

FIRST 5 MONTEREY COUNTY

FUNDED PARTNER AGREEMENT AMENDMENT for FY 2021/22 – FY 2022/23



1125 Baldwin Street
Salinas, CA 93906
Tel: (831) 444-8549
Fax: (831) 444-8637
www.first5monterey.org

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COLLABORATIVE PARTNER AGENCY	City of Salinas, Salinas Public Library
LEAD AGENCY of INTEGRATED SERVICE COLLABORATIVE:	Go Kids, Inc.
PROJECT:	Integrated Service Collaboratives
CONTACT PERSON: TELEPHONE/EMAIL:	Ernesto Lizaola, Community Education Manager City of Salinas – Salinas Public Library
ADDRESS:	200 Lincoln Avenue; Salinas, CA 93901

This letter is an amendment to the funding Agreement between MONTEREY COUNTY CHILDREN & FAMILIES COMMISSION, publicly known as FIRST 5 MONTEREY COUNTY, referred to as "F5MC", and CITY OF SALINAS, SALINAS PUBLIC LIBRARY, referred to as "FUNDED PARTNER", for services related to implementing an Integrated Service Collaborative.

Changes to the FY 2017/18 – FY 2020/21 Agreement are as described below:

- I. Term of Agreement:** The total Term of Agreement has been extended from four (4) years to six (6) years, through and including June 30, 2023 and now covers the period July 1, 2017 to June 30, 2023.
- II. Grant Award:** FUNDED PARTNER is awarded an additional grant, not to exceed \$119,367, for the extended Term of July 1, 2021 – June 30, 2023.
- III. Reporting:** Below is a table of bi-annual reports with their due dates for July 1, 2021 – June 30, 2023.

Report:	FY 21/22 DUE	FY 22/23 DUE
FIRST Bi-Annual Report & Expenditure Report (July 1 st – Dec 31 st)	January 31, 2022	January 31, 2023
SECOND Bi-Annual Report & Expenditure Report (Jan 1 st – June 30 th)	July 31, 2022	July 31, 2023

- IV. Budget & Scope of Work Revisions:** Each FUNDED PARTNER is allowed to request a Budget Revision twice per fiscal year. A Budget Revision comprises of making adjustment between budget lines within the same fiscal year. The Budget Revision request is due on or before April 1st. Budget Revision completed forms are due on or before April 15th (see chart below for due dates).

All Budget Revisions must be discussed and approved by the F5MC Program Manager and must continue alignment with the Scope of Work (Exhibit A). Upon request from the FUNDED PARTNER (on or prior to April 1st of the current fiscal year), a Budget Form for the current fiscal year will be provided by F5MC for completion by FUNDED PARTNER including budget reallocations and justification for requested changes. F5MC, at its sole discretion, may or may not approve Budget Revision requests. Upon FUNDED PARTNER request and mutual agreement, F5MC will notify FUNDED PARTNER in writing of the approved Budget Revision.

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Below is a table of available Budget Revisions with the request and completed form due dates.

Budget Revisions	FY 21/22 DUE	FY 22/23 DUE
Budget Revision <i>Request</i> Submitted to F5MC	April 1, 2022	April 1, 2023
Budget Revision Form <i>Completed/Submitted</i> to F5MC	April 15, 2022	April 15, 2023

V. Scope of Work Revisions: All Scope of Work Revisions must be discussed and approved by the

F5MC Program Manager and must continue alignment with the Budget (Exhibit B). Upon FUNDED PARTNER request and mutual agreement, F5MC will notify FUNDED PARTNER in writing of the approved SOW Revision.

VI. Exhibit A: Scope of Work for July 1, 2021 – June 30, 2023 (attached).

VII. Exhibit B: Budget for July 1, 2021 – June 30, 2023 (attached).

FUNDED PARTNER AGREEMENT AMENDMENT for FY 2021/22 – FY 2022/23**APPROVALS**

Whereas all services provided herein are in furtherance of the goals and objectives in the F5MC Strategic Plan Framework July 2017- June 2023 and address Strategic Priority 2: Enhance access to resources, programs, and services for young children and their families through community-based coordination, collaboration, and integration, and supports implementation of all three of F5MC's Strategic Priorities.

Whereas, on September 28, 2020, the Commissioners delegated authority to the Executive Director to negotiate, execute, and amend a contract with FUNDED PARTNER for the services described in this Agreement.

IT IS HEREBY MUTUALLY AGREED that the parties will adhere to the provisions of the original Agreement and the amended provisions described in this letter.

FIRST 5 MONTEREY COUNTY APPROVAL

Approval for F5MC signatures 

DocuSigned by:



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Signature

Francine Rodd, Executive Director

5/25/2021 | 8:00 AM PDT

Date

DocuSigned by:



81AF5B3A303B45B...

Signature

Kerstine A. Curtis, Controller

5/25/2021 | 7:35 AM PDT

Date

FUNDED PARTNER AGREEMENT APPROVAL

Signature

Kristan Lundquist, LCS Director

5/24/2021

Date

FUNDED PARTNER Staff Authorized to make Agreement Changes –			
Please indicate the name(s) of additional Staff (beyond Staff Signing above) who have the authority to make changes to the Scope of Work and/or Budget.			
Staff Member Name	Title within FP Organization	Check as appropriate	
		SOW	Budget
Ernesto Lizaola	Community Education Manager	X	X

FUNDED PARTNER AGREEMENT AMENDMENT for FY 2021/22 – FY 2022/23**Exhibit A: SCOPE OF WORK****Project Summary**

City of Salinas/Salinas Public Library (Collaborative Partner Agency) has collaborated with Go Kids, Inc. (Lead Agency) to provide services for an Integrated Service Collaborative (Collaborative) for the First 5 Monterey County (F5MC) *Strengthening Connections and Advancing Quality in Early Childhood Development* Strategic Funding Cycle for an initial 4 years (FY 2017/18 – FY 2020/21) and is being extended for 2 additional years (FY2021/22 – 2022/23).

Working with the Lead Agency, F5MC, as well as other Collaborative related contractors, consultants, and community service providers, the Collaborative Partner Agency will support the provision of cohesive, coordinated, comprehensive care, and support for children ages pre-natal through 5 and their families in F5MC priority zip codes 93901, 93906 and 93905.

Target projections are based on a typical year of full programming capacity and may be modified in collaboration with F5MC in response to changes related to the co-development of tools, protocols, and capacity building efforts. The following activities and services will be provided:

A. Collaborative Management Activities

1. Participate in process of obtaining MOUs and maintain relationships with MOU partners.
2. Co-develop common tools and protocols with F5MC.
3. Participate in the development of organizational systems and protocols for contract management, communication and decision-making within the Collaborative and with Community Collaborators.
4. Participate in Agency and/or Collaborative level professional development opportunities that align with the F5MC Quality Framework.
5. Support Lead Agency to provide parent engagement opportunities in the development and guidance of the Collaborative.
6. Participate in activities and initiatives that influence early childhood development systems, policies, and practices, including but not limited to Bright Beginnings and the Central Coast Early Childhood Advocacy Network.
7. Maintain adequate culturally and linguistically qualified staff to implement activities and services (including providing services year-round and on nights and weekends to meet family needs).
8. Participate in Medi-Cal Administrative Activities (MAA) and other opportunities to diversify or leverage funding as determined in collaboration with F5MC.

B. Collaborative Integration Team Activities

1. Support the Collaborative's outreach to:
 - a. Raise awareness of resources available through the Collaborative to families.
 - b. Connect the Collaborative with community-wide, multi-disciplinary service providers.
 - c. Coordinate with other resource and referral entities to maintain up-to-date information on resources, programs, and services available to support young children and their families.
2. Welcome families to the Collaborative by establishing a connection with the family, sharing information about the Collaborative, developing an understanding of the family, offering appropriate screening, connecting the family with appropriate information and assistance, and implementing the informed consent process when appropriate.

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	FTE Dedicated to Activity	Target #s for Aggregate Data			
3. Support family access to developmental screening for children through age five and/or relevant family screening.					
4. Support family access to care coordination/case management to families with a consistent person. This includes: <ul style="list-style-type: none"> a. reviewing the family context; b. developing a Shared Care Plan; c. offering and follow-up on comprehensive referrals to meet the families' needs; and d. providing focused meetings for specific children/families ("roundtables"). 					
5. Support family access to appropriate and comprehensive referrals to families that are part of Care Coordination.					
6. Participate as needed in Multi-Disciplinary Review Team at least once per month to review complex cases in collaboration with F5MC and other required partners.					
7. Participate in Reflective Supervision for the Integration Team at least once per month facilitated by a qualified professional.					
C. Collaborative Partner Agency Direct Services	Service Target #s				
	Prenatal Parent(s) (do not duplicate w/adults)	# of children 0 – 35 mos.	# of children 36 – 60 mos.	# adults	
1. Provide Parent-Child Playgroups: Up to 8 pre-registered playgroups of approximately 8 to 10 enrolled families in each. 2 sessions each year and each session meets weekly for 20 weeks. Some children may re-enroll based on Collaborative referral.		105	70	125	
D. Evaluation, Monitoring, and Continuous Quality Improvement					
1. Collaborate with the F5MC Evaluation team to collect data for the purposes of monitoring, continuous quality improvement, tracking implementation, measuring change in outcomes and impact and reporting/communication. The steps in the process will include but are not limited to the following: <ul style="list-style-type: none"> a. Implement the informed consent process with each family as needed. b. Implement data sharing agreements and protocols. c. Collect and enter data in the F5MC or other identified data system on a regular/monthly basis following all applicable privacy laws. d. Conduct data quality assurance protocols on a regular basis. e. Communicate with F5MC Program Staff about challenges in meeting targets as described in the F5MC CGM Collaborative Thresholds. f. Incorporate continuous quality improvement practices into the Collaborative management and direct services. g. Participate in ongoing capacity building for evaluation, monitoring, and continuous quality improvement. h. Incorporate real-time data into regular communications and decision-making. 					
E. Other F5MC Funded Partner Activities					
1. Participate in F5MC Funded Partner meetings.					
2. Provide tobacco-cessation referral services and information to clients.					
3. Participate in the distribution of the Kit for New Parents.					

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Exhibit B: BUDGET

Lead Agency Name: GoKids
Collaborative Partner Name: Salinas Public Library

Budget Line	FY21/22		Two Year Budget		Total
	FTE	F5MC % of FTE	21/22	22/23	
Program Personnel Expenses					
Playgroup Facilitators (Parent Educators)	0.78	100%	32,500	32,500	65,000
Parent Coordinator	0.21	100%	6,270	9,470	15,740
Parent Assistants (Parent Leaders)	0.11	100%	2,500	5,867	8,367
Total Agency Personnel	1.10		41,270	47,837	89,107
Agency Personnel Taxes and Benefits*	7.65%		3,158	3,660	6,818
SUBTOTAL Agency Personnel Expenses			44,428	51,497	95,925
*As a % of wages & salaries - Includes only employer portion of FICA, Medicare, SUI, ETT, health/dental/vision/life ins premiums, worker's comp., and retirement contributions for employees. Benefits are reimbursed on actual expenditures.					
Program Expenses					
Integration Team or Direct Service Subcontractors: (Include only subcontracted services here. If services are provided by an employee please include in Program Personnel Expenses above.)					
Program Materials & Supplies			5,000	8,000	13,000
Printing/Outreach/Marketing			800	800	1,600
SUBTOTAL Program Expenses			5,800	8,800	14,600
SUBTOTAL Lead Agency Personnel Expenses, Program Expenses, and Program Support Expenses subject to Admin/Indirect Rate					
ADMIN/INDIRECT (15% max.)** Enter Percent		8.00%	4,018	4,824	8,842
**Rate calculation must be provided and should be based on most recent audited financial statements.					
GRAND TOTAL			54,246	65,121	119,367

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Exhibit B: BUDGET NARRATIVE

Budget Line	Budget Line Narrative
Subcontractor Agency Program Personnel Expenses	
All Positions listed below include a 10% FTE allocation to engage in evaluation, monitoring, and continuous quality improvement and a 5% FTE allocation to engage in professional development, reflective practice, and external community collaboration.	
General Information	We plan to have a hybrid model of playgroups being implemented during the next two years. Virtual playgroups will continue into at least half of FY21/22, and expect to phase into all in-person playgroups in FY22/23. Once in-person playgroups return, we are planning on having 4 sites (John Steinbeck Library, El Gabilan Library, Cesar Chavez Library, and Hebborn Family Center) and will have about 8 playgroups a week. We will have up to 8 series of 20 weeks each per year. Each series offers parents one playgroup per week for a total of 20 individual playgroups per series. During FY21/22, we anticipate to serve up to 175 children 0-5, and 125 adults. During FY22/23, we anticipate to serve up to 200 children 0-5, and 180 adults.
Playgroup Facilitators (Parent Educators)	Job responsibilities include co-facilitation of parent-child playgroup sessions. These part-time positions are budgeted at a total of \$32,500 (.78 FTE), and are proposed to be covered 100% by F5MC. The number of hours worked by Playgroup Facilitators is expected to be the same during both fiscal years.
Parent Coordinator	Job responsibilities include assisting Parent Educators by coordinating referrals, and registration; increasing communication with parents; planning orientations; making program purchases, managing waiting lists, etc. This part-time position is budgeted at \$6,270 (.21 FTE) during the FY21/22 and \$9,470 (.31 FTE), during FY22/23 and is proposed to be covered 100% by F5MC. The number of hours worked by the Parent Coordinator will be fewer during the FY21/22 than during FY22/23. This has to do with the formatting and capacity of virtual versus in-person playgroups.
Parent Assistants (Parent Leaders)	Job responsibilities include helping Parent Educators within playgroup setting with playgroup setup; communicating with parents during playgroup; and leading advocacy efforts among parents. This position will also receive training and guidance from Parent Educator in order to help facilitate playgroups for families, and participate in F5MC trainings. This part-time position is budgeted at \$2,500 during FY21/22 (.11 FTE) and \$5,867 (.26 FTE) during FY22/23, and is proposed to be covered 100% by F5MC. Playgroup assistants will not participate in virtual programs, only during in-person formats. The number of hours worked by the Parent Assistants will be fewer during the FY21/22 than during FY22/23.

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Program Expenses	
Other Program Expenses (All items purchased will be directly related to proposed activities and services.)	Equipment and materials used directly by the program participants and facilitators that are consistent with best practices. Items will include: furnishings, manipulatives and cleaning supplies. Additional funds will be used for enhancement and replacement of lost manipulatives and equipment as needed. Also includes materials and supplies used directly in the services for the program participants. Items may include: books, parent collections, craft materials, toys, incentives, and program participant's meeting refreshments. Funds will be distributed across all sites as needed. All items over \$500 each and all technology purchases require F5MC prior approval.
Program Materials & Supplies	Printing of flyers, brochures, intake forms, referral forms, and special marketing efforts. An additional amount is estimated at \$200 for postage for mailing of participant documents and reminder notices. F5MC is proposed to cover 100% of this line item.
Printing/Outreach/Marketing	
ADMIN/INDIRECT PERCENTAGE	
Admin/Indirect Rate	The indirect cost rate is 8%. The indirect cost will be applied to all expenses except those included in the Agency subcontracts or Fee-for-service.