

**FIRST 5 MONTEREY COUNTY  
FISCAL YEAR 2010/11 AGREEMENT AMENDMENT**



1125 Baldwin Street  
Salinas, CA 93906  
Phone (831) 444-8549  
Fax (831) 444-8637  
[www.first5monterey.org](http://www.first5monterey.org)

**COMMISSION MEMBERS**

**Simón Salinas**, District 3  
Supervisor, Monterey County Board  
of Supervisors, *Chair*

**Elliott Robinson**, Director,  
Monterey County Department of  
Social and Employment Services,  
*Vice-Chair*

**Jeanne Hori-Garcia**, Early  
Childhood Education Instructor,  
Hartnell Community College  
(Community Member), *Secretary*

**Robert L. Black, MD**, Pediatrician  
Pediatric Group of Monterey  
(Community Member)

**Wayne Clark**, Division Chief  
Behavioral Health Division -  
Monterey County Health Department

**Rudy Garcia**, Principal, Greenfield  
High School (Community Member)

**Esther Rubio**, Head Start Director  
Monterey County Office of  
Education (Community Member)

**Francine Rodd**  
Executive Director



June 28, 2010

Kathleen Murray-Phillips, CCPC Coordinator  
Monterey County Department of Social and Employment Services  
1000 S. Main St. Suite 208  
Salinas, CA 93901

Dear Kathleen:

Please accept this letter as an amendment to the funding Agreement between MONTEREY COUNTY CHILDREN & FAMILIES COMMISSION, publicly known as **FIRST 5 MONTEREY COUNTY**, referred to as "**F5MC**", and MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES and MONTEREY COUNTY CHILD CARE PLANNING COUNCIL, referred to as "FUNDED PARTNER", for the CARES - Workforce Development Incentive Program.

This amendment modifies the Original Agreement between the parties, executed on June 30, 2009, to implement the CARES (Workforce Development Incentive) Program by adding \$980,346, and extending the term to continue services through June 30, 2011.

The changes are as follows:

- 1. Term of Agreement:** The term of the agreement is extended to June 30, 2011 and is effective from July 1, 2009 to and including June 30, 2011.
- 2. Grant Award:** FUNDED PARTNER is awarded a grant not to exceed \$980,346 for the period July 1, 2010 – June 30, 2011, increasing the total grant award to \$1,995,000 for the term of the Agreement. The Scope of Work, Budget and Budget Narrative of the Original Agreement is unaffected for the period July 1, 2009 – June 30, 2010. As limited to the period July 1, 2010 – June 30, 2011 funding is awarded according to the Scope of Work (Exhibit A-3) and Budget and Budget Narrative (Exhibit B-3), subject to the terms and conditions as set forth in the original Agreement and upon availability of State funds. This is the second and final year of funding under the March 30, 2009 allocation.
- 3. Reports for the period July 1, 2010 – June 30, 2011 are due:**

<b>Report:</b>	<b>Period</b>	<b>Due Date:</b>
FIRST Tri-Annual Report & Expenditure Report	July 1, 2010 – Oct. 31, 2010	Dec. 15, 2010
SECOND Tri-Annual Report & Expenditure Report	Nov. 1, 2010 – Feb. 28, 2011	April 15, 2011
THIRD Tri-Annual Report & Expenditure Report	March 1, 2011 - June 30, 2011	July 29, 2011
Audit Requirement	Within 6 months of FUNDED PARTNER'S Fiscal Year-end	
Budget & Budget Narrative Revisions	Two (2) Budget Revisions are allowed per Fiscal Year, upon <b>F5MC</b> approval.	Final Revision Due April 15, 2011

ORIGINAL

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4. **Exhibit A-3 Scope of Work** for period July 1, 2010 – June 30, 2011 is added to the Agreement, attached.
5. **Exhibit B-3 Budget and Budget Narrative** for period July 1, 2010 - June 30, 2011 is added to the Agreement, attached.
6. **Subject to the foregoing amendment**, all other terms and conditions of the Original Agreement shall remain in full force and effect. If there are any conflicts or inconsistencies between the provisions of this Amendment and the Original Agreement, the provisions of this Amendment shall take precedence in all respects.

Please sign both copies of the enclosed contract and return both to my attention at the address below. Signature of this document indicates your approval and acceptance.

*First 5 Monterey County*  
1125 Baldwin Street  
Salinas, CA 93906

Once all insurance documents are received, a fully executed copy of the contract will be returned to you. **Please note:** *Services may not begin and funds may not be expended until the contract is fully executed.*

We look forward to work with you during this final year of funding under this contract and in the future as partners serving young children and their families in our community.

Sincerely,

Ana Duran Finance Admin Support

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**APPROVALS**

**FIRST 5 MONTEREY COUNTY**

\_\_\_\_\_  
Signature - Executive Director  
Francine Rodd

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Finance/Operations Officer  
Manuela O. Kolpin

\_\_\_\_\_  
Date

**FUNDED PARTNER**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Print Signature Authority Name, Title

\_\_\_\_\_  
Signature of Fiscal Authority \_\_\_\_\_ Date

\_\_\_\_\_  
Print Fiscal Authority Name, Title

*Approved as to Form*  
*[Signature]*  
*J. Markin Dep. Colo 7-1-10*

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**Exhibit A-3 SCOPE OF WORK**

**Program Title:** CARES

**Contract #:** 0708-14

**Agency:** MC DSES

**Contract From:** 07/01/2010

**To:** 06/30/2011

**Aggregate  
Goal**

**- 1) Progress and Accomplishments**

**- 2) Challenges**

**- 3) Personnel or Other Organizational Changes**

Please comment on the changes in staffing, organizational structure and Essential Characteristics

**- 4) Next Steps and Lessons Learned**

**- 5) Evaluation**

Please tell us what you are finding with your evaluation work. Be sure to tell us about anything that is surprising and how you will be using the information. Additionally if there are challenges in conducting evaluation activities, please let us know about those as well.

**- 5) PEP 1. ECERS, FCCERS and ITERS trainings**

Indicators: Quality of workshop; Suggested changes; Facilitators; Helpfulness; Provider uses Environmental Rating Scale as a tool to improve quality in the environment; Provider identified areas of needed improvement. A feedback form will be collected at every workshop held during the fiscal year and - reported in April.

**- 5) PEP 2. Coaches support**

Indicators: Coaches' knowledge of professional development opportunities; Availability on weekends and evenings, etc;  
Helpfulness in support; Confidence building; Was Professional Development Plan helpful in achieving educational goals?;  
How does Coach support compare to prior CARES advising?; Challenges to educational growth and attainment in general;  
Attitude about incentive; Challenges and Benefits to participation in CARES

CARES staff or CCPC members will conduct 4 Focus groups (10-12 people) (1 FCC in English and 1 FCC in Spanish and 1 CC in English and 1 CC in Spanish-) – composed of selected randomly people from Persimmony. Focus Groups will occur during the Spring and reported on in July.

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**- 5) PEP 3. Support for Stipends**

Indicators: Challenges and benefits from participation; Satisfaction with support and customer service;  
Accessibility of staff; Attitude about incentive;  
Any changes in practices (in home or Center).

CARES staff or CCPC members will mail survey in spring – with an online link. Reported annually in July.

**- 6) Sustainability**

Please comment on any progress made in your sustainability plan.

**- 7) Short Story**

**Direct Services**

**01. Develop application forms and process:**

01.1 Develop plan for distribution of applications.

01.2 Implement distribution of applications.

01.3 Develop and conduct pre-application meetings (mandatory for new participants).

**100 Aggregate**

Collect basic demographic data from all potential new participants and enter data into Persimmony.

01.4 Develop and implement at least one Webinar pre-application

**10 Aggregate**

**02. Develop/ implement Outreach Plan to recruit participants.**

**03. Establish/ maintain MOUs/ formal relationships.**

**04. Develop/manage contract for social marketing campaign.**

**05. Develop/ manage contract(s) for Professional Development**

05.1 Coaches maintain formal working relationship with Colleges.

05.2 Coaches conduct annual meeting w/each participant re: Professional Development Plan.

**550 Aggregate**

05.3 Coaches connect students to tutors and scholarship information.

**175 Aggregate**

05.4 Coaches implement two cohort learning groups for 10/11.

**30 Aggregate**

Attendance at each cohort meeting is entered into Persimmony.

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**06. Develop/manage contract(s) for ECERS Trainings.**

**07. Implement ECERS trainings**

**550 Aggregate**

**08. Manage CARES Program in collaboration with the CCPC/CARES Committee.**

**09. Participate in the F5MC Workforce Development Advisory Committee.**

**10. Establish and manage an appeals/grievance procedure.**

**11. Conduct community/field-based outreach to potential participants:**

11.1 Recruit AA/BA Degree Pathway participants.

**100 Aggregate**

11.2 Recruit Child Development Permit Pathway participants.

**375 Aggregate**

11.3 Recruit ECE Specialization Pathway participants.

**25 Aggregate**

11.4 Recruit Enhanced Education Pathway participants.

**50 Aggregate**

**12. Disburse funds (incentives and milestone bonus) to eligible participants.**

**500 Aggregate**

**13. Develop system/manage tracking of all calls and responses**  
(Report number of phone calls per period).

**1000 Aggregate**

**14. Collaborate with F5MC in the preparation of Invoices, Progress Reports and Expenditure Reports as required by State First 5.**

**15. Implement Program Evaluation Plan (PEP) as developed with F5MC Evaluation Officer.**

**16. Manage Persimmony data entry and evaluation data collection activities consistently on a year-round basis.**

**17. Professional Development**

Provide staff with opportunities to participate in capacity building and professional development activities.

**18. Tobacco Cessation**

Include tobacco cessation information in appropriate education curricula, provide referral services and tobacco cessation information to clients.

**19. Other Funding**

Inform F5MC through writing or email about other grants and/or funding streams for your agency/project as they become available.

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- 20. Include F5MC logo in program and educational materials.**
  
- 21. Participate in F5MC sponsored cross-agency meetings to network, coordinate and collaborate (such as I-ACT and Learning Circle).**
  
- 22. Attend non-F5MC sponsored collaborative meetings to network, coordinate and collaborate, as appropriate.**

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**Exhibit B-3 BUDGET**

BUDGET LINE	FY10/11		FY10/11	Not Available	Not Available	Total Budget
	FTE	F5MC % of FTE				
<b>PROGRAM PERSONNEL EXPENSES*</b>						
(list each employee position separately)						
Management Analyst II	1.0	75%	55,541.00			55,541.00
Principal Office Assistant	1.0	100%	38,249.00			38,249.00
Principal Office Assistant	1.0	90%	32,882.00			32,882.00
Office Assistant III (TEMPS)	720.0	100%	12,009.00			12,009.00
<b>Subtotal Personnel*</b>	<b>3.0</b>		<b>138,681.00</b>	<b>0.00</b>	<b>0.00</b>	<b>138,681.00</b>
<b>Personnel Taxes and Benefits**</b>			<b>65,814.00</b>			<b>65,814.00</b>
<b>SUBTOTAL PERSONNEL &amp; BENEFITS</b>	<b>47.5%</b>		<b>204,495.00</b>	<b>0.00</b>	<b>0.00</b>	<b>204,495.00</b>

\*List ONLY those positions directly involved with supporting the expansion or enhancement of programs. Do NOT list Executive Director or other administrative positions in this area.

These positions cannot be funded directly under this grants program because of the prohibition on supplementation. Include holidays, vacation and sick time in salary calculations.

\*\*As a % of salaries - Includes employer FICA, Medicare, SUI, ETT, health, dental, vision, life ins, worker's comp. and retirement for staff listed. Benefits are reimbursed on actual expenditures.

<b>PROGRAM EXPENSES (the following items and associated costs are intended only as example of how to complete this form)</b>						
Professional Development Coaching		100%	208,000.00			208,000.00
Education Incentives		72%	185,000.00			185,000.00
Milestone Incentives		62%	167,300.00			167,300.00
Participant Training		100%	48,700.00			48,700.00
<b>SUBTOTAL PROGRAM EXPENSES</b>			<b>609,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>609,000.00</b>

<b>PROGRAM SUPPORT EXPENSES*</b>						
Printing, Program Materials and Supplies		92%	28,449.00			28,449.00
Staff Training and Travel		100%	5,250.00			5,250.00
Advertising and Marketing		100%	26,250.00			26,250.00
Computer and Software		100%	750.00			750.00
<b>SUBTOTAL SUPPORT PROGRAM EXPENSES</b>			<b>60,699.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,699.00</b>

\*These expenses will require submittal of the allocation plan to justify the expenses. The expenses must be specifically linked to the Scope of Work or Evaluation Plan.

<b>SUBTOTALS</b>						
<b>SUBTOTAL PERSONNEL, PROGRAM EXP &amp; SUPPORT EXP</b>			<b>874,194.00</b>	<b>0.00</b>	<b>0.00</b>	<b>874,194.00</b>
<b>ADMIN/INDIRECT EXP (15% max.)** Enter Percent</b>		<b>12.14%</b>	<b>106,152.00</b>			<b>106,152.00</b>
<b>TOTAL</b>			<b>980,346.00</b>	<b>0.00</b>	<b>0.00</b>	<b>980,346.00</b>

\*\*Rate calculation must be provided and should be based on most recent audited financial statements. Lead organization's plus the subcontractor's cumulative indirect cannot exceed 15%.

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**Exhibit B-3 BUDGET NARRATIVE**

<b>PROGRAM PERSONNEL EXPENSES (agency employee positions only)</b>	
Management Analyst II/CARES Program Coordinator	The Program Coordinator supervises clerical support and outreach staff, trainers, assistant trainers, and Professional Development Coaches. In addition, the Program Coordinator develops, implements and manages CARES Program activities. See job description for more details. This position is budgeted at 1.0 FTE, with 75% (\$55,541) funding from F5MC and the remaining 25% funding from AB 212.
Principal Office Assistant, Outreach Assistant	The Outreach Assistant builds community relationships and provides culturally and linguistically appropriate outreach services during flexible hours and weekends to existing and potential participants throughout Monterey County. See job description for more details. This position is budgeted at 1.0 FTE, with 100% funding from F5MC. The annual salary is budgeted at \$38,249.
Principal Office Assistant, Clerical Assistant	This position assists with the implementation of CARES Program activities. See job description for more details. This position is budgeted at 1.0 FTE, with 90% (\$32,882) funding from F5MC and the remaining 10% funding from AB212.
Temporary Employees	These employees assist in the implementation of CARES Program activities when workload is high. This position is budgeted at 1.0 FTE, with 100% funding from F5MC. The annual cost is budgeted at \$12,009 (720 hours at \$16.68).
Personnel Taxes and Benefits	This line item includes employee benefits such as PERS Retirement, Life Insurance, and Medical Insurance, Unemployment Insurance, Long Term Disability, Workers Compensation, Employee Assistance Program and Wellness at approximately 48% on Salaries or 52% on Permanent Employee Salaries. Temporary employees' benefits are provided by the employment agency and not charged to the program.
<b>PROGRAM EXPENSES</b>	
Professional Development Coaches	The Professional Development Coaches will be contracted by DSES and provide professional development support to CARES participants, which will consist of the following: advise and assist CARES participants with the annual completion of their Professional Development Plan and CARES application; track educational needs of CARES participants through review of Professional Development Plans and college transcripts; connect at least 175 CARES participants with appropriate scholarships and financial aid to assist with financial barriers, and appropriate tutors and other learning services (especially English as a Second Language, Math and English); support participants through evaluation and translation of foreign transcripts; and, establish and support two cohort groups comprised of at least 15 CARES participants for each cohort. The estimated amount will not exceed \$208,000 and includes salaries, benefits (if subcontracted) mileage, other support activities, and indirects (deliverables to be reviewed and negotiated with contractor). The annual cost of this line item is budgeted at \$208,000, with 100% funding from F5MC.



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Education Incentives	<p>Provide \$1,000 incentive to participants that complete Math, Science with Lab, and/or Language classes (can include Sign Language and ESL) and a \$400 incentive to participants that complete at least 3 units in other subjects. All units must be aligned with a CARES Pathway. It is estimated that 500 CARES applications will be received in FY 10-11 given the outreach, coaching, increase in base incentive and, additional bonuses. Given the different base incentive amounts and only counting on the F5MC and AB 212 funds used for incentives, the number of incentives can range from 257-643. The base incentive (whether it is \$400 or \$1,000) will be guaranteed to all qualified applicants. Therefore, applications will not be processed until all applications are received. F5MC will fund 72% of this line item and the remaining 28% will be funded by AB 212.</p>
Milestone Incentives	<p>Contrary to the base incentive, milestones bonuses will be provided on a first come first serve basis; bonus priority will be determined by the CARES Committee. Therefore, qualified applicants are not guaranteed a bonus. The one-time milestone bonus structure is as follows: \$1,500 for AA/AS or BA/BS Degree; Teacher Permit \$1,500; Program Director Permit \$1,000; Site Supervisor \$1,000; Master Teacher Permit \$1,000; Associate Teacher Permit \$750; Assistant Teacher Permit \$500; and ECE/CD Specialization \$750. F5MC will fund 62% of this line item and the remaining 38% will be funded by AB 212.</p>
Participant Training	<p>Expenses associated with approximately 40 trainings, consisting of ECERS, FCCERS and ITERS. Each training can range from \$750 to \$1,200 (including trainer's and assistant trainer's fees, training DVDs and books, snacks, refreshments and mileage reimbursement for trainer's and assistant trainers). Although this line item includes trainer's fees, the trainings will occur in collaboration with local community agencies to reduce and/or eliminate rental and/or custodial fees. The budgeted amount is \$48,700, with F5MC funding 100% of this line item.</p>
<b>PROGRAM SUPPORT EXPENSES</b>	
Printing, Program Materials and Supplies	<p>Used to purchase materials and supplies needed by staff to provide direct services to program participants. The supplies and materials include but are not limited to the following: file folders to hold participant's documents; pens; certificate holders; printing expenses, toners, and ink cartridges; postage to mail outreach materials, applications, program rules, newsletter, training calendars, and other program flyers; binders; post-aids; envelopes; and, paper. These costs are tracked and billed to the grant as used. The budgeted amount is \$28,449, with F5MC funding 92% of this line item.</p>
Staff Training and Travel	<p>Includes estimated cost for travel and training registration for Program Coordinator and Outreach Assistant. To include approximately 6 Regional CARES, First 5 conferences, and other CARES or workforce development related trainings and events. Budgeted amount is \$5,250, including maintenance fees for County car. Out of state travel requires prior approval from F5MC. F5MC will fund 100% of this line item.</p>

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Advertising and Marketing	DSES will contract with a local advertising firm to implement a media plan that will create name recognition and awareness of CARES program eligibility requirements. The media plan will consist of local radio, television and theater spots that will air prior to the application deadline. Also, promotional items will be purchased to provide during outreach events and the CARES toll free phone number will be available to participants. The budgeted amount is \$26,250, with F5MC funding 100% of this line item.
Computer, Software and Office Equipment	Used to purchase computer software and office equipment. F5MC will fund 100% of this line item.
<b>ADMIN/INDIRECT EXPENSES</b>	
Indirect Rate	The indirect cost rate (ICR) and methodology is developed by the California Department of Social and Employment Services to identify overhead costs associated with support staff that performs activities for non-welfare programs. The ICR has fluctuated from 31% to 20% in the last five years. The ICR rate is projected at 22% for FY10/11. State established ICR projection, included in this line item are such costs as: legal, benefit administration and audit, as well as accounting, budgeting, purchasing activities, conducted by Accounting Technician (with applicable ICR at the same rate). Overall proposed rate is calculated at 12.1% on program and personnel expenses to the program, based on staff FTEs to program, time study, and service cost ratios, which directly correlates with fiscal and administrative support to the program. No benefits or ICR will be charged on temporary employees.