

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

FOR COMMISSION USE ONLY				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000460	SC	Dept. 903	A
Organization Children and Families Commission				Contract Number SI042 A1
Commission Representative Cindy Faulkner, Assistant Director			Telephone 909-386-7706	Contractor's License No.
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Total Contract Amount \$1,555,859
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2023	Contract End Date June 30, 2025	Original Amount \$754,652	Amendment Amount \$801,207
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$801,207
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use	FY	Estimated Payment Total by Fiscal Year		
Community Engagement	2024-2025	Amount	I/D	FY Amount I/D
System Improvement		\$801,207		

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

San Bernardino County
 Department/Division
 Children's Network
 Address
 825 E. Hospitality Lane, 2nd Floor
 San Bernardino, CA 92415-0049
 Phone
 (909) 383-9696
 Federal ID No.
 95-6002748

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 1,555,859 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to the Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2023-24 \$ 754,652 July 1, 2023 through June 30, 2024
 Fiscal Year 2024-25 \$ 801,207 July 1, 2024 through June 30, 2025

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2. Paragraph A of Section VIII, TERM, is amended to read as follows:

A. This Contract is effective as of July 1, 2023, and expires June 30, 2025, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

ATTACHMENTS

Attachment A – Amended Work Plan for FY 24-25


Attachment B – Amended Program Budget for FY 24-25

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
 SAN BERNARDINO COUNTY**


SAN BERNARDINO COUNTY

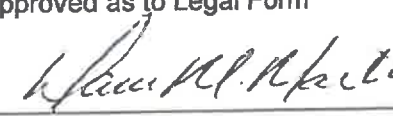
▶ 
 Authorized Signature
Elliot Weinstein M.D.
 Printed Name
Commission Chair
 Title
4/9/24
 Dated

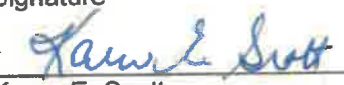
Legal Entity
 ▶ _____
 Authorized Signature
Dawn Rowe
 Printed Name
Chair, Board of Supervisors
 Title

 Dated

Official Stamp

Reviewed for Processing
 ▶ 
Cindy Faulkner
 Assistant Director
04/08/2024
 Date

Approved as to Legal Form
 ▶ 
Dawn Martin
 Commission Counsel
4/9/24
 Date

Presented to Commission for
 Signature
 ▶ 
Karen E. Scott
 Executive Director
04/09/2024
 Date

Contract #: SI030 A3		Attachment A
Strategic Priority Area & Goals:	Child Health	
Investment Area:	Systems Level Efforts & Supportive Strategies	



Agency Name:	San Bernardino County Children’s Network	Service Area:	County Wide
Program Name:	Community Engagement & Systems Improvements	Period:	July 1, 2024 – June 30, 2025

Expectations	Provide leadership & support system integration within San Bernardino County to enhance collective impact, sustainable competency workforce, & community awareness on issues serving children prenatal through 5 & their families in SBC including child abuse prevention.
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Outcomes	Strengthen infant early childhood mental health systems of care, increase transdisciplinary intervention, & improve communication across service delivery sectors to improve the lives of children prenatal through 5 & their families & communities.
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Objective/ Goal/ Measure	Activity/Description	Activity/ Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Increase Competency training & education for providers & parents	Training/education includes but is not limited to the following: <ul style="list-style-type: none"> Adverse Child Experiences (ACE) training Including but not limited to: Nursing Child Assessment Satellite Training (NCAST), Dyadic Art Therapy, Watch, Wait, Wonder Local/national/international experts on high-risk 0-5 population Shaken baby syndrome prevention training. Safe Sleep training (crib distribution) 	Ongoing	Quarterly	1. Aggregate count in Persimmony number of providers & parents who attended the training. 2. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> Date of the training Name of the training Number of attendances Attendee Type 	1. Upload PDFs of the training description 2. Upload PDF of attendance & registration records. 3. Upload PDFs of the attendee’s feedback & training evaluation 4. Complete the Quarterly Narrative Reporting in the Monitoring Section
Broaden Fatherhood Engagement System	Training/education includes but is not limited to the following: <ul style="list-style-type: none"> Father engagement training Nurturing Father Program Facilitator Training Nurturing Fathers Program to dads (IEHP, CRC, Reentry, or CDCs) Serve as Chair of the Inland Empire Father Involvement Collation (IEFIC) Collaborate with other County & Community Partners Presentations & consultations in & out of county support, e.g., Orange & Riverside County Participate in Statewide Fatherhood initiative meetings. Coordinate support services that are accessible & father-friendly Coordinate Fatherhood programming in Preschools & school systems, e.g., donuts w/ dads, Watch DOGS, All Pro Dads 	Ongoing	Quarterly	1. Aggregate count in Persimmony number of providers & parents who attended the training. 2. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> Date of the training Name of the training Number of attendances Attendee Type 3. Enter Monitoring Meeting tracking in Persimmony: <ul style="list-style-type: none"> Date of the meeting Name of the meeting Number of people in the meeting 	1. Upload PDFs of the training description 2. Upload PDF of attendance & registration records. 3. Upload PDFs of the attendee’s feedback & training evaluation 4. Upload PDFs of the meeting minutes. 5. Complete the Quarterly Narrative Reporting in the Monitoring Section
Improve System Integration, resource	Meetings include but are not limited to the following:	Ongoing	Quarterly	Enter Monitoring Meeting tracking in Persimmony: <ul style="list-style-type: none"> Date of the meeting 	1. Upload PDFs of the meeting minutes.

Contract #:	SI030 A3				Attachment A
Strategic Priority Area & Goals:	Child Health				
Investment Area:	Systems Level Efforts & Supportive Strategies				

mapping, coordination, & meetings	<ul style="list-style-type: none"> • Early Childhood Mental Health Collaborative meeting (Facilitate) • Referral, Screening, Assessment, Treatment (RSAT) meeting • SART/EIIS funders/providers meeting • Child Care Planning Council meeting • County & Community Early Childhood Mental Health service provider meetings, as identified & appropriate. • Child Death Review meeting oversight • Children's Policy Council meeting (report out) • Child Abuse Prevention Council meeting • IE Maternal Mental Health collaborative meeting 			<ul style="list-style-type: none"> • Name of the meeting • Number of people in the meeting • Number of partner agencies represented in the meeting. • List of the partner agencies 	2. Complete the Quarterly Narrative Reporting in the Monitoring Section
Develop & establish resource & referral pathway	<ul style="list-style-type: none"> • Host meetings with community partners & agencies to identify the community's needs. • Research resource gaps • Ensure the current resources list is active & identify new resources in the community. • Operate as the first stop to connect families with community resources. • Collaborate & provide resources to bi-monthly collaboration & the First 5 funded partners. 	Ongoing	Quarterly	None	1. Complete the Quarterly Narrative Reporting in the Monitoring Section
Increase Media awareness campaigns on various topics impacting children (0-5) & their families.	<p>Topics include but are not limited to the following:</p> <ul style="list-style-type: none"> • Child abuse/neglect • Safe sleep • Autism Spectrum Disorder (ASD) education • Post-partum depression • Domestic violence • Father Engagement • Community resources 	Ongoing	Quarterly	None	<ol style="list-style-type: none"> 1. Upload PDFs of documentation of media awareness campaigns & analogic counts. 2. Complete the Annual Narrative Reporting in the Monitoring Section
Host annual conferences & events on the transdisciplinary professional development focus on children (0-5).	<ul style="list-style-type: none"> • Shine a Light on Child Abuse Award's Breakfast • Children's Network Conference • Topic-specific events 	Ongoing	Annual	Aggregate count in Persimmony number of providers & parents who attended the event/conference.	<ol style="list-style-type: none"> 1. Upload PDF documentation of presentations on the annual event/conference 2. Upload PDF of attendance & registration records 3. Complete the Annual Narrative Reporting in the Monitoring Section

Agency Rep Name:	Dawn Rowe	Data Type:	Quantitative & qualitative		
Agency Signature:	Kevin Anderson	Reporting Period:	Quarterly & annually	Due: By the 15 th of the following month	
Date Signed	02/15/2024	Fiscal Year:	2024-2025		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:	Children's Network	DIRECTOR:	JEANY ZEPEDA	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	Community Engagement and Systems Improvements	PROGRAM DIRECTOR:	KEVIN ANDERSON	TOTAL BUDGET:	\$ 801,207
INITIATIVE:		FINANCE OFFICER:	SAMANTHA C. COWELL	RFP/CONTRACT #:	SI042 A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
	Name:	Position:										
1	VACANT	Associate Network Officer	0.50	44.74	1040	50%	46,530	23,302	69,832	139,663	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	Joseph Muratalla	ECMHS Office Assistant	1.00	23.09	2080	51%	48,027	24,425	72,452	72,452	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Samantha C. Cowell	CN Staff Analyst	1.00	34.51	2080	51%	71,781	36,540	108,321	108,321	100%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report and monthly invoices
4	Xenedia Brown	Child Abuse Prevention Coordinator	0.75	26.13	1560	41%	40,763	16,908	57,670	76,894	75%	Attendance at community events throughout county disseminating CAP and safety materials. Will assists First 5 contracted agencies with resource information. Assists in the implementation and planning of the Children's Network campaigns.
5	Hillary Steenson-Ray	Community and Events Coordinator	0.50	36.92	1040	56%	38,397	21,644	60,041	120,081	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC.Prepare and



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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Juan Solis Father Engagement Coordinator	1.00	32.09	2080	39%	66,747	26,208	92,955	92,955	100%	Under direction, performs administrative and operational program development activities; analyzes, recommends and develops policies/ procedures and tools for agency/department programs. Organizes, coordinates and implements training and outreach relating to the importance of father involvement. Acts as liaison between First 5 San Bernardino, County, and community-based organizations.
Total Salaries & Benefits						\$ 312,244	\$ 149,027	\$ 461,271	\$ 610,367		



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II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials/Supplies	5%	43,890	Used for Purchasing child abuse prevention literature, safe baby/toddler materials, and promotional items, for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develops. Per the scope of service, the money will also be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator, ECMHS partners, and ECMHS providers.



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2	Staff Development	2%	13,860	For Staff Development to attend 0-5 training and conferences, as well as conferences/training related to child abuse prevention. The Network Officer and Associate Network Officer may also attend 0-5 specific training and conferences. The expenses associated with the training will include: conference registration, airfare, hotel, and meals, and automobile mileage; and are included on this line item to mirror budgeting practices of the Children's Network. Any out of State travel will be pre-approved by First 5 San Bernardino using the appropriate form and submitted as outlined in the contract. Also budgeted for the ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.
3	Printing	2%	12,128	Budgeted amount will cover the cost of printing brochures and posters i.e. safe sleep. Post- partum depression, and other 0-5 specific topic. Cost of printing materials related to Shaken Baby Syndrome prevention program. As well as the Annual Report and CDRT report. Allocation to also cover the expense of training materials and ECMHS brochures.



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2024-2025**

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4	Professional Services/Consultants	7%	57,750	Budgeted amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county. Budgeted amount will also support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children's Network highlights in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children's Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County
5	Advertising	18%	144,375	Advertising related to child abuse prevention, safe sleep for infants, child burn prevention post-partum depression and fatherhood campaigns. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter. An additional advertising source will be to maintain Fatherhood website domain.
	Total Services & Supplies		\$ 272,003	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET (\$)	Description/Justification:
1	SART monthly meetings		693	To provide light snacks and water for meetings and trainings. Approximately \$57.75 per meeting for 12 meetings.



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2	ECMHS trainings and community events	10,553	NCAST trainings; two session per fiscal year. Budgeted for ECMHS Countywide trainings that will be held throughout the fiscal year. Also budgeted for Food for County-wide trainings and community events. Specific trainings will be chosen through-out the year to reflect the campaigns that Children's Network highlights. Examples include, but are not limited to: Safe Sleep, Post-Partum Depression, Car seat safety, Dial 211, Shaken Baby Project and Father Engagement. Actual cost of food may vary depending on the number of attendees and food chosen. AU dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
3	Collaborative Meetings	1,247	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings. Children's Network will also provide light refreshments at the collaborative meetings that take place bi-monthly. Additionally refreshments will be provided at the
	Total Food	\$ 12,493	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1				
	Total Travel		-	

V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET (\$)	Description/Justification:



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1	National Orange Show		11,550	The annual Shine a Light on Child Abuse Prevention Awards Breakfast is held at this central location each year.	
2	Ontario Convention Center		43,890	This is the only venue that can meet the needs of our conference based on our large attendance. The total fees cover rental, food, parking, and other fees for over 500 participants.	
	Total Subcontractors		\$ 55,440		
VI.	INDIRECT COSTS				
	Percent:				
	Basis:				
	Total Indirect Costs		-		
TOTAL FIRST 5 BUDGET			\$ 801,207		