 2022-2023

Project Name: Kings County Office of Education			Contract Term: 7/1/22 -6/30/23	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>FRC Administrator</u> (.1 FTE) Costs (\$104.50/month x 12 months)	\$1,254	\$0	\$0	\$1,254
<u>FRC Advisor</u> (.80 FTE) Costs (\$3,063.08/month x 12 months)	\$36,757	\$0	\$0	\$36,757
<u>FRC Specialists</u> (2.0 FTE) Costs (\$7,439.42/month x 12 months)	\$89,273	\$0	\$0	\$89,273
<u>FRC Assistants</u> (1.2 FTE) Costs (\$4,031.25/month x 12 months)	\$48,875	\$0	\$0	\$48,875
<u>Salaries &amp; Benefits</u>	\$86,324	\$0	\$0	\$86,324
<b>TOTAL Personnel Costs</b>	<b>\$262,483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$262,483</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$7,201.83 x 12 months)	\$86,422	\$0	\$0	\$86,422
<u>Facilities and Maintenance</u> (\$1,218.00 x 12 months)	\$14,616	\$0	\$0	\$14,616
<u>Office Supplies &amp; Materials</u> (\$41.67 x 12 months)	\$500	\$0	\$0	\$500
<u>Computer Maintenance</u> (8 @ \$425.63 each)	\$3,405	\$0	\$0	\$3,405
<b>TOTAL Operational Costs</b>	<b>\$104,943</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,943</b>

<b>C. Program Costs</b>				
<u>Travel</u> (0 monthly mileage estimates @ \$.57 mileage reimbursement rate x 12 months grant term)	\$0	\$0	\$0	\$0
Motor Pool Expense (\$0 x 12 months)	\$0	\$0	\$0	\$0
Program Materials & Supplies (\$535.58 x 12 months)	\$6,427	\$0	\$0	\$6,427
<b>TOTAL Program Costs</b>	<b>\$6,427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,427</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.0% of indirect cost rate	\$29,908	\$0	\$0	\$29,908
<b>TOTAL Indirect Costs</b>	<b>\$29,908</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,908</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$403,761</b>	<b>\$0</b>	<b>\$0</b>	<b>\$403,761</b>



Exhibit B-3

LINE ITEM PROJECT BUDGET 2023-2024

Project Name: Kings County Office of Education		Contract Term: 7/1/23 -6/30/24		
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>FRC Administrator</u> (.1 FTE) Costs (\$104.50/month x 12 months)	\$1,254	\$0	\$0	\$1,254
<u>FRC Advisor</u> (.80 FTE) Costs (\$3,063.08/month x 12 months)	\$36,757	\$0	\$0	\$36,757
<u>FRC Specialists</u> (2.0 FTE) Costs (\$7,439.42/month x 12 months)	\$89,273	\$0	\$0	\$89,273
<u>FRC Assistants</u> (.85 FTE) Costs (\$2,897.00/month x 12 months)	\$34,764	\$0	\$0	\$34,764
<u>Salaries &amp; Benefits</u>	\$80,285	\$0	\$0	\$80,285
<b>TOTAL Personnel Costs</b>	<b>\$242,333</b>	<b>\$0</b>	<b>\$0</b>	<b>\$242,333</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$7,201.83 x 12 months)	\$86,422	\$0	\$0	\$86,422
<u>Facilities and Maintenance</u> (\$1,218.00 x 12 months)	\$14,616	\$0	\$0	\$14,616
<u>Office Supplies &amp; Materials</u> (\$41.67 x 12 months)	\$500	\$0	\$0	\$500
<u>Computer Maintenance</u> (8 @ \$425.63 each)	\$3,405	\$0	\$0	\$3,405
<b>TOTAL Operational Costs</b>	<b>\$104,943</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,943</b>

<b>C. Program Costs</b>				
Travel (0 monthly mileage estimates @ \$.57 mileage reimbursement rate x 12 months grant term)	\$0	\$0	\$0	\$0
Motor Pool Expense (\$0 x 12 months)	\$0	\$0	\$0	\$0
Program Materials & Supplies (\$575.08 x 12 months)	\$6,901	\$0	\$0	\$6,901
<b>TOTAL Program Costs</b>	<b>\$6,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,901</b>
<b>D. Indirect Costs</b>				
Indirect Costs 8.0% of indirect cost rate	\$28,334	\$0	\$0	\$28,334
<b>TOTAL Indirect Costs</b>	<b>\$28,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,334</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$382,511</b>	<b>\$0</b>	<b>\$0</b>	<b>\$382,511</b>

Exhibit B-4

LINE ITEM PROJECT BUDGET FY 2024-2025

Project Name: Kings County Office of Education			Contract Term: 7/1/24 -6/30/25	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>FRC Administrator</u> (.1 FTE) Costs (\$104.92/month x 12 months)	\$1,259	\$0	\$0	\$1,259
<u>FRC Advisor</u> (.80 FTE) Costs (\$3,063.08/month x 12 months)	\$36,757	\$0	\$0	\$36,757
<u>FRC Specialists</u> (2.0 FTE) Costs (\$7,478.33/month x 12 months)	\$89,740	\$0	\$0	\$89,740
<u>FRC Assistants</u> (.85 FTE) Costs (\$2,897.00/month x 12 months)	\$34,764	\$0	\$0	\$34,764
<u>Salaries &amp; Benefits</u>	\$80,418	\$0	\$0	\$80,418
<b>TOTAL Personnel Costs</b>	<b>\$242,938</b>	<b>\$0</b>	<b>\$0</b>	<b>\$242,938</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$7,201.83 x 12 months)	\$86,422	\$0	\$0	\$86,422
<u>Facilities and Maintenance</u> (\$1,218.00 x 12 months)	\$14,616	\$0	\$0	\$14,616
<u>Office Supplies &amp; Materials</u> (\$41.67 x 12 months)	\$500	\$0	\$0	\$500
<u>Computer Maintenance</u> (8 @ \$425.63 each)	\$3,405	\$0	\$0	\$3,405
<b>TOTAL Operational Costs</b>	<b>\$104,943</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,943</b>

<b>C. Program Costs</b>				
<u>Travel</u> (0 monthly mileage estimates @ \$.57 mileage reimbursement rate x 12 months grant term)	\$0	\$0	\$0	\$0
Motor Pool Expense (\$0 x 12 months)	\$0	\$0	\$0	\$0
Program Materials & Supplies (\$524.67 x 12 months)	\$6,296	\$0	\$0	\$6,296
<b>TOTAL Program Costs</b>	<b>\$6,296</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,296</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.0% of indirect cost rate	\$28,334	\$0	\$0	\$28,334
<b>TOTAL Indirect Costs</b>	<b>\$28,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,334</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$382,511</b>	<b>\$0</b>	<b>\$0</b>	<b>\$382,511</b>

## Exhibit C

### Kings County ADA Grievance Procedure

#### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA  
Coordinator County Government  
Center  
1400 West Lacey  
Blvd. Hanford, CA  
93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

## Exhibit D

### SERVICE STANDARDS CERTIFICATION

The Kings County Office of Education (Administrative Agency) hereby certifies that the Kings County Office of Education (Implementing Agency) will comply with the Family Resource Center Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2021-2025. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of Family Resource Centers. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

#### SERVICES

The goal of Family Resource Centers is to better connect children and families with existing services by making them available to families in their community of residency. The Family Resource Center is the hub of a whole system that provides a safety net of programs and services in a community. Services are designed to be comprehensive and integrated, serving the unique needs and strengths of the individual, the family and the surrounding community. The location, facility, staffing, amenities, activities and programs at each FRC should be developed in response to the needs and resources of the community members it is intended to serve. All services funded at the FRC supported by First 5 Kings County funds must be delivered in the context of promoting early childhood development.

#### \_\_\_\_\_ A. INFORMATION & REFERRAL SERVICES

Initial

Information and Referral Services are defined as the provision of information and/or referrals regarding community resources.

##### Service Standard

1. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
2. A referral resources list must be developed, maintained, and regularly updated which includes but is not limited to the following: local school districts, pre-schools, and childcare facilities, law enforcement agencies, medical care providers, mental health treatment facilities, substance abuse facilities, county departments of social services, employment assistance service providers, local housing authority, child protective services, rape crisis centers, domestic violence centers, child abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists.

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## B. EARLY CHILDHOOD EDUCATION SERVICES

Initial

### Service Standard

1. Centers may provide direct services to meet the needs of early childhood education.
2. Early Childhood Education services must be delivered based on a curriculum or program approach that is evidence based, best, or promising practice. Additionally, staff implementing early childhood education programs must be professionals in the industry, and where applicable, certified or trained in the curriculum/program approach.

---

## C. AGENCY COORDINATION

Initial

### Service Standard

*Centers must establish themselves as active participants in local public and private service networks in order to provide children and families access to services within their community of residency.*

1. Centers must coordinate with other First 5 funded projects to include but not limited to other Family Resource Centers, School Readiness Projects and CARES.
2. Centers must coordinate with existing service providers for on-site service provision, responsive to local community needs.
3. Centers must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other childhood development service providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
4. The center must regularly provide and receive information and feedback from the above-described agencies.

---

## D. COMMUNITY OUTREACH ACTIVITIES

Initial

### Service Standard

1. Centers must provide: community outreach meant to promote center services to their community.
2. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center.

---

## E. VOLUNTEER TRAINING

Initial

Centers must provide training and on-going support to all volunteers prior to them providing services to children and family participants through the FRC.



Service Standard

Volunteers must receive a minimum of 20 hours of training regarding local resources, crisis intervention techniques, operational mandates, appropriate documentation standards, and cultural sensitivity.

Training must be provided by persons who have expertise in the subject area. All volunteers must pass fingerprint clearance before working with children and family participants.

---

F. INCLUSION OF MINORITY GROUPS IN SERVICES AND OPERATIONS

Initial

Service Standard

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
5. The center must provide education programs in the predominant language(s) of the community.

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G. COMMUNITY ENGAGEMENT ACTIVITIES

Initial

Participant Satisfaction Surveys

Service Standard

Centers must collect from families receiving services participant satisfaction surveys. This information should be used to assist the center and the community advisory board of adjustment or additional services that should be sought for the community. Additionally, the survey will be used to assist the Commission in assessing the family centeredness of services.

Community Advisory Board

Service Standard

Centers must include community members in the development of services and operations of the center. This means:

1. The board must be made up of individuals who live within the FRC service area and proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - 3) Evidence or documentation of outreach to local leaders and community groups;
  - 4) Outreach to business and professional organizations; and
  - 5) Outreach to local colleges and universities.
2. The board must meet on a regular basis to discuss the status of service delivery systems provided by the Family Resource Center in an effort to maintain the FRC's responsiveness to community need.
3. Community Advisory Boards will make finding and recommendations to the lead agency regarding existing systems and services.

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#### H. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

##### Service Standard

The Family Resource Centers will, to the extent possible, base their service delivery approach on best or promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

---

#### I. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8<sup>th</sup>, 2003.

##### Service Standard

##### Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities

2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

#### Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and

14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

#### Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
  1. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
  2. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
  3. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA): imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
  4. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
  5. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

#### Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;

7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and,
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

\_\_\_\_\_ J. INTERNAL MANAGEMENT

Initial

Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

1. Centers must maintain and follow up-to-date bylaws.
2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around family related services.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP)

Exhibit E

KCOE/HFC/LFC Project Staff

The person having day-to-day responsibility for the project.	
Name:	Sandra Cuadros
Title:	FRC Advisor
Address:	315 W. Lacey Blvd. Hanford, CA 93230
Telephone Number:	559-589-2686
Fax:	559-589-7018
Email:	Sandra.cuadros@kingscoe.org
The person to whom the person listed in #1 is accountable.	
Name:	Rebecca Villa
Title:	Director, ECE Programs
Address:	876 E. D Street, Lemoore, CA 93245
Telephone Number:	(559) 589-2608
Fax:	(559) 589-7018
Email:	rebecca.villa@kingscoe.org
The Chief Executive of the implementing agency.	
Name:	Todd Barlow
Title:	Kings County Superintendent of Schools
Address:	1144 W. Lacey Blvd., Hanford, CA 93230
Telephone Number:	(559) 589-7098
Fax:	(559) 589-7000
Email:	todd.barlow@kingscoe.org
The Financial Officer for the project.	
Name:	Sonia Borges
Title:	Staff Accountant
Address:	1144 W. Lacey Blvd., Hanford, CA 93230
Telephone Number:	(559) 589-7051
Fax:	(559) 589-7000
Email:	Sonia.borges@kingscoe.org
The Project Director of the project.	
Name:	Rebecca Villa
Title:	Director, ECE Programs
Address:	876 E. D Street, Lemoore, CA 93245
Telephone Number:	(559) 589-7075
Fax:	(559) 589-7006
Email:	rebecca.villa@kingscoe.org
The Chair of the Governing Body of the implementing agency.	
Name:	Mary Gonzales-Gomez
Title:	Board President, Kings County Board of Education
Address:	1144 W. Lacey Blvd., Hanford, CA 93230
Telephone Number:	(559) 589-2506
Fax:	(559) 589-7001
Email:	mary.gonzales-gomez@kingscoe.org



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-096**

**New Projects Initiative RFP  
Contract Approval**



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-096  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of 2021-2025 New Projects Initiative RFP Contract**

**A. Background/History:**

The current contract extension for the New Projects Initiative is set to expire on June 30, 2021. A Request for Proposal for New Projects Initiative for the Commission was published on March 18, 2021. Kings United Way submitted a proposal for the Kings County Referral Exchange System, utilizing the Unite Us platform.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests the Commission review, discuss and approve the attached contract with Kings United Way to maintain the Kings County Referral Exchange System, utilizing the Unite Us platform, under the New Projects Initiative for FY 2021-2025.

**C. Timeframe:**

New Projects Initiative will be provided from July 1, 2021 through June 30, 2025.

**D. Costs:**

Total Costs budgeted for this contract is \$149,200 over the four year period.

**E. Staff Recommendation:**

Staff recommends the Commission approve the contract with Kings United way to maintain the Kings County Referral Exchange System, utilizing the Unite Us platform, under the New Projects Initiative for FY 2021-2025, and authorize the Executive Director to sign as an authorized representative of the First 5 Kings County Children & Families Commission.

**F. Attachments:**

- DRAFT contract between First 5 Kings and Kings United Way/Kings County Referral Exchange System, under the New Projects Initiative for FY 2021-2025



## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Kings United Way  
Contract Number: 2021-06-096

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and Kings United Way, a California nonprofit corporation (“Contractor”) (collectively Parties).

## RECITALS

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission; and

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

WHEREAS, Commission requires systems integration and alignment services in Kings County; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A-1 for FY 2021-2022, Exhibit A-2 for FY 2022-2023, Exhibit A-3 for FY 2023-2024, and Exhibit A-4 for FY 2024-2025.**

## 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A-1 for FY 2021-2022, Exhibit A-2 for FY 2022-2023, Exhibit A-3 for FY 2023-2024, and Exhibit A-4 for FY 2024-2025** to Commission's reasonable satisfaction. Commission's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

## 3. COMPENSATION

Consultant shall not be entitled to nor receive from Commission any additional consideration, compensation, or other remuneration for services rendered under this Agreement except as set forth in **Exhibit B-1 for FY 2021-2022, Exhibit B-2 for FY 2022-2023, Exhibit B-3 for FY 2023-2024, and Exhibit B-4 for FY 2024-2025**.

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in **Exhibit B-1 for FY 2021-2022 (\$39,200), Exhibit B-2 for FY 2022-2023 (\$38,000), Exhibit B-3 for FY 2023-2024 (\$36,000), and Exhibit B-4 for FY 2024-2025 (\$36,000)**. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

## 4. TERM

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

## 5. RECORDS AND INSPECTIONS

Contractor shall maintain full, complete, and accurate records with respect to all

matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

## **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and Commission or other representative authorized by Commission.

## **7. TERMINATION**

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party may terminate this Agreement without cause by giving the other party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the Commission's funding for services under this Agreement becomes unavailable, the Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and inform the defaulting party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Default, all Notices of Breach shall be deemed subject to this provision. If the non-defaulting party deems the breach of a nature subject to cure, said party shall allow the defaulting party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Default, the non-defaulting party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Default to cure, the defaulting party may submit a written proposal to the non-defaulting party within that period, in which said party sets forth a specific plan to remedy the default and a date certain for completion. If the non-defaulting party agrees to the proposed plan in writing, the defaulting party shall immediately commence curing

the breach. If the defaulting party fails to cure the breach within the time agreed upon by the parties, the non-defaulting party may terminate the Agreement either immediately or on a date provided in the Notice of Default or provide the defaulting party additional time to cure the breach.

b. Alternatively, the Commission may elect to cure the default and any expense incurred as a result thereof shall be borne by the Contractor.

2) Breach Not Subject to Cure. If the non-defaulting party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Default to the defaulting party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the Commission for damages sustained by the Commission because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party or previous acts by the other party that constitute a breach or default of the party's obligations under this Agreement shall not act as a waiver of the parties' right to assert a breach or default of this Agreement has occurred, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## 8. INSURANCE

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the Commission's right to obtain indemnification from Contractor or any third parties, prior to the commencement of work or execution of this Agreement, Contractor shall purchase and maintain the following types of insurance for the minimum limits indicated below throughout the term of this Agreement. Contractor shall provide an Endorsed Additional Insured page from Contractor's Insurance Carrier to the County of Kings' Risk Manager guaranteeing such coverage to the Commission prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the parties. Failure to obtain, maintain, or provide proof of insurance coverage is a material breach of this Agreement and may result in the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the Commission may have under the law.

B. Endorsement of Policies. Contractor shall cause each policy outlined below

to be endorsed designating the Commission and its Board members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

C. Waiver of Subrogation Rights against the Commission. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against the Commission.

D. Insurance Limits. Contractor shall obtain the required insurance policies for the amounts set forth below, unless otherwise approved by the County's Risk Manager in writing prior to the execution of this Agreement.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident, and not less than One Hundred Thousand Dollars (\$100,000) for property damages, or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the Commission.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors, and omissions.

D. Rating of Insurers. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County's Risk Manager.

E. Notice of Cancellation to the Commission and Payment of Premiums. Contractor shall cause each of the above insurance policies to be endorsed to provide the County with thirty (30) days' prior written notice of cancellation. The County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, or sexual orientation.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. Contractor warrants

that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

**16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

**17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within ten (10) days of the start of the delay. Thereafter, the parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

**18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

**19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

**Commission:**

First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Fax: (559) 585-0815  
[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

**Contractor:**

Kings United Way  
125 W. 7<sup>th</sup> St.  
Hanford, CA 93230  
Fax: (559) 584-1098  
[nanettev@kingsunitedway.org](mailto:nanettev@kingsunitedway.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is



effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

## **20. CHOICE OF LAW**

The parties have executed and delivered this Agreement in the County of Kings, State of California. The parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

## **21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

## **22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

## **23. NO THIRD PARTY BENEFICIARIES**

Commission and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

## **24. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the

drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

## **25. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County of Kings ADA grievance procedures as set forth in County of Kings ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit C**.

## **26. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

## **27. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents. **Exhibit D** provides information on Contractor's staff involved in this agreement.

**REMAINDER OF PAGE INTENTIONALLY BLANK  
SIGNATURES ARE ON FOLLOWING PAGE**

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.


COMMISSION

CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Nanette Villareal, Executive Director  
Kings United Way

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By:  06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

- Exhibit A-1:** Scope of Work, FY 21-22
- Exhibit A-2:** Scope of Work, FY 22-23
- Exhibit A-3:** Scope of Work, FY 23-24
- Exhibit A-4:** Scope of Work, FY 24-25
- Exhibit B-1:** Project Budget, FY 21-22
- Exhibit B-2:** Project Budget, FY 22-23
- Exhibit B-3:** Project Budget, FY 23-24
- Exhibit B-4:** Project Budget, FY 24-25
- Exhibit C:** Kings County ADA Grievance Procedure
- Exhibit D:** Contractor’s Staff for this Project

**Exhibit A-1**  
**FY 2021-2022 Scope of Work**  
**Kings United Way – Referral Exchange System**

1	2	3	4	5	6	7
Strategic Plan Focus Area	Goal	Objective	Program Specific Activities	Number of Providers	Data Sources/ Indicator	Person Responsible
<b>Systems Integration &amp; Alignment</b>	A cohesive system of services for children and families will exist	Maintain a bi-directional county-wide referral system on a technology platform that serves multidisciplinary network partners, uses shared- language and enhances community care planning.	Interface 211 (iCarol platform) with Unite Us to ensure access to community services	650	iCarol and Unite Us integration report	211 Coordinator Executive Director
			Conduct training or provide education materials to <b>medical providers and other stakeholders</b> , through ACEs Network of Care, on the availability of resources in Kings County.	25	Network of Care Attendance Reports	Community Engagement Consultant 211 Coordinator
			The Kings County Referral Exchange will include <b>organizations</b> that utilize the secure, closed-loop referral exchange that sends, receives and tracks usage of community services.	50	Referral Exchange Onboarding Report	Community Engagement Consultant
			Prioritize onboarding <b>providers</b> (medical, behavioral health, social services) that focus on services for special needs children 0-5 years	10	Specialized Early Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>organizations</b> that <b>provide early care, education, and buffering resources</b> to children 0-5 years and their families.	25	Early Child Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>providers</b> that offer access to school readiness resources, and increase family literacy.	10	Family Supports Onboarding Report	Community Engagement Consultant

**Exhibit A-2**  
**FY 2022-2023 Scope of Work**  
**Kings United Way – Referral Exchange System**

1	2	3	4	5	6	7
Strategic Plan Focus Area	Goal	Objective	Program Specific Activities	Number of Providers	Data Sources/ Indicator	Person Responsible
<b>Systems Integration &amp; Alignment</b>	A cohesive system of services for children and families will exist	Maintain a bi-directional county-wide referral system on a technology platform that serves multidisciplinary network partners, uses shared- language and enhances community care planning.	Provide capacity building support to Kings County CBO’s to enhance capacity to participate on the Unite Us platform (i.e. technology, staffing, etc).	10	Referral Exchange Onboarding Report	Executive Director
			Conduct training or provide education materials to <b>medical providers and other stakeholders</b> , through ACEs Network of Care, on the availability of resources in Kings County.	20	Network of Care Attendance Reports	Community Engagement Consultant 211 Coordinator
			The Kings County Referral Exchange will include <b>organizations</b> that utilize the secure, closed-loop referral exchange that sends, receives and tracks usage of community services.	60	Referral Exchange Onboarding Report	Community Engagement Consultant
			Prioritize onboarding <b>providers</b> (medical, behavioral health, social services) that focus on services for special needs children 0-5 years	10	Specialized Early Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>organizations</b> that <b>provide early care, education, and buffering resources</b> to children 0-5 years and their families.	25	Early Child Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>providers</b> that offer access to school readiness resources, and increase family literacy.	15	Family Supports Onboarding Report	Community Engagement Consultant

**Exhibit A-3**  
**FY 2023-2024 Scope of Work**  
**Kings United Way – Referral Exchange System**

1	2	3	4	5	6	7
Strategic Plan Focus Area	Goal	Objective	Program Specific Activities	Number of Providers	Data Sources/ Indicator	Person Responsible
<b>Systems Integration &amp; Alignment</b>	A cohesive system of services for children and families will exist	Maintain a bi-directional county-wide referral system on a technology platform that serves multidisciplinary network partners, uses shared- language and enhances community care planning.	Provide capacity building support to Kings County CBO’s to enhance capacity to participate on the Unite Us platform (i.e. technology, staffing, etc).	10	Referral Exchange Onboarding Report	Executive Director
			Conduct training or provide education materials to <b>medical providers and other stakeholders</b> , through ACEs Network of Care, on the availability of resources in Kings County.	25	Network of Care Attendance Reports	Community Engagement Consultant 211 Coordinator
			The Kings County Referral Exchange will include <b>organizations</b> that utilize the secure, closed-loop referral exchange that sends, receives and tracks usage of community services.	75	Referral Exchange Onboarding Report	Community Engagement Consultant
			Prioritize onboarding <b>providers</b> (medical, behavioral health, social services) that focus on services for special needs children 0-5 years	20	Specialized Early Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>organizations</b> that <b>provide early care, education, and buffering resources</b> to children 0-5 years and their families.	25	Early Child Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>providers</b> that offer access to school readiness resources, and increase family literacy.	10	Family Supports Onboarding Report	Community Engagement Consultant

**Exhibit A-4**  
**FY 2024-2025 Scope of Work**  
**Kings United Way – Referral Exchange System**

1	2	3	4	5	6	7
Strategic Plan Focus Area	Goal	Objective	Program Specific Activities	Number of Providers	Data Sources/ Indicator	Person Responsible
<b>Systems Integration &amp; Alignment</b>	A cohesive system of services for children and families will exist	Maintain a bi-directional county-wide referral system on a technology platform that serves multidisciplinary network partners, uses shared- language and enhances community care planning.	Provide training/demonstration of Unite Us platform to organizations not on the Kings County Referral Exchange.	50	Unite Us Training Demonstration Report	Community Engagement Consultant Executive Director
			Conduct training or provide education materials to <b>medical providers and other stakeholders</b> , through ACEs Network of Care, on the availability of resources in Kings County.	25	Network of Care Attendance Reports	Community Engagement Consultant 211 Coordinator
			The Kings County Referral Exchange will include <b>organizations</b> that utilize the secure, closed-loop referral exchange that sends, receives and tracks usage of community services.	75	Referral Exchange Onboarding Report	Community Engagement Consultant
			Prioritize onboarding <b>providers</b> (medical, behavioral health, social services) that focus on services for special needs children 0-5 years	20	Specialized Early Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>organizations</b> that <b>provide early care, education, and buffering resources</b> to children 0-5 years and their families.	25	Early Child Education Onboarding Report	Community Engagement Consultant
			The Kings County Referral Exchange will include <b>providers</b> that offer access to school readiness resources, and increase family literacy.	10	Family Supports Onboarding Report	Community Engagement Consultant

**Exhibit B-1  
FY 2021-2022 Project Budget**

Project Name: Kings County Referral Exchange System		Contract Term: 07/01/21 - 06/30/22	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>			
<b>Executive Director</b> (.25 FTE) Costs (\$18,924 Annually) Project supervision and evaluation	0	18,294	18,294
<b>Benefits</b> FICA: \$18294 x 7.65%=1399 SUI: \$7000 x 6.2%=434 Worker's Comp: \$18294 x 3%=549 Health: \$710/mo x 12 months x .25FTE=2130 Retirement: \$18294 x 3%=549	0	5,061	5,061
<b>TOTAL Personnel Costs</b>	<b>\$0</b>	<b>\$23,355</b>	<b>\$23,355</b>
<b>B. Operating Costs</b>			
<b>Communications</b> Telephone Service: \$40/month x 12 months=480 Internet Connectivity: \$25/month x 12 months=300		780	780
<b>Mileage</b> 50 miles/month x .58/mile x 12 months=348 Local mileage for project-related training and community planning meetings	0	348	348
<b>Insurance</b> \$500/annually General liability, including auto policy and professional liability insurance as required by agreement with First 5 Kings	0	500	500
<b>TOTAL Operating Costs</b>	<b>\$0</b>	<b>\$1,628</b>	<b>\$1,628</b>
<b>C. Program Costs</b>			
<b>Software</b> iCarol Resource API Key Subscription cost to interface 211 database in iCarol with Unite Us platform	2,500	0	2,500
<b>Software</b> Unite Us platform Annual fee for enhanced functionality beyond standard Unite Us offerings	2,500	0	2,500
<b>Community Engagement Consultant</b> \$30/hr x 20 hrs/week x 52 weeks Build infrastructure of RES & facilitate community engagement	31,200	0	31,200
<b>TOTAL Program Costs</b>	<b>\$36,200</b>	<b>\$0</b>	<b>\$36,200</b>
<b>D. Equipment Costs</b>			
<b>Computer</b> To build infrastructure of Community Benefit Organizations (CBO's) for participation in the Referral Exchange System	0	5,000	5,000
<b>TOTAL Equipment Costs</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>D. Indirect Costs</b>			
<b>Indirect Costs</b> 7.653% of indirect cost rate Bookkeeper, audit, and related costs	3,000	0	3,000
<b>TOTAL Indirect Costs</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>
<b>TOTAL PROJECT COSTS</b>			
	<b>\$39,200</b>	<b>\$29,983</b>	<b>\$69,183</b>



**Exhibit B-2  
FY 2022-2023 Project Budget**

Project Name: Kings County Referral Exchange System		Contract Term: 07/01/22 - 06/30/23	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>			
<b>Executive Director</b> (.25 FTE) Costs (\$18,924 Annually) Project supervision and evaluation	0	18,294	18,294
<b>Benefits</b> FICA: \$18294 x 7.65%=1399 SUI: \$7000 x 6.2%=434 Worker's Comp: \$18294 x 3%=549 Health: \$710/mo x 12 months x .25FTE=2130 Retirement: \$18294 x 3%=549	0	5,061	5,061
<b>TOTAL Personnel Costs</b>	<b>\$0</b>	<b>\$23,355</b>	<b>\$23,355</b>
<b>B. Operating Costs</b>			
<b>Communications</b> Telephone Service: \$40/month x 12 months=480 Internet Connectivity: \$25/month x 12 months=300		780	780
<b>Mileage</b> 50 miles/month x .58/mile x 12 months=348 Local mileage for project-related training and community planning meetings	0	348	348
<b>Insurance</b> \$500/annually General liability, including auto policy and professional liability insurance as required by agreement with First 5 Kings	0	500	500
<b>TOTAL Operating Costs</b>	<b>\$0</b>	<b>\$1,628</b>	<b>\$1,628</b>
<b>C. Program Costs</b>			
<b>Software</b> iCarol Resource API Key Subscription cost to interface 211 database in iCarol with Unite Us platform	1,610	0	1,610
<b>Software</b> Unite Us platform Annual fee for enhanced functionality beyond standard Unite Us offerings	2,500	0	2,500
<b>Community Engagement Consultant</b> \$30/hr x 20 hrs/week x 52 weeks Build infrastructure of RES & facilitate community engagement	31,200	0	31,200
<b>TOTAL Program Costs</b>	<b>\$35,310</b>	<b>\$0</b>	<b>\$35,310</b>
<b>D. Indirect Costs</b>			
<b>Indirect Costs</b> 7.0789% of indirect cost rate Bookkeeper, audit, and related costs	2,690	0	2,690
<b>TOTAL Indirect Costs</b>	<b>\$2,690</b>	<b>\$0</b>	<b>\$2,690</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$38,000</b>	<b>\$24,983</b>	<b>\$62,983</b>

**Exhibit B-3  
FY 2023-2024 Project Budget**

Project Name: Kings County Referral Exchange System		Contract Term: 07/01/23 - 06/30/24	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>			
<b>Executive Director</b> (.25 FTE) Costs (\$18,924 Annually) Project supervision and evaluation	0	18,294	18,294
<b>Benefits</b> FICA: \$18294 x 7.65%=1399 SUI: \$7000 x 6.2%=434 Worker's Comp: \$18294 x 3%=549 Health: \$710/mo x 12 months x .25FTE=2130 Retirement: \$18294 x 3%=549	0	5,061	5,061
<b>TOTAL Personnel Costs</b>	<b>\$0</b>	<b>\$23,355</b>	<b>\$23,355</b>
<b>B. Operating Costs</b>			
<b>Communications</b> Telephone Service: \$40/month x 12 months=480 Internet Connectivity: \$25/month x 12 months=300	0	780	780
<b>Mileage</b> 50 miles/month x .58/mile x 12 months=348 Local mileage for project-related training and community planning meetings	0	348	348
<b>Insurance</b> \$500/annually General liability, including auto policy and professional liability insurance as required by agreement with First 5 Kings	0	500	500
<b>TOTAL Operating Costs</b>	<b>\$0</b>	<b>\$1,628</b>	<b>\$1,628</b>
<b>C. Program Costs</b>			
<b>Software</b> iCarol Resource API Key - \$1,675 Subscription cost to interface 211 database in iCarol with Unite Us platform	2,110	2,065	4,175
<b>Software</b> Unite Us platform - \$2,500 Annual fee for enhanced functionality beyond standard Unite Us offerings			
<b>Community Engagement Consultant</b> \$30/hr x 20 hrs/week x 52 weeks Build infrastructure of RES & facilitate community engagement	31,200	0	31,200
<b>TOTAL Program Costs</b>	<b>\$33,310</b>	<b>\$2,065</b>	<b>\$35,375</b>
<b>D. Indirect Costs</b>			
<b>Indirect Costs</b> 7.472% of indirect cost rate Bookkeeper, audit, and related costs	2,690	0	2,690
<b>TOTAL Indirect Costs</b>	<b>\$2,690</b>	<b>\$0</b>	<b>\$2,690</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$36,000</b>	<b>\$27,048</b>	<b>\$63,048</b>

**Exhibit B-4  
FY 2024-2025 Project Budget**

Project Name: Kings County Referral Exchange System		Contract Term: 07/01/24 - 06/30/25	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>			
<b>Executive Director</b> (.25 FTE) Costs (\$18,924 Annually) Project supervision and evaluation	0	18,294	18,294
<b>Benefits</b> FICA: \$18294 x 7.65%=1399 SUI: \$7000 x 6.2%=434 Worker's Comp: \$18294 x 3%=549 Health: \$710/mo x 12 months x .25FTE=2130 Retirement: \$18294 x 3%=549	0	5,061	5,061
<b>TOTAL Personnel Costs</b>	<b>\$0</b>	<b>\$23,355</b>	<b>\$23,355</b>
<b>B. Operating Costs</b>			
<b>Communications</b> Telephone Service: \$40/month x 12 months=480 Internet Connectivity: \$25/month x 12 months=300	0	780	780
<b>Mileage</b> 50 miles/month x .58/mile x 12 months=348 Local mileage for project-related training and community planning meetings	0	348	348
<b>Insurance</b> \$500/annually General liability, including auto policy and professional liability insurance as required by agreement with First 5 Kings	0	500	500
<b>TOTAL Operating Costs</b>	<b>\$0</b>	<b>\$1,628</b>	<b>\$1,628</b>
<b>C. Program Costs</b>			
<b>Software</b> iCarol Resource API Key - \$1,745 Subscription cost to interface 211 database in iCarol with Unite Us platform	2,110	2,132	4,242
<b>Software</b> Unite Us platform - \$2,500 Annual fee for enhanced functionality beyond standard Unite Us offerings			
<b>Community Engagement Consultant</b> \$30/hr x 20 hrs/week x 52 weeks Build infrastructure of RES & facilitate community engagement	31,200	0	31,200
<b>TOTAL Program Costs</b>	<b>\$33,310</b>	<b>\$2,132</b>	<b>\$35,442</b>
<b>D. Indirect Costs</b>			
<b>Indirect Costs</b> 7.472% of indirect cost rate Bookkeeper, audit, and related costs	2,690	0	2,690
<b>TOTAL Indirect Costs</b>	<b>\$2,690</b>	<b>\$0</b>	<b>\$2,690</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$36,000</b>	<b>\$27,115</b>	<b>\$63,115</b>

## Exhibit C

### Kings County ADA Grievance Procedure

#### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No.

23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a taperecording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA Coordinator  
County Government Center  
1400 West Lacey Blvd. Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

a) On the following date:

b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

## Exhibit D

### Kings United Way Project Staff

<p>The person having day-to-day responsibility for the project.</p> <p>Name: Alexis Terrell Title: Community Engagement Manager Consultant Address: 253 North Sunland Drive, Ridgecrest, CA 93555 Telephone Number: 559-930-1401 Email: lexichosez20@gmail.com</p>
<p>The person to whom the person listed in #1 is accountable.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Chief Executive of the implementing agency.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Financial Officer for the project.</p> <p>Name: Dorothea Williams Title: Bookkeeper Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: dorotheawilliams@kingsunitedway.org</p>
<p>The Project Director of the project.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Chair of the Governing Body of the implementing agency.</p> <p>Name: Bobbie Wartson Title: Board President Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: bobbie.wartson@kcco.org</p>



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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**2021-06-097**

**Evaluation Services RFP  
Contract Approval**



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021  
Agenda Item: 2021-06-097  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of 2021-2025 Evaluation Services Request for Proposal Contract**

**A. Background/History:**

The current contract extension for Evaluation Services is set to expire on June 30, 2021. A Request for Proposal (RFP) for Evaluation Services for the Commission was published on March 18, 2021. Three proposals were received, and the RFP Evaluation Committee scored Evaluation, Management, and Training Associates, Inc. (EMT) as the highest and most suitable organization to provide evaluation services to the Commission.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff requests the Commission review, discuss and approve the attached contract with Evaluation, Management, and Training Associates, Inc. for Evaluation Services for FY 2021-2025.

**C. Timeframe:**

Evaluation Services will be provided from July 1, 2021 through June 30, 2025.

**D. Costs:**

Total Costs budgeted for this contract will not exceed \$25,000 annually.

**E. Staff Recommendation:**

Staff recommends the Commission approve the contract for Evaluation Services for FY 2021-2025 with EMT, and authorize the Executive Director to sign as an authorized representative of the First 5 Kings County Children & Families Commission.

**F. Attachments:**

- DRAFT contract between First 5 Kings and Evaluation, Management and Training Associates, Inc. for Evaluation Services for FY 2021-2025



## AGREEMENT

First 5 Kings County Children and Families Commission  
and  
Independent Contractor: Evaluation, Management and Training Associates, Inc.  
Contract Number: 2021-06-097

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2021, between the First 5 Kings County Children and Families Commission, a legal public agency established in accordance with the California Children and Families Act of 1998 (“Commission”), and E.M.T Associates, Inc., a California Corporation (“Contractor”) (collectively Parties).

## RECITALS

WHEREAS, the voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter “The Act”), codified in Health and Safety Code Section 130100 *et seq.*, also known as Proposition 10; and

WHEREAS, the Board of Supervisors of Kings County has established, pursuant to The Act and Kings County Ordinance No. 609.4 amending Sections 2-40, 2-42, 2-46 and 2-47, First 5 Kings County Children and Families Commission;

WHEREAS, Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age;

WHEREAS, Commission requires evaluation services; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

### 1. SCOPE OF SERVICES

Commission hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A**.

### 2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and Commission relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A** to Commission’s reasonable satisfaction. Commission’s acceptance of

Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

### **3. COMPENSATION**

Commission's total payments to Contractor under this Agreement shall not exceed twenty-five thousand dollars (\$25,000) annually. Contractor shall be reimbursed on a quarterly basis, no later than fourteen (14) days following receipt of a written monthly invoice to the Executive Director of the Commission. The invoice shall indicate the tasks described in **Exhibit A** which have been completed to that date. Contractor shall submit a final invoice within fifteen (15) days after the termination of this Agreement.

Should no funds or insufficient funds be appropriated for this Agreement, Commission reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

Upon submission of an invoice by Contractor, and upon approval of Commission's representative, Commission shall pay Contractor quarterly in arrears, up to the maximum amount provided for in Section 3. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

### **4. TERM**

This Agreement commences on July 1, 2021 and terminates on June 30, 2025, unless terminated pursuant to other Agreement provisions.

### **5. RECORDS AND INSPECTIONS**

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Commission shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to Commission. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

### **6. AMENDMENTS**

This Agreement may be modified only by a written amendment signed by Contractor and Commission or other representative authorized by Commission.

## 7. TERMINATION

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party may terminate this Agreement without cause by giving the other party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the Commission's funding for services under this Agreement becomes unavailable, the Commission may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and inform the defaulting party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Default, all Notices of Breach shall be deemed subject to this provision. If the non-defaulting party deems the breach of a nature subject to cure, said party shall allow the defaulting party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Default, the non-defaulting party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Default to cure, the defaulting party may submit a written proposal to the non-defaulting party within that period, in which said party sets forth a specific plan to remedy the default and a date certain for completion. If the non-defaulting party agrees to the proposed plan in writing, the defaulting party shall immediately commence curing the breach. If the defaulting party fails to cure the breach within the time agreed upon by the Parties, the non-defaulting party may terminate the Agreement either immediately or on a date provided in the Notice of Default or provide the defaulting party additional time to cure the breach.

b. Alternatively, the Commission may elect to cure the default and any expense incurred as a result thereof shall be borne by the Contractor.

2) Breach Not Subject to Cure. If the non-defaulting party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Default to the defaulting party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the Commission for damages sustained by the Commission because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make

available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. Forbearance Not to be Construed as Waiver of Breach or Default. In no event shall any act of forbearance by either party of previous acts by the other party that constitute a breach or default of the party's obligations under this Agreement shall not act as a waiver of the Parties' right to assert a breach or default of this Agreement has occurred, nor shall such act impair or prejudice any remedy available to the non-breaching party with respect to the breach or default.

## 8. INSURANCE

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the Commission's right to obtain indemnification from Contractor or any third parties, prior to the commencement of work or execution of this Agreement, Contractor shall purchase and maintain the following types of insurance for the minimum limits indicated below throughout the term of this Agreement. Contractor shall provide an Endorsed Additional Insured page from Contractor's Insurance Carrier to the County of King's Risk Manager guaranteeing such coverage to the Commission prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the Parties. Failure to obtain, maintain, or provide proof of insurance coverage is a material breach of this Agreement and may result in the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the Commission may have under the law.

B. Endorsement of Policies. Contractor shall cause each policy outlined below to be endorsed designating the Commission and its board members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

C. Waiver of Subrogation Rights against the Commission. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against the Commission.

D. Insurance Limits. Contractor shall obtain the required insurance policies for the amounts set forth below, unless otherwise approved by the County of King's Risk Manager in writing prior to the execution of this Agreement.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) annual aggregate covering bodily injury, personal injury and property damage.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident, and not less than One Hundred Thousand Dollars (\$100,000) for property damages, or such coverage with a combined single limit of One Million

Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the Commission.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and One Million Dollars (\$1,000,000) annual aggregate limit covering Contractor's wrongful acts, errors, and omissions.

E. Rating of Insurers. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County of King's Risk Manager.

F. Notice of Cancellation to the Commission and Payment of Premiums. Contractor shall cause each of the above insurance policies to be endorsed to provide the Commission with thirty (30) days' prior written notice of cancellation. The Commission is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

## **9. INDEMNIFICATION**

A. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and Commission in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify Commission for Commission's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless Commission, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against Commission by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The Commission's rights to indemnification are in addition to and shall not limit any other rights or remedies that Commission may have under law or this Agreement.

## **10. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and not an agent, officer or employee of Commission. The Parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

## **11. COMPLIANCE WITH LAW**

Contractor shall comply with all federal, state and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace and all health and safety standards set forth by the State of California and Commission.

## **12. CONFIDENTIALITY**

Contractor shall not use Commission confidential information for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any Commission confidential information. Contractor shall promptly transmit to Commission all requests for disclosure of Commission confidential information.

## **13. CONFLICT OF INTEREST**

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no financial interest, including, but not limited to, other projects or independent contracts, and shall not acquire any financial interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause. Contractor has an affirmative duty to disclose to Commission in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

## **14. NONDISCRIMINATION**

In rendering services under this Agreement, Contractor shall comply with all applicable

federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, or sexual orientation.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **15. SUBCONTRACTORS**

Services under this Agreement are deemed to be personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of Commission subject to any required state or federal approval.

## **16. ASSIGNMENT**

Contractor shall not assign this Agreement or monies due without the prior written consent of Commission subject to any required state or federal approval. Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

## **17. UNFORESEEN CIRCUMSTANCES**

Neither party shall be responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond a party's reasonable control, provided written notice is provided to the other party of the cause of the delay within ten (10) days of the start of the delay. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

## **18. OWNERSHIP OF DOCUMENTS**

Commission shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Commission or upon completion of the work pursuant to this Agreement. Commission's reuse of any such materials on any project other than the project for which they were originally intended shall be at Commission's sole risk. No material prepared in connection with the project shall be subject to copyright in the United States or in any other county.

## **19. NOTICE**

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail or by prepaid first-class mail addressed as follows:

**Commission:**

First 5 Kings County  
330 Campus Drive  
Hanford, CA 93230  
Fax: (559) 585-0815

[Clarissa.ravelo@co.kings.ca.us](mailto:Clarissa.ravelo@co.kings.ca.us)

**Contractor:**

EMT Associates, Inc.  
1631 Creekside Drive, Suite 100  
Folsom, CA 95630

[tori@emt.org](mailto:tori@emt.org)

If notice is given by: a) personal delivery, it is effective as of the date of personal delivery; b) fax, it is effective as of the date of the fax; c) overnight carrier, it is effective as of the date of delivery; d) e-mail, it is effective as of the date it was sent; e) mail, it is effective as of five (5) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**20. CHOICE OF LAW**

The Parties have executed and delivered this Agreement in the County of Kings, State of California. The Parties agree that the laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement and Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

**21. SEVERABILITY**

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**22. SURVIVAL**

The following sections shall survive the termination of this Agreement: Section 5 Records and Inspections, Section 8 Insurance, Section 9 Indemnification, and Section 12 Confidentiality.

**23. NO THIRD PARTY BENEFICIARIES**

Commission and Contractor are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

**24. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES; IMAGED AGREEMENT**

This Agreement, including its Recitals and Exhibits which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the Parties and



there are no inducements, promises, terms, conditions or obligations made or entered into by Commission or Contractor other than those contained herein.

The Parties agree that each party had had an opportunity to review this Agreement and consult with legal counsel and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

An original executed Agreement may be imaged and electronically stored. Such imaged Agreement may be used in the same manner and for the same purposes as the original. Neither party may object to the admissibility of the imaged Agreement on the basis that it was not originated or maintained in documentary form.

## **25. ADA COMPLIANCE**

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County's ADA grievance procedures as set forth in County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit B**.

## **26. ELECTRONIC SIGNATURES**

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by their respective signatories give rise to a valid, enforceable, and fully effective agreement.

## **27. AUTHORITY**

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first written above.

**SIGNATURES ON FOLLOWING PAGE**

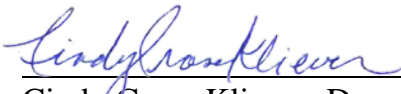
COMMISSION

CONTRACTOR

By: \_\_\_\_\_  
Edward Hill  
Kings County Public Health Director and  
First 5 Executive Director

By: \_\_\_\_\_  
Victoria Stuart-Cassel, Executive Director  
EMT Associates, Inc.

APPROVED AS TO FORM:  
Lee Burdick, County Counsel

By:  06/11/2021  
Cindy Crose Kliever, Deputy County Counsel

APPROVED:

By: \_\_\_\_\_  
Sande Huddleston, Risk Manager

Exhibits/Attachments:

**Exhibit A:** Scope of Work

**Exhibit B:** Kings County ADA Grievance Procedure

## Exhibit A

### FY 2021-2025 Evaluation Services Scope of Work

Proposition 10 Statutes/Health & Safety Code 130140 § (a)(1)(C)(iv) states that the [local] county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan. EMT Associates, Inc. will serve as the First 5 Evaluation consultant to assist the Commission in ascertaining the effectiveness of the programs that it supports. Staff will perform the scope of work as detailed below under the supervision of the First 5 Kings County Program Officer. EMT will be responsible for all deliverables to Kings County according to established timelines and deliverable dates.

**Project kick-off and ongoing planning and management meetings.** EMT staff will participate in an initial kick-off meeting followed by regularly scheduled planning and coordinating calls with the First 5 Kings County Program Officer and funded partner representatives, as needed, to review evaluation progress and to discuss emerging project needs. EMT will establish a shared project management site to facilitate communication, collaboration, and reporting.

**Evaluation plan and logic model development.** Within 60 days of a contract award, EMT will prepare and submit a draft evaluation plan and project logic model for review and approval. The plan and logic model will be based on the content of the 2020-25 Strategic Plan and will be refined based on discussions with First 5 staff during initial planning meetings. The evaluation plan will detail evaluation methods, proposed measures, data collection tasks and timelines, analysis approach, and descriptions of products and deliverables. The evaluation design will involve annual monitoring of program outputs, and available service utilization and outcome data, reported by funded partners. The design will include measurement of key indicators and benchmarks for success outlined in the strategic plan within each result area. Each year the evaluation plan will include a more focused evaluation of a specific funded initiatives using primary data collection methods, such as parent and staff surveys, or focus group discussions. The evaluation plan will also include a focused analysis of systems coordination efforts across Kings County provider systems in line with other current local initiatives, including early childhood quality initiatives, oral health, home visiting coordination, and trauma-informed networks of care.

**Technical assistance to enhance data system infrastructure and outcome measurement.** EMT will provide technical consulting to First 5 Kings County to identify options for unduplicated tracking of child and/or family service utilization across funded programs and initiatives, including potential transition to use of the Unite Us technology platform managed by Kings United Way.

**Data collection and analysis activities.** EMT will conduct annual data collection and analysis activities for all funded programs and services in alignment with First 5 California reporting requirements and indicator measurement outlined in the strategic plan. Tasks will include compiling information from First 5 Kings County annual performance and expenditure reports, and exporting and analyzing data from existing data management systems, including use of the FRC SQL database, iPinwheel and the Ages and Stages Questionnaire (ASQ) developmental screening site. EMT will conduct primary data collection activities, including parent and staff surveys or focus groups for different featured programs and initiatives each contract year.

**Annual evaluation report.** EMT will prepare a draft annual evaluation report summarizing evaluation activities, findings, and recommendations for major funded initiatives including Family Resource Centers, Parent and Me and the Special Needs Project, Kings County CARES About Quality and the New Projects Initiative. Staff will submit the annual evaluation report draft to the First 5 Kings County Program Officer for review and feedback, incorporate revisions and submit final edited, graphically designed report for review and approval.

**Commission presentation.** EMT will prepare a brief PowerPoint presentation summarizing evaluation activities and findings. Staff will present findings in person at a bimonthly meeting of the First 5 Kings County Children and Families Commission.

**Quarterly reports.** EMT staff will prepare brief quarterly progress reports summarizing evaluation activities, challenges and accomplishments, and planned activities for each upcoming quarter. The quarterly progress reports will be submitted by the 15<sup>th</sup> day of the month following the end of the quarter.

**Special projects.** EMT will provide support to the First 5 Kings County Program Officer to conduct supplemental data collection and analysis activities to document community needs and inform funding priorities. Data collection activities may include, but are not limited to staff interviews, provider and participant surveys, compilation of archival data indicators, and secondary analyses of focus group findings.

## Exhibit B

### **Kings County ADA Grievance Procedure**

#### Kings County Grievance Procedure under ADA or California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than 60 calendar days after the alleged violation to:

Dominic Tyburski, ADA  
Coordinator County Government  
Center  
1400 West Lacey  
Blvd. Hanford, CA  
93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location: My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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# Study Session

## 3<sup>rd</sup> Quarter Grantee Achievement Report



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:  
Agenda Item Type:

June 21, 2021  
Informational Item

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**AGENDA ITEM:** 2020-2021 Third Quarter Achievement Report for First 5 Funded Projects

**A. Background/History:**

The Commission has transitioned from a formative evaluation framework into a summative evaluation framework; therefore the reporting of program status reports and evaluation results are now two separate items for the Commission to consider. Staff is providing the Commission, on a quarterly basis, a progress report regarding the status of programs attaining contracted goals and deliverables.

**B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:**

Staff is requesting the Commission review and discuss the program status report representing activities and number of clients served January through March of FY 2020-2021.

**C. Timeframe:**

Reports will be provided to the Commission on a quarterly basis, on the following schedule:

- 1st Quarter Report: December 2020
- 2nd Quarter Report: February 2021
- 3rd Quarter Report: June 2021
- Year End Report: August 2021

**D. Costs:**

No costs associated with this item.

**E. Staff Recommendation:**


Staff recommends the commission review and discuss the program reports as provided.

**F. Attachments:**

- FY 2020-2021 Third Quarter Project Achievement Report



# FY 2020-2021 3<sup>rd</sup> Quarter Achievement Report for First 5 Kings Funded Programs

	Unduplicated Count of Clients Served YTD			Objectives to be Achieved	Objectives that were Achieved	Objectives that did not meet Target	Objectives that are Inactive	Percentage of Budget Expended Goal 75%	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others						
<b>Family Resource Center Initiative</b>									
Corcoran FRC	37	63	88	19	0	19	N/A	65%	Yes
KCOE – HFC & LFC	286	329	484	54	0	54	N/A	79%	Yes
Kettleman City FRC	28	38	51	12	10	2	N/A	74%	Yes
<b>School Readiness Initiative</b>									
UCP Parent & Me	90	63	125	25	11	14	N/A	68%	Yes
UCP Special Need Program	40	8	52	7	1	6	N/A	72%	Yes
<b>E3 Initiative</b>									
KCOE – CARES	N/A	N/A	191	6	3	3	N/A	71%	Yes
<b>New Project Initiative</b>									
United Way 211	N/A	N/A	N/A	10	4	6	N/A	33%	Yes



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: June 21, 2021

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# Study Session

## Staff Report

### April-May 2021



## Staff Report April-May 2021

### Program Officer Report

- **Administrative Activities**
  - 2020-2021 Scope of Work and Budget Modification Review
  - First 5 website
- **Meetings and Conferences:**
  - ACEs Aware Network of Care – weekly
  - First 5 Association Quarterly meeting – 4/21/2021
  - First 5 State Commission Quarterly meeting – 4/22/2021
  - LPC/KEEP meeting – 5/5/2021
  - Help Me Grow Start-up Meeting – 5/24/2021
- **New Parent Kits:**
  - April - 100 English, 50 Spanish
  - May - 100 English

### Linkages 2 Learning/Backpack Distribution Activities – April, May

- 1500 backpacks were received on June 17, 2021, and the L2L school sites requests for supplies for their Spring registration/Kinder round-up activities have been received. Commission staff has/will be coordinating distribution.