



**Contract Number**  
20-493 A-12

**SAP Number**  
4400014518

## Preschool Services Department

<b>Department Contract Representative</b>	N. Michelle Petersen
<b>Telephone Number</b>	909-386-8369
<b>Contractor</b>	Child Care Resource Center
<b>Contractor Representative</b>	Aileen Krikorian
<b>Telephone Number</b>	818-717-1000
<b>Contract Term</b>	July 1, 2020, - June 30, 2025
<b>Original Contract Amount</b>	\$9,690,791
<b>Amendment Amount</b>	\$1,000,000
<b>Total Contract Amount</b>	\$10,960,791
<b>Cost Center</b>	590002220
<b>Grant Number (if applicable)</b>	N/A

### IT IS HEREBY AGREED AS FOLLOWS:

#### AMENDMENT NO. 12

It is hereby agreed to amend Contract No. 20-493, as follows:

#### SECTION V. FISCAL PROVISIONS

**Paragraph A, is amended to read as follows:**

- A. The maximum amount of cost reimbursement under this Contract shall not exceed \$10,960,791, of which \$10,960,791 may be federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$4,474,824	July 1, 2020, through June 30, 2023
	<b><u>\$4,474,824</u></b>	<b><u>Total for the original contract amount</u></b>

Amendment No. 1	\$95,812	COLA Increase for July 1, 2020, through June 30, 2021
Amendment No. 2	\$64,070	COLA Increase for July 1, 2020, through June 30, 2021
Amendment No. 3	\$923,811	COLA Increase for July 1, 2021, through June 30, 2022
Amendment No. 4	\$114,000	COLA Increase for July 1, 2021, through June 30, 2022
Amendment No. 5	\$99,310	COLA Increase for July 1, 2022, through June 30, 2023
Amendment No. 6	\$0	Contract extension July 1, 2023, through June 30, 2024
Amendment No. 7	\$1,977,623	FY 2023-24 Increase
Amendment No. 8	\$95,663	COLA Increase for July 1, 2023, through June 30, 2024
Amendment No. 9	\$0	Contract extension July 1, 2024, through June 30, 2025
Amendment No. 10	\$2,073,285	FY 2024-25 Increase
Amendment No. 11	\$42,393	COLA Increase for July 1, 2024, through June 30, 2025
Amendment No. 12	\$1,000,000	Increase for July 1, 2024 through June 30, 2025
	<b><u>\$6,485,967</u></b>	<b><u>Total Amendment Increases</u></b>
	<b><u>\$10,960,791</u></b>	<b><u>Total Contract Amount</u></b>

#### **ATTACHMENT A – Program Budget**

Attachment A – Program Budget FY 2024-25 is replaced with the attached updated Attachment A – Program Budget FY 2024-25.

This Contract 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 Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (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 Contract upon request.

**All other terms and conditions of Contracts No. 20-493 remain in full force and effect.**

**IN WITNESS WHEREOF**, San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►  
\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

Child Care Resource Center

\_\_\_\_\_  
(Print or type name of corporation, company, contractor, etc.)

By ► \_\_\_\_\_  
(Authorized signature - sign in blue ink)

Name Dr. Michael Olenick  
\_\_\_\_\_  
(Print or type name of person signing contract)

Title Chief Executive Officer  
\_\_\_\_\_  
(Print or Type)

Dated: \_\_\_\_\_

Address 20001 Prairie Street  
\_\_\_\_\_  
Chatsworth, CA 91311  
\_\_\_\_\_

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►  
\_\_\_\_\_  
Adam Ebright, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►  
\_\_\_\_\_  
Patty Steven, Contracts Manager

Date \_\_\_\_\_

Reviewed/Approved by Department

►  
\_\_\_\_\_  
Arlene Molina, Director  
Preschool Services Department

Date \_\_\_\_\_

**Attachment A – Program Budget FY 2024-25**  
 Child Care Resource Center  
 200001 Prairie Street  
 Chatsworth, CA 91311

Following is the narrative of the proposed fiscal year 2024-25 budget the Contract 20.493 Early Head Start – Child Care Partnership (EHS CCP) program operated by Child Care Resource Center (CCRC). Table 1 below is the consolidated budget by category:

**Table 1: Consolidated Budget by Category**

#	BUDGET CATEGORY	BASIC	Technical & Training Assistance (T&TA)	First 5	Proposed FY25 Budget
1	Personnel	\$ 226,812	\$ -	\$ 177,063	\$ 403,875
2	Fringe Benefits	\$ 82,971	\$ -	\$ 67,283	\$ 150,254
3	Travel	\$ 7,000	\$ 5,500	\$ -	\$ 12,500
4	Equipment	\$ -	\$ -	\$ -	\$ -
5	Supplies	\$ 4,050	\$ 1,000	\$ -	\$ 5,050
6	Contracts	\$ 1,279,283	\$ 15,500	\$ -	\$ 1,294,783
7	Renovation & Construction	\$ -	\$ -	\$ -	\$ -
8	Other	\$ 82,647	\$ 3,000	\$ -	\$ 85,647
9	Indirect	\$ 163,568	\$ -	\$ -	\$ 163,568
10	TOTAL	\$ 1,846,332	\$ 25,000	\$ 244,346	\$ 2,115,678

**BASIC FUNDS:**

A TOTAL OF \$1,803,939 IS BUDGETED UNDER THE Basic program as follows:

**PERSONNEL**

Personnel costs charged to the Early Head Start – Child Care Partnership program is based on what is considered reasonable, allowable, and allocable. Personnel that benefit more than one program are allocated in accordance with 45 CFR 75. Program staff are directly charged to grant assigned. Administration staff are included with CCRC's 10% De Minimis plan. Table 2 are the details of the personnel by GABI sub-category:

**Table 2: Personnel - Basic**

#	GABI	# OF POSITIONS	DESCRIPTION	AMOUNT
1	A01	0.93	CHD - Program Managers & Content Area Experts	\$ 126,379
2	A11	0.50	Other - Family & Community Partn. Personnel	\$ 49,125
3	A14	0.25	PDM - Managers	\$ 51,309
4	TOTAL	1.68		\$ 226,812

**FRINGE**

CCRC's Fringe Benefits include health and Welfare, Employer Taxes, other Fringe, and Retirement options. Table 3 are the details of total fringe benefits by GABI sub-category:

**Table 3: Fringe - Basic**

#	GABI	DESCRIPTION	AMOUNT
1	B01	Social Security(FICA),State Disability, Unemployment	\$ 28,221
2	B02	Health/Dental/Life Insurance	\$ 27,119
3	B03	Retirement	\$ 24,907
4	B04	Other Fringe	\$ 2,724
5	TOTAL		\$ 82,971

CCRC's Health & Welfare consists of subsidized premiums for Medical and Dental Plans, Vision, Life Insurance, and Long-Term Disability (LTD); cost is dependent on employee selection. Employer taxes include FICA (7.65% of wages), SUI (6.2% of first \$7,000 of wages), and Workers' Compensation (ranges between 1.11% and 9.33%). Other Fringe offered is for Tuition reimbursement up to \$1,300 per year. Retirement Contributions are through a 403B account; offered at 3% to 6% of wages per FTE after one year of service. Retirement Matches are offered at half of the amount contributed by an eligible employee up to 4% of wages.

**TRAVEL**

C01 – A total of \$7,000 is budgeted for Travel category C01 – Staff out-of-Town Travel. The budget is for the travel costs (hotel, shuttler, registrations, and airplane tickets) related to the following conferences:

- CAEYC Professional Development Forum, unknown location
- First 1000 Days Early Head Start Conference, unknown location
- National Head Start Conference, unknown location
- Child Plus Scramble, unknown location

The locations for a couple of the conferences are currently unknown because for the past two years they have been virtual. The location should be provided a few months before the conference when registration window opens

## **SUPPLIES**

E01 – Office Supplies has a total of \$4,050 being budgeted. Such expenses include, but are not limited to, writing utensils, paper, post-it notes, staples, postage, binders, and file folders.

## **CONTRACTUAL**

F08 - Other contracts, totaling \$1,250,379 includes: \$348,840 for GAP provider payments which is based on GAP calculation for an average of 38 slots (30% of 130 partnership slots) for 12 months; \$648,960 for stipend provider payments, which is \$416/slot for 130 partnerships slots for 12 months; \$246,330 for ongoing provider supplies (including diapers and wipes) and health & safety improvements; and \$6,249 for security service.

## **OTHER**

Table 4 are the details of total Other by GABI sub-category:

<b>Table 4: Other Basic</b>			
#	<b>GABI</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
1	H02	Rent	\$46,971
2	H04	Utilities, Telephone	\$ 7,798
3	H05	Building Maintenance/Repair & Other Occupancy	\$ 2,000
4	H06	Building & Child Liability Insurance	\$ 2,000
5	H07	Incidental Alterations/Renovations	\$ -
6	H08	Local Travel	\$ 9,000
7	H13	Parent Services	\$ -
8	H15	Accounting and Legal Services	\$ -
9	H15	Publications/Ads/Printing	\$ 1,200
10	H16	Training or Staff Development	\$ 1,205
11	H17	Other	\$12,473
	<b>TOTAL</b>		<b>\$82,647</b>

## **INDIRECT CHARGES**

A total of \$159,714 is budgeted for indirect charges according to CCRC's 10% De Minimus policy implemented on July 1st, 2017.

## **T&TA FUNDS:**

A total of \$25,000 is budgeted for T&TA activities as follows:

### **TRAVEL**

A total of \$5,500 is budgeted for Travel category C01 – Staff Out-of-Town Travel. The budget is for the travel costs (hotel, shuttle, registrations, and airplane tickets) related to the following conferences:

- CAEYC Professional Development Forum, unknown location
- First 1000 Days Early Head Start Conference, unknown location
- National Head Start Conference, unknown location
- Child Plus Scramble, unknown location

The locations for a couple of the conferences are currently unknown because for the past two years they have been virtual. The location should be provided a few months before the conference when registration window opens.

### **SUPPLIES**

Office Supplies has a total of \$1,000 being budgeted. Such expenses are being budgeted for costs related to materials and books needed during trainings.

### **CONTRACTUAL**

A total of \$15,500 is budgeted for F08 - Other contracts for Provider training and development. This includes reimbursements for completed core child development courses, CDA completions, and Child Development Permits. The ongoing Provider trainings include such topics as:

- Participant Orientation
- Health and Safety Practices
- Creative Curriculum
- Meaningful Observation
- Infant/Toddler CLASS
- Infant/Toddler Development
- Child Plus Attendance
- Region 9 Conferencia De Head Start en Espanol
- Self-Care
- Dual Language Learners
- National Head Start Conference
- NAEYC

### **OTHER**

A total of \$3,000 is budgeted for Other category as follows, \$100 for H08 – Local Travel for training events within San Bernardino County and \$2,900 for H16 – Training and Staff Development for CCRC staff to attend training events within the San Bernardino County.

**NON-FEDERAL SHARE:**

CCRC will contribute \$457,235 in non-federal share consisting of the following:

- Approximately 5,266 volunteer hours for \$162,889 at \$30.93 per hour. The \$30.93 rate is calculated at (budgeted Teacher's Assistant Rate of \$21.79hr) x (1+Agency benefit rate of 41.98%
- Approximately \$50,000 NFS from Provider Loss
- \$244,346 from First 5 San Bernardino pass thru grant which pays for Coach and Supervisor salaries. This consists of personnel and fringe as indicated in Table 5 and 6 below.

**Table 5: Personnel - First 5**

#	GABI	# OF POSITIONS	DESCRIPTION	AMOUNT
1	A01	0.25	CHD - Program Managers & Content Area Experts	\$ 19,916
2	A11	2.50	Other - Family & Community Partn. Personnel	\$ 157,147
	TOTAL	2.75		\$ 177,063

**Table 6: Fringe - First 5**

#	GABI	DESCRIPTION	AMOUNT
1	B01	Social Security(FICA),State Disability, Unemployment	\$ 18,891
2	B02	Health/Dental/Life Insurance	\$ 31,813
3	B03	Retirement	\$ 13,930
4	B04	Other Fringe	\$ 2,649
5	TOTAL		\$ 67,283