

## Item 3: Attachments

### New contract:

1. United Cerebral Palsy Association of San Luis Obispo County (UCP SLO).

### Contract amendments:

1. Community Action Partnership of San Luis Obispo (CAPSLO)
2. Mixteco Indigena Community Organizing Project (MICOP)
3. San Luis Obispo County Office of Education (SLOCOE)

New Contract: United Cerebral Palsy Association of  
San Luis Obispo County Parents Helping Parents

CHILDREN AND FAMILIES COMMISSION  
OF SAN LUIS OBISPO COUNTY  
CONTRACT FOR SERVICES

This Contract, entered into on \_\_\_\_\_, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 ("the Commission"), and United Cerebral Palsy Association of San Luis Obispo County ("UCPA"). Services under this Contract shall be delivered through Contractor's affiliate program, Parents Helping Parents of San Luis Obispo County ("PHP"), which provides resources and support to families with children with special needs (PHP and UCPA are referred to collectively herein as "the Contractor").

RECITALS

A. The Commission is a statutory Commission that was established in the County of San Luis Obispo pursuant to the provisions of Division 108 of the California Health and Safety Code, commencing at the California Health and Safety Code Section 130100 (the "Children and Families Act"); and

B. The Commission has adopted a county strategic plan (the "Strategic Plan") for fostering early childhood development within San Luis Obispo County as required by, and in accordance with, the requirements of the Children and Families Act; and

C. The Contractor coordinates and carries out related activities that are in line with the Strategic Plan; and

D. The Commission receives regular allocations of funds pursuant to the Children and Families Act, which must be used to implement the Strategic Plan; and

E. The Commission desires to provide funding for services for families with children with special needs in San Luis Obispo County, said services subject to the terms and conditions specified herein; and

F. The Contractor desires to carry out said Services subject to the terms and conditions specified herein;

NOW, THEREFORE, in consideration of the covenants, conditions, agreements, and stipulations set forth herein, the parties agree as follows:

CONTRACT

**1. Scope of Services**

a. Program Services.

i. The Contractor shall provide services for families with children with special needs in San Luis Obispo County as specifically set out in **Exhibit "A"** which is attached hereto and incorporated herein by reference.

ii. The Contractor shall attend bi-annual First 5 Partner meetings in November and April. Exact dates and time to be determined.

b. Record keeping and reporting of Services.

i. Contractor shall keep complete and accurate records of services delivered pursuant to this Contract, which shall include, but not be limited to, performance measures, evaluation studies and records of services provided by various professional and paraprofessional personnel in sufficient detail to permit an evaluation of services without prior notice. Such records shall comply with all applicable Federal, State and County record maintenance requirements.

ii. Contractor shall for the duration of this Contract submit bi-annual program/service reports as described further in **Exhibit "A"** for the immediately preceding quarter by:

<b>January 31</b>
<b>July 31</b>

iii. Contractor shall submit to First 5 staff a copy of its annual financial audit of its financial statements prepared in the regular course of business within 3 months after completion of the audit.

iv. These reporting requirements are an integral part of the scope of services funded by this contract. Failure to perform shall be considered a material breach; may delay payment of compensation and can be cause for termination.

c. First 5 Healthy and Family Friendly Environment. Towards the advancement of a work environment that supports the health and well-being of employed family members and program participants, Contractor shall make reasonable effort to perform contracted Services in an environment that:

i. is 100% tobacco free, indoors and outdoors;

ii. has a suitable location for lactating persons to breastfeed their children, including

1. Privacy for milk expression: This can be their private office (if it can be locked) or an onsite designated lactation room(s) with an electrical outlet where breastfeeding employees can use a pump to express milk during the work period. A bathroom is not acceptable.
  2. Flexible breaks and work options: Lactating persons need to express milk about every 3 hours, or two or three times during a typical work day. Each milk expression time takes around 15 minutes, plus time to go to and from lactation room.
  3. Education: Employer-provided information and resources accessible through the worksite during pregnancy and after the baby is born help prepare new parents for balancing the requirements of breastfeeding with their job responsibilities.
  4. Support: A positive, accepting attitude from upper management, supervisors, and coworkers helps breastfeeding employees feel confident in their ability to continue working while breastfeeding.
- iii. promotes healthy habits by: (a) encouraging and serving healthy foods and age-appropriate portion sizes; (b) encouraging regular physical activity; and (c) eliminating the use of soda, punch, juice “drinks” and other sugar sweetened beverages.
  - iv. promotes flexible work scheduling for time off during work for personal or family medical appts.
  - v. promotes stable and predictable scheduling options
  - vi. promotes health/dependent care flex spending accounts

2. **Compensation.** Commission shall pay to Contractor as compensation for all Services performed by Contractor pursuant to this Contract, the following sums in the following manner.

a. The total payable under the terms of this Contract shall not exceed One Hundred Twenty-Four Thousand Dollars (\$124,000) pursuant to the project budget and budget narrative in **Exhibit “B.”** which is attached hereto and incorporated herein by this reference.

b. Contractor shall be reimbursed for all costs necessary and reasonable for performance of the obligations of the Contract as established by the budget and budget narrative in **Exhibit “B.”** Any costs incurred by the Contractor over and above the sums set out in the budget shall be at the sole risk and expense of the Contractor.

c. Contractor shall submit a request for payment of costs and actual expenses at least quarterly using a First 5 program invoice form, which First 5 staff shall provide to Contractor. Contractor must provide documentation verifying actual expenses incurred for which reimbursement is sought.

d. The compensation shall be paid within thirty (30) days after the receipt of the properly completed First 5 program invoice and all documentation verifying expenses from

Contractor. First 5 reserves the right to withhold compensation for Contractor's failure to timely submit the quarterly program/services report for the quarter for which compensation is sought.

e. Availability of Funds. This contract is valid only if sufficient funds are made available to the Commission from the State of California through funding pursuant to the Children and Families Act and/or other local, State or Federal funding sources. Should the Commission's funding be insufficient to provide funding for this Contract, the Commission may, in its sole discretion, terminate this Contract. In such an event, the Commission shall have no further liability to pay any funds to the Contractor or to furnish any other consideration under this Contract, and the Contractor shall not be obligated to perform any provisions of this Contract or to provide services intended to be funded pursuant to this Contract. If partial funds are provided, the Commission shall have the option to either cancel this Contract with no liability to the Commission or offer an amendment to the Contractor to reflect the reduced amount. Where possible, the Commission shall make only prospective funding changes.

### **3. Budget Adjustments.**

a. Contractor agrees to adhere to the budget included herein as **Exhibit B**. Notwithstanding the above, Contractor may submit requests for budget adjustments to reallocate funds budgeted in **Exhibit "B."** Requests must be submitted in advance, in writing and include showing of good cause that advances the overall purpose of the Contract.

b. Payments that are inconsistent with **Exhibit B** shall not be made unless the First 5 Executive Director ("Director") approves and executes budget adjustments, in advance and in writing, approve and execute the Contractor's requests for budget adjustments. Any such request from the Contractor shall include a written explanation of the reason or need for the requested adjustment. Contract

c. The Commission expressly grants to the Director the authority to approve said budget adjustments provided the change does not increase the maximum compensation of this Contract or create any other obligation of the Commission Contract.

### **4. Effective Date and Term.**

a. Effective Date. The effective date of this Contract is the date the last party signs this contract. All obligations imposed on both parties shall be binding on both parties commencing on the effective date and shall remain in effect until satisfied by performance.

b. Unless terminated earlier, pursuant to the provisions of this Contract, the term of this Contract shall be from its effective date until June 30, 2028 (the "Term"). The Term of this Contract may be extended upon written Contract by both parties.

### **5. Termination of the Contract.**

a. Termination for Cause.

- i. If the Commission determines that there has been a material breach of this Contract by Contractor which poses a threat to health and safety, the Commission may immediately terminate the Contract. In addition, if any of the following occur, Commission shall have the right to terminate this Contract effective immediately upon giving written notice to the Contractor.
    1. Contractor fails to perform its duties obligations under this Contract; or
    2. Contractor fails to fulfill in a timely and professional manner its obligations under this Contract; or
    3. Contractor fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the Commission; or
    4. Any requisite licenses or certifications required for the performance of this Contract and held by the Contractor are terminated, suspended, reduced or restricted; or
    5. Contractor has not documented services or has not sufficiently documented services to the satisfaction of the Commission. This includes without limitation, failure to meet industry standards or failure to satisfy any special requirements of documentation needed by third party payors or Federal or State funding agencies; or
    6. Contractor has failed or refused to furnish information to cooperate with any inspection, review or audit of Contractor's program or Commission's use of Contractor's program. This includes interviews or reviews of records in any form of information storage.
  - ii. All obligations to provide Services shall be automatically terminated on the effective date of termination.
  - iii. For all other material breaches of this Contract, Commission must give Contractor written notice setting forth the nature of the breach. If Contractor fails to remedy said breach within ten (10) days from the date upon written notice, Commission may immediately terminate the Contract, upon written notice. Contractor shall thereafter have no further rights, powers or privileges against Commission under or arising out of this Contract.
  - iv. In the event a breach does not result in termination, but does result in costs being incurred by Commission, said costs shall be charged to and paid by Contractor, which costs may include, but are limited to, costs incurred by Commission in investigating and communicating with Contractor regarding said breach, including staff time.
- b. Termination for Convenience. Either party may terminate this Contract at any time by giving to the other party sixty (60) days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such

termination. Contractor shall be paid for all work satisfactorily completed prior to the effective date of said termination.

## **6. Independent Contractor Status.**

a. Independent Contractor. Contractor is an independent contractor of the Commission. Nothing in this Contract shall be construed as creating an employer-employee relationship, partnership, or joint venture relationship. Nothing in this Contract authorizes or permits the Commission to exercise discretion or control over the professional manner in which Contractor provides services. Contractor's services shall be provided in a manner consistent with all applicable standards and regulations governing such services.

b. No Eligibility for Fringe Benefits. Contractor understands and agrees that Contractor and its personnel are not, and shall not be, eligible for membership in or any benefits from any Commission group plan for hospital, surgical, or medical insurance, or for membership in any Commission retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a Commission employee.

## **7. Warranties of Contractor.**

a. Warranty of Contractor for Provisions of Services. The Contractor warrants that Contractor has obtained and shall keep in full force and effect during the term of this Contract all permits, registrations, certificates, credentials and licenses necessary to accomplish the work specified in the Contract. Contractor warrants that it, and each of the personnel employed or otherwise retained by Contractor, shall at all times, to the extent required by law, be properly registered, certified, credentialed and licensed throughout the entire Term of this Contract under the local, State and Federal laws and regulations applicable to the provision of services herein. Failure to maintain such permits, registrations, certificates, credentials and licenses throughout the entire Term of this Contract, shall be deemed a breach of the Contract and constitutes ground for termination by the Commission.

b. Warranty of Contractor Regarding Compliance with all Laws. The Contractor warrants that Contractor shall keep informed of, observe, comply with and cause all of its agents and personnel to observe and comply with all Federal, State and local laws and rules and regulations made pursuant to such laws, which in any way affect the conduct of work under this Contract. If any conflict arises between provisions of the scope of work or specifications in this Contract and any law, then the Contractor shall immediately notify the Commission in writing.

c. Warranty of Contractor Regarding Facilities. Contractor shall obtain and maintain for the duration of this contract, appropriate licenses, permits and certificates required by all local, State and Federal mandates applicable to the facilities used for performance of this Contract.

d. Power and Authority of Contractor. If the Contractor is a corporation, Contractor represents and warrants that it is and will remain, throughout the term of this Contract, either a duly organized, validly existing California corporation in good standing under the laws of the State

of California or a duly organized, validly existing foreign corporation in good standing in the state of incorporation and authorized to transact business in the State of California.

e. Signatory authority. Contractor warrants that it has full power and authority to enter into and perform the Contract, and the person signed this Contract warrants that he/she has been properly authorized and empowered to enter into this Contract.

f. Immigration Reform and Control Act. Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Contract are aware of and understand the Immigration Reform and Control Act (“IRCA”) of 1986, Public Law 99-603. Contractor certifies that Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Contract are in compliance with IRCA.

**8. Nondiscrimination.** Contractor agrees that it will abide by all Federal and State labor and employment laws and regulations pertaining to unlawful discrimination prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sexual orientation, disability, national origin, or any other protected class.

**9. Indemnification.**

a. Contractor agrees to accept responsibility for loss or damage to any person or entity resulting from Services performed under this Contract, and shall defend, indemnify and hold harmless the Commission, its officers, agents, employees and volunteers from and against any and all claims, demands, damages, liabilities, costs, expenses, judgements, attorney fees, and costs of litigation, or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions related to the performance of any duty, obligation or work under this Contract.

b. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses are brought about in part by the comparative passive negligence of the Commission, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the Commission, its officers and employees.

c. The preceding paragraph applies to any theory of recovery relating to said act or omission, including, but not limited to the following:

- i. Violation of statute, ordinance or regulation.
- ii. Professional malpractice.
- iii. Willful, intentional or other wrongful acts, or failures to act.
- iv. Negligence or recklessness.
- v. Furnishing of defective or dangerous products.
- vi. Premises liability.
- vii. Strict liability.
- viii. Inverse condemnation.
- ix. Violation of civil rights.

- x. Violation of any federal or state statute, regulation or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board, or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

d. It is the intent of the parties to this Contract to provide the Commission the fullest rights to be indemnified, defended, and held harmless under this Contract and to the fullest extent allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this Contract, and the remaining language shall be given full force and effect.

**10. Insurance.** With respect to performance of work under this Contract, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described in Exhibit "C" attached hereto and incorporated herein by this reference.

**11. Fiscal Monitoring, Audits and Reporting.**

a. Fiscal Records. Contractor shall maintain accurate fiscal records pertaining to services performed under this Contract. Such fiscal records shall be open for inspection to Commission auditors at any reasonable time and will reflect cost accounting that conforms to generally accepted accounting procedures which clearly identifies the source of all costs. Contract costs shall not be co-mingled with other project costs. Contractor shall maintain such records and accounts for a minimum of five years, or in the cause of an audit, until audit findings are resolved, whichever is later.

b. Commission Audits/Scope. Commission may audit Contractor's fiscal records relating to services performed under this Contract, at Contractor's expense, at any time with fourteen (14) day advance written notice. Commission audits shall be conducted in accordance with generally accepted audit standards and limited to matters connected with the performance of the Contract, which includes, without limitation, verification that services billed by the Contractor were actually provided. Contractor shall provide Commission with on-site access to all reasonable documents, records, and other supporting information for billing and services under this Contract. Disallowed costs shall be repaid to the Commission.

c. State Audit. Pursuant to California Government Code section 8546.7, every Commission contract involving the expenditure of funds in excess of ten thousand dollars (\$10,000.00) is subject to examination and audit of the State Auditor for a period of three years after final payment under the contract. Contractor shall permit the State Auditor to have access to any pertinent books, documents, papers and records for the purpose of said audit.

d. Inspection Rights. Upon request, the Contractor shall allow the Commission to evaluate the quality, appropriateness and timeliness of services performed under this Contract and to inspect, evaluate and audit books, records and facilities maintained by Contractor and subcontractors pertaining to such services. Books and records include, without limitation, all physical records originated or prepared in the performance of this Contract including work papers, reports, financial records and books of account. Upon request, at any time during the period of this

Contract, and for a period of five years thereafter, the Contractor shall furnish any such records, or copy thereof, or copy thereof, to Commission.

e. Non-Disclosure. All reports, information, documents, or any other materials prepared by Contractor under this Contract are the property of the Commission unless otherwise provided herein. Contractor shall not disclose such reports, information, documents and other materials without the Commission's prior written consent. Any requests for information shall be forwarded to the Commission along with all copies of the information requested. The Commission shall make sole decision whether and how to release information according to law.

f. Tax Information Reporting. Upon request, Contractor shall submit its tax identification number or social security number, whichever is applicable, in the form of a signed W-9 form, to facilitate appropriate fiscal management and reporting.

g. No Discrimination In Level Of Services. As a condition for reimbursement, Contractor shall provide to and ensure that clients served under this Contract receive the same level of services as provided to all other clients served regardless of status or source of funding.

h. Accounting for Travel and Lodging. In the event that the scope of services expressly contemplates payment for travel and lodging, these costs must be reasonable and in no event shall exceed levels allowed at that time for San Luis Obispo County employees on official business, unless otherwise provided for in this Contract. A copy of the San Luis Obispo County's Travel Policy can be found on the County [website](#).

i. Gifts. Gifts may not be charged to this Contract, whether to Contractor, staff or anyone else.

j. Billing Irregularities. If Contractor bills Commission for any services or amount of services that were not actually provided, Contractor shall be responsible for reimbursing the Commission in full. More than five (5) instances of erroneous billing per calendar year shall be grounds for termination of the Contract for cause. Further, the Commission's right to reimbursement shall extend for a period of three (3) years after the services are rendered or any audit discovers the erroneous billing, whichever is later but not to exceed a period of seven (7) years from the termination date of this Contract or any amendment thereto. For any single error in excess of five hundred (\$500.00) dollars or any cumulative error in excess of one thousand (\$1,000.00) dollars per years the Commission will be entitled to the legal rate of interest on the over charged amount from the date of billing.

k. Recognition. Contractor agrees to give appropriate recognition to the Commission as funder or partial funder of these services in printed, or electronic materials, media and advertising as outlined in the First 5 SLO County: Recognizing Your Funder Guide, incorporated by reference herein.

## **12. Miscellaneous Provisions.**

a. Non-Assignment of Contract. Contractor shall not delegate, assign or otherwise transfer in whole or in part its rights or obligations under this Contract without the prior written consent of Commission. Any such assignment, transfer or delegation without the Commission's prior written consent shall be null and void and constitute grounds for termination for cause.

b. Entire Contract and Modifications. This Contract supersedes all previous contracts between the parties hereto on the same subject matter and constitutes the entire understanding of the parties hereto on the subject matter of this Contract. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

c. Governing Law and Venue. This Contract shall be governed by, and construed in accordance with, the laws of the State of California, without regard to its conflict of laws provisions. Each party hereto agrees that the exclusive venue for any action arising out of breach of the interpretation of this Contract or other documents delivered pursuant to any provisions thereof, shall be the Superior Court of the State of California for the County of San Luis Obispo.

d. Waiver. No delay or failure on the part of any of any party hereto in exercising any right, power or privilege under this Contract shall impair any such right, power or privilege or be construed as a waiver of any default or any acquiescence therein. No single or partial exercise of any such right, power or privilege shall preclude the further exercise of such right, power or privilege or the exercise of any other right, power or privilege. No waiver shall be valid unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.

e. Severability. The Contractor agrees that if any provisions of this Contract is found to be invalid, illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Upon determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this Contract so as to effect the original intent of the parties as closely as possible.

f. Headings. The section headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

g. Notices. All notices given or made pursuant hereto shall be in writing and shall be deemed to have been duly given if delivered (a) personally; (b) mailed by registered or certified mail (postage paid, return receipt requested); (c) sent by a nationally recognized overnight courier (providing proof of delivery); or (d) sent by email to the parties as follows:

To the Contractor at:

Mark Shaffer, Executive Director  
United Cerebral Palsy Association of San Luis Obispo County  
3620 Sacramento Drive Suite 201  
San Luis Obispo, CA 93401  
Email: [mshaffer@ucp-slo.org](mailto:mshaffer@ucp-slo.org)

To the Commission at:

Wendy Wendt, Executive Director  
Children and Families Commission of San Luis Obispo County  
3220 South Higuera Street, Suite 232  
San Luis Obispo, CA 93401  
Email: [wwendt@first5slo.org](mailto:wwendt@first5slo.org)

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery, or email transmission, on the dates of such delivery; (b) in the case of nationally recognized overnight courier, on the next business day after the date sent; and (c) in the case of mailing, on the third business day following posting.

h. Force Majeure. Neither the Commission nor the Contractor shall be deemed in default in the performance of the terms of this Contract if either party is prevented from performing the terms of this Contract by causes beyond its control, including without limitation: acts of God; rulings or decisions by municipal, Federal, States or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, pandemic or other causes beyond the control of the defaulting party. Any party delayed by force majeure shall as soon as reasonably possible give the other party written notice of the delay. The party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other parties written notice thereof and shall resume performance under this Contract.

i. Conflict of Interest. Contractor acknowledges that Contractor is aware of and understands the provisions of Sections 1090 et. seq. and 87100 et. seq. of the Government Code, which relate to conflict of interest of public officers and employees. Contractor certifies that Contractor is unaware of any financial or economic interest of any public officer or employee of the Commission relating to this Contract. Contractor agrees to comply with applicable requirements of Government Code section 87100 et. seq. during the terms of this Contract.

j. Third Party Beneficiaries. It is expressly understood that the enforcement of the terms and conditions and all rights of action related to enforcement, shall be strictly reserved to Commission and Contractor. Nothing contained in this Contract shall give or allow and claim or right of action whatsoever by any other third person.

**IN WITNESS WHEREOF, the parties have executed this Contract as of the date first set forth above.**

CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY  
("COMMISSION")

By: \_\_\_\_\_  
Leslie Mehigan, Vice-Chairperson Date \_\_\_\_\_

Authorized by Commission Action on: \_\_\_\_\_.

Concurred in by the Executive Director of the Commission.

By: \_\_\_\_\_  
Wendy Wendt, Executive Director Date \_\_\_\_\_

Approved as to form and legal effect by legal counsel for the Commission:

Craig A. Steele

By: \_\_\_\_\_  
Counsel for Commission Date \_\_\_\_\_

United Cerebral Palsy Association of San Luis Obispo County ("CONTRACTOR")

By: \_\_\_\_\_  
Mark Shaffer, Executive Director Date \_\_\_\_\_

**Exhibit “A”**

**Program Services/ Scope of Work**

**Objectives /Activities /Evaluation**

**1. Objective:**

Through June 30, 2028 PHP shall provide access to various PHP resources and services to at least 400 unduplicated families, annually, who include children, 0-5 with special needs or who are at risk for delays.

**A. Activities**

- 1.1 Family Resource Specialist will assist parents with family support, referrals, educational events, outreach, and internet access.
  - 1.1.1 PHP will provide assistance to parents on phone, telehealth/video & through other virtual access, as necessary.
  - 1.1.2 PHP will stock two libraries of resource materials (SLO, Atascadero) available through visits and/or through the mail.
- 1.2 Conduct ongoing User Survey.

**B. Evaluation Activities:**

Data Collection

- 1e PHP shall collect and provide to Commission the following data for evaluation purposes:
  - 1.1e Quantitative data to include: number of phone calls, emails, face-to-face telehealth/video; number of library visits; number and type of support activities and families participating; and number and type of outreach activities.
  - 1.2e Qualitative data to include: client report of knowledge, skill increase, and satisfaction with library services; and anecdotal accounts of successes, barrier, etc.
  - 1.3e Administer PHP User Survey Report.
  - 1.4e Complete First 5 Client Data Collection Tool.
  - 1.5e Complete Milestones Report.

**Exhibit “B”**

**Budget**

**First 5 Investment:** Up to \$124,000 beginning on the effective date through June 30, 2028.

**Parents Helping Parents Program**

Item	July 1, 2026- June 30, 2027	July 1, 2027- June 30, 2028	Total
<b>I. PERSONNEL</b>			
Director of Programs	7,000	7,000	14,000
Family Resource Specialist	19,000	19,000	38,000
Family Resource Specialist	19,000	19,000	38,000
Benefits @ 20% of Salary	9,000	9,000	18,000
Subtotal	54,000	54,000	108,000
<b>II. OPERATING</b>			
Office Supplies	500	500	1,000
Print/Copy			In-kind
Equipment			In-kind
Resource Materials			In-kind
Mailing Postage			In-kind
Insurance	100	100	200
Staff Training	100	100	200
Travel	600	600	1200
Rent	1,200	1,200	2400
Audit	100	100	200
Subtotal	2,600	2,600	5,200
<b>III. INDIRECT</b>			
@ 10% of Personnel	5,400	5,400	10,800
Subtotal	5,400	5,400	10,800
<b>IV. OTHER</b>			
N/A	0	0	0
Subtotal	0	0	0
<b>GRAND TOTAL</b>	\$62,000	\$62,000	\$124,000

## **Budget Narrative**

### **I. PERSONNEL \$108,000**

Director of Programs, ~3 hours, per week x 52 weeks per year x 2 years

Hourly \$36.00, Total \$14,000

Family Resource Specialists

Estimated Hourly \$30.00, Total \$76,000

Approximately 20 hours per week x 2 years

Benefits @ 20% of personnel = \$18,000

### **II. OPERATING \$5,200**

Office Supplies: General office supplies, library cataloging materials, supplies for library parent education programs.

Printing: Brochures, business cards, event flyers, stationary

Equipment/Repair & Maint.: Office equipment, replacement, maintenance or software, database development.

Resource Materials: Books, audio visuals, educational materials, child development materials

Postage/Mailing: Postage & mailing costs associated with parent information and outreach materials.

Approx 6 rolls of .49 stamps.

Insurance Portion of UCP insurance costs

Training Expenses: Costs associated with staff training to maintain quality service as it relates to children 0-5 yrs.

Travel Mileage costs related FF meetings, training, PHP inter-office and outreach activities.

Rent & Utilities Portion of office space rent

Audit Portion of UCP audit costs

### **III. INDIRECT \$10,800**

~10% Personnel

### **IV. OTHER 0**

None

## Exhibit "C"

### Insurance Requirements

With respect to performance of work under this Contract, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below. Any requirement for insurance to be maintained after completion of the work shall survive this Contract. The Commission reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Contract or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, Contractor's obligation to maintain the required insurance at all times during the performance of this Contract.

- A. Workers Compensation and Employers Liability Insurance
  - i. Required if Contractor has any employees as defined by the Labor Code of the State of California.
  - ii. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
  - iii. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
  - iv. Required Evidence of Insurance: Certificate of Insurance.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance before any employees are engaged during the term of this Contract or any extensions of the Term.

- B. General Liability Insurance
  - i. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office ("ISO") form CG 00 01.
  - ii. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, the Commission requires and shall be entitled to coverage for the higher limits maintained by Contractor.
  - iii. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the Commission. Contractor is responsible for any deductible or self-insured retention and shall fund it upon Commission's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the Contractor.
  - iv. The Commission shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Contract.

- v. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
  - vi. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “F” definition of insured contract in ISO form CG 00 01, or equivalent).
  - vii. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.
  - viii. Required Evidence of Insurance:
    - a. Copy of the additional insured endorsement or policy language granting additional insured status; and
    - b. Certificate of Insurance.
- C. Automobile Liability Insurance
- i. Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
  - ii. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Contract or any extensions of the term.
  - iii. Insurance shall cover hired and non-owned autos.
  - iv. Required Evidence of Insurance: Certificate of Insurance.
- D. Professional Liability/Errors and Omissions Insurance (only applicable to contracts for professional services)
- i. Minimum Limits: \$1,000,000 per claim or per occurrence; \$1,000,000 annual aggregate.
  - ii. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the Commission.
  - iii. If Consultant’s services include: (1) programming, customization, or maintenance of software; or (2) access to individuals’ private, personally identifiable information, the insurance shall cover:
    - a. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
    - b. Claims against Consultant arising from the negligence of Consultant, Consultant’s employees and Consultant’s subcontractors.
  - iv. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
  - v. Coverage applicable to the work performed under this Contract shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Contract.
  - vi. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

- E. Standards for Insurance Companies. Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
- F. Documentation
- i. All required Evidence of Insurance shall be submitted prior to the execution of this Contract. Contractor agrees to maintain current Evidence of Insurance on file with Commission for the entire term of this Contract and any additional periods if specified in the sections, above.
  - ii. The name for Additional Insured endorsements and Certificates of Insurance is: Children and Families Commission of San Luis Obispo County
  - iii. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
  - iv. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
  - v. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.
- G. Policy Obligations. Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.
- H. Material Breach. If Contractor fails to maintain insurance which is required pursuant to this Contract, it shall be deemed a material breach of this Contract. The Commission, at its sole option, may terminate this Contract and obtain damages from Contractor resulting from said breach. Alternatively, the Commission may purchase the required insurance, and without further notice to Contractor, Commission may deduct from sums due to Contractor any premium costs advanced by the Commission for such insurance. These remedies shall be in addition to any other remedies available to the Commission.

First Amendment to Contract with  
CAPSLO for the Building Connections  
Program

## First Amendment to Contract with CAPSLO for the Building Connections Program

This First Amendment to Contract is entered into on May 27, 2026, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 (“the Commission”), whose address is 3220 South Higuera Suite 232, San Luis Obispo, CA 93401 and the Community Action Partnership of San Luis Obispo County, Inc. (“the Contractor”), providing training, coaching, and curriculum support to Family Child Care (FCC) providers and Family, Friend, and Neighbor (FFN) caregivers through the Building Connections program, as further described below (the “Services”).

### RECITALS

1. This Amendment modifies the Contract for Services dated December 4, 2025 (“Original Contract”) between the Commission and the Contractor.
2. The Original Contract is scheduled to end June 30, 2026.
3. Upon mutual agreement of the Commission and Contractor, the parties wish to extend the term of the Original Contract by two years to end June 30, 2028.
4. All other terms, deliverables, and conditions of the Original Contract remain unchanged and in full effect.

NOW THEREFORE, the parties agree as follows:

- A. Section 2b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “The total payable under the terms of this Agreement shall not exceed Three Hundred Fifty-Thousand Dollars (\$350,000) pursuant to the project budget and budget narrative in **Exhibit “B”** which is attached hereto and incorporated herein by this reference”.
- B. Section 4b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “Unless terminated earlier, pursuant to the provisions of this contract, the term of this contract shall be from its effective date until June 30, 2028 (the “Term.”) The Term of this Agreement may be extended upon written agreement by both parties”.
- C. Exhibit A of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit A-1 (attached).
- D. Exhibit B of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit B-1 (attached).
- E. All other terms and conditions of the Original Contract shall remain in full force and effect.



## Exhibit “A-1”

### Program Services/ Scope of Work

#### Objectives /Activities /Evaluation

##### 1. Objective:

Through June 30, 2028:

1. Recruit, engage, train, and coach 40 prospective, new, and experienced FCC providers and FFN caregivers county-wide into the Building Connections program annually.

##### A. Activities

1. CCRC will purchase and distribute the research-based curriculum, Creative Curriculum for Infants and Toddlers, and develop lesson adaptations to build children’s social-emotional skills.
2. A minimum of ten activity packets will be distributed annually to participating programs. Packets are designed for families and contribute to the reinforcement of practices and extend learning at home.
3. Building Connections will utilize:
  - a. Creative Curriculum assessments with children; self-assessments of early learning and care programs.
  - b. Classroom Assessment and Scoring System (CLASS) evaluations of teacher and child interactions.
  - c. Environmental reviews of physical spaces for learning to inform coaching and co-create strategies for the provision of quality early learning and care.
  - d. Training certification for Infant/toddler Classroom Assessment and Scoring System (CLASS).
  - e. Trauma Informed Care training, and/or Center on the Social Emotional Foundations for Early Learning will be offered.
4. At least ten cohort trainings will be conducted annually on infant and toddler development, child-centered lesson planning and engagement within mixed age group settings, and others.
5. Quarterly engagement of participants in provider cafés (similar to parent cafés) will offer facilitated peer support and build meaningful connections. These activities serve to de-isolate FCC and FFN programs, enrich provider repertoires, normalize challenges, and create opportunities for peer mentorship and support.

##### B. Evaluation Activities:

###### Data Collection

- 1e Operation and impact of Building Connections will be evaluated through:
  - 1.1e Including but not limited to recruitment and training data, number and type of provider support activities and participation; Participants outcomes, collected via follow-up.
  - 1.2e Complete First 5 Client Data Collection Tool (PEDS).
  - 1.3e Complete biannual reports.

## Exhibit “B-1”

### Budget

**First 5 Investment:** At the sole discretion of the Commission, up to \$350,000 beginning on the effective date through June 30, 2028. This budget outlines the anticipated 42 months of the project.

<b>Personnel Expenses</b>	<b>1/1/25- 6/30/25</b>	<b>7/1/25- 6/30/2026</b>	<b>7/1/26- 6/30/2027</b>	<b>7/1/27- 6/30/2028</b>	<b>Total</b>
Child Care Services Specialist I/T (CCSS)Bilingual/biliterate	\$9,748	\$59,659	\$60,847	\$62,057	\$192,312
Children Services Manager Bilingual/biliterate	\$786	\$4,809	\$4,905	\$5,003	\$15,502
Payroll Taxes	\$806	\$4,932	\$5,030	\$5,130	\$15,898
Health Benefits	\$2,566	\$13,807	\$14,064	\$15,370	\$45,807
Workers Comp	\$52	\$317	\$323	\$329	\$1,021
Retirement	\$0	\$690	\$720	\$750	\$2,160
	\$13,957	\$84,214	\$85,889	\$88,639	<b>\$272,699</b>
<b>Operating Expenses</b>					
Provider Incentives	\$0	\$0	\$0	\$0	\$0
Rent	\$300	\$600	\$600	\$600	\$2,100
Utilities	\$100	\$200	\$200	\$200	\$700
Telephone	\$100	\$200	\$200	\$200	\$700
Copy Charges	\$75	\$150	\$150	\$150	\$525
Program Supplies	\$30,228	\$3,000	\$3,000	\$3,000	\$39,228
Postage	\$72	\$150	\$150	\$150	\$522
Travel/Mileage	\$100	\$2,000	\$2,000	\$2,000	\$6,100
Trainings	\$1,500	\$0	\$0	\$0	\$1,500
<b>Total Operating</b>	<b>\$32,475</b>	<b>\$6,300</b>	<b>\$6,300</b>	<b>\$6,300</b>	<b>\$51,375</b>
<b>Indirect</b>					
NA	\$3,715	\$7,241	\$7,375	\$7,595	\$25,926
<b>Total Indirect</b>	<b>\$3,715</b>	<b>\$7,241</b>	<b>\$7,375</b>	<b>\$7,595</b>	<b>\$25,926</b>
<b>Other</b>					
NA	\$0	\$0	\$0	\$0	\$0
<b>Other Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$50,147</b>	<b>\$97,755</b>	<b>\$99,564</b>	<b>\$102,534</b>	<b>\$350,000</b>

## Budget Narrative

**I. PERSONNEL** Request Total: \$272,699

**Child Care Services Specialist I/T (CCSS):** Request Total = \$192,311.76

Bilingual/biliterate 40 hours/week beginning year 2. Responsibilities will include recruitment, coaching, training and technical assistance to target population. Year 1 = \$9,748, Year 2 = \$59,659, Year 3= \$60,847, Year 4= \$62,056

**Children Services Manager:** Request Total =

\$15,502 Bilingual/biliterate 2 hours / week

beginning year 2.

Responsibilities include hiring, training, and Child Care Services Specialist and their work, contract and budget monitoring.

Year 1= \$785, Year 2= \$4,808, Year 3=\$4,905, Year 4=\$5,002

**Benefits** – Request Total= \$64,884

Includes health insurance, Long Term Disability, Worker's Compensation, retirement and payroll taxes. Year 1 = \$3423, Year 2 = \$19,745, Year 3 = \$20,136

Year 4 = \$21,579

**II. OPERATING EXPENSES:** Request Total: \$51,375

**Rent** – Request Total= \$2,100

Office space for Child Care Services Specialist.

Year 1= \$300, year 2= \$600, Year 3= \$600, Year 4=\$600

**Utilities** – Request Total = \$700 Gas and electric

Year 1= \$100, Year 2=\$200, Year 3= \$200, Year 4=\$200

**Telephone** – Request Total = \$700

Telephone services for Child Care Services Specialist. Year 1=\$100, Year 2=\$200, Year 3=200 and Year 4 = \$200

**Copy Charges** – Request Total = \$525

Flyers and recruitment of new provider participants. Year 1=\$75, Year 2= \$150, Year 3= \$150, Year 4 = \$150

**Program Supplies** – Request Total = \$39,228.23

*Creative Curriculum for Infants and Toddlers* kits by Teaching Strategies and training materials to enrich trainings.

Year 1 – \$30, 228 Program supplies including 16 Teaching Strategies Curriculum kits (\$1,800 per kit) and materials to enrich trainings. Year 2- \$3, 000, One *Creative Curriculum for Infants and Toddlers* kit \$1800, materials to enrich trainings. Year 3- \$3, 000, One *Creative Curriculum for Infants and Toddlers* kit \$1800, materials to enrich trainings. Year 4- \$3, 000, One *Creative Curriculum for Infants and Toddlers* kit \$1800, materials to enrich trainings.

**Postage** – Request Total = \$522

Mailing recruitment and other materials for participants. Year 1 = \$72.04, Year 2= \$150, Year

3= \$150, Year = \$150

**Travel/Mileage** –Request Total = \$6,100

Travel to participating programs for coaching with providers and activities with children. Year 1=\$100, Year 2=\$2,000, Year 3= \$2,000, Year 4=\$2,000

**Training Registrations and Fees** – Request Total = \$1,500

Fees for training certification for Infant/toddler Classroom Assessment and Scoring System (CLASS), Trauma Informed Care training, and/or Center on the Social Emotional Foundations for Early Learning training.

Year 1= \$1,500.

First Amendment to Contract for  
MICOP:

Aprendiendo con Mamá y Papá  
(Learning with Mom and Dad)

First Amendment to Contract for MICOP:  
Aprendiendo con Mamá y Papá (Learning with Mom and Dad)

This First Amendment to Contract is entered into on March 27, 2026, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 (“the Commission”), whose address is 3220 South Higuera Suite 232, San Luis Obispo, CA 93401 and Mixteco Indígena Community Organizing Project (MICOP) (“the Contractor”), to provide the Aprendiendo con Mamá y Papá (Learning with Mom and Dad) parent child engagement program, as further described below (the “Services”).

RECITALS

1. This Amendment modifies the Contract for Services dated December 4, 2025 (“Original Contract”) between the Commission and the Contractor.
2. The Original Contract is scheduled to end June 30, 2026.
3. Upon mutual agreement of the Commission and Contractor, the parties wish to extend the term of the Original Contract by two years to end June 30, 2028.
4. The Commission and Contractor agree to amend Exhibit A (Program Services/Scope of Work) and Exhibit B (Budget/Narrative) to reflect necessary updates and to remove references which are no longer applicable.
5. All other terms, deliverables, and conditions of the Original Contract remain unchanged and in full effect.

NOW THEREFORE, the parties agree as follows:

- A. Section 2b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “The total payable under the terms of this Agreement shall not exceed Four Hundred Thousand Dollars (\$400,000) pursuant to the project budget and budget narrative in Exhibit “B-1” which is attached hereto and incorporated herein by this reference”.
- B. Section 4b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “Unless terminated earlier, pursuant to the provisions of this contract, the term of this contract shall be from its effective date until June 30, 2028 (the “Term.”) The Term of this Agreement may be extended upon written agreement by both parties”.
- C. Exhibit A of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit A-1 (attached).
- D. Exhibit B of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit B-1 (attached).
- E. All other terms and conditions of the Original Contract shall remain in full force and effect.

**IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first set forth above.**

CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY  
("COMMISSION")

By: \_\_\_\_\_  
Leslie Mehigan, Vice-Chairperson Date \_\_\_\_\_

Authorized by Commission Action on: \_\_\_\_\_.

Concurred in by the Executive Director of the Commission.

By: \_\_\_\_\_  
Wendy Wendt, Executive Director Date \_\_\_\_\_

Approved as to form and legal effect by legal counsel for the Commission:

Craig A. Steele

By: \_\_\_\_\_  
Counsel for Commission Date \_\_\_\_\_

MIXTECO INDÍGENA COMMUNITY ORGANIZING PROJECT ("CONTRACTOR")

By: \_\_\_\_\_  
Arcenio Lopez, Executive Director Date \_\_\_\_\_

## Exhibit “A-1”

### Program Services/ Scope of Work

#### Objectives /Activities /Evaluation

##### 1. Objective:

Through June 30, 2026:

1. Enroll 2-3 cohorts per year, each consisting of 8-10 families (children and caregivers/parents), and provide a series of eight enriching two-hour workshops. (Directly impacting approximately 24 families and 36 children aged 0-5 annually)

##### A. Activities

1. Hire and train two multi-lingual multi-cultural Promotorx.
2. Update curriculum, design schedule for each class, purchase program materials, develop program and educational flyers, and develop classroom materials and binders for participants.
3. Conduct outreach at community events, schools, and food distributions. Including promotion, outreach and recruitment efforts directed toward families visiting our MICOP offices in Paso Robles. Update outreach and education materials based on feedback.
4. Secure the space for workshops, potential workshop sites include Oak Park local schools, MICOP Paso Robles office and Lilian Larsen elementary school in San Miguel.
5. Locate and or solidify community resources and support partnerships in the first months of the grant period.
6. Enroll/enlist participants.
7. Prepare workshop materials
8. Provide Aprendiendo con Mamá y Papá workshops
  - 1) Parents as Role Models (affection and respect) – Class 1
  - 2) Cognitive Development (supporting learning) – Class 2
  - 3) Social Skills (sharing, politeness) – Class 3
  - 4) Language Development (reading, singing, speaking) – Class 4
  - 5) Safety Inside and Outside the Home – Class 5
  - 6) Discipline (effective, nonviolent discipline) – Class 6
  - 7) Activity and Hygiene (healthy living) – Class 7
  - 8) Family Meals (importance of dining
9. Communicate and encourage attendance and participation throughout workshop series, build relationships and trust amongst participants.
10. Hold informal discussions during workshops, allowing parents to share their experiences and ideas for improvement.
11. After each workshop, conduct calls to participants, surveying them to gather their thoughts on the content, structure, and overall experience.
12. Use feedback to make necessary adjustments to the curriculum, ensuring it remains relevant and responsive to the needs of the community.
13. Use feedback to make necessary adjustments to the curriculum, ensuring it remains relevant and responsive to the needs of the community

## Objectives /Activities /Evaluation

### **B. Evaluation Activities:**

#### Data Collection

- 1e Impact of Aprendiendo con Mamá y Papá may be established through:
  - 1.1e Individual family data: Number of children served, number and type of family support activities and families participating; parent outcomes, collected via parent survey.
  - 1.2e Complete First 5 Client Data Collection Tool (PEDS).
  - 1.3e Complete biannual reports.

**Exhibit “B-1”**

**Budget**

**First 5 Investment:** At the sole discretion of the Commission, up to \$400,000 beginning on the effective date through June 30, 2028.

<b>Personnel Expenses</b>	<b>1/1/25-6/30/25</b>	<b>7/1/25-6/30/2026</b>	<b>7/1/26-6/30/2027</b>	<b>7/1/27-6/30/2028</b>	<b>Total</b>
Program Director	In-kind	In-kind	In-kind	In-kind	
Aprendiendo Con Mama Y Papa Promotorx (0.75 FTE)	\$11,097	\$32,201	\$38,894	\$36,307	\$118,500
Aprendiendo Con Mama Y Papa Promotorx (0.75 FTE)	\$7,792	\$48,777	\$48,409	\$45,382	\$150,360
Fringe Benefits (30%)	\$5,667	\$24,293	\$26,191	\$24,507	\$80,658
<b>Total Personnel</b>	<b>\$24,556</b>	<b>\$105,272</b>	<b>\$113,494</b>	<b>\$106,196</b>	<b>\$349,518</b>
<b>Operating Expenses</b>					
Program Supplies	\$38	\$1,062	\$400	\$300	\$1,800
Program Food	\$156	\$1,571	\$1,221	\$670	\$3,118
Incentives	\$187	\$663	\$450	\$450	\$1,750
Start-Up Technology	\$1,655	\$288	\$0	\$0	\$1,943
Office Supplies	\$19	\$281	\$200	\$200	\$700
Mileage	\$0	\$900	\$350	\$350	\$2,100
Cell Phone Plan	\$189	\$840	\$840	\$840	\$2,709
<b>Total Operating</b>	<b>\$2,244</b>	<b>\$5,605</b>	<b>\$3,461</b>	<b>\$2,810</b>	<b>\$14,120</b>
<b>Indirect</b>					
Indirect (10%)	\$2,680	\$11,088	\$11,695	\$10,900	\$36,363
<b>Total Indirect</b>	<b>\$2,680</b>	<b>\$11,088</b>	<b>\$11,695</b>	<b>\$10,900</b>	<b>\$36,363</b>
<b>Other</b>					
NA	\$0	\$0	\$0	\$0	\$0
<b>Other Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$29,480</b>	<b>\$121,964</b>	<b>\$128,650</b>	<b>\$119,906</b>	<b>\$400,000</b>

## **Budget Narrative**

### **I. PERSONNEL**

Program Director: In-Kind

Promotorx (0.75 FTE) x2: Two (2) bi-lingual, bi-cultural, Promotorx will work as a team conducting outreach, recruitment, and enrollment and leading cohort trainings.

Fringe Benefits (30%): Includes health and welfare, worker's comp.

### **II. OPERATING EXPENSES**

Program Supplies: May include toys, speaker, decorations, laminated posters, yoga mats, organizational bins, classroom decor, organizational bins, folders, whiteboard, puzzles, books, developmental toys, speakers, craft materials, tissues, art supplies, worksheets and handouts, name tags, cleaning supplies

Program Food: Food and snacks for participants including veggies, peanut butter with crackers, apple slices, and other fruit, yogurt, pretzels, sweet bread, coffee, tea, sandwiches etc..

Incentives: Backpacks, school supplies, and/or diapers for participants

Start-Up Technology: Desk technology set-up (laptop, mouse, keyboard, cell phone, etc.)

Office Supplies: Papers, pens, folders, binders, etc.

Mileage: Travel between Santa Barbara and San Luis Obispo (~\$50 round trip, 1 trip per month x 12 months)

Cell Phone Plan: \$35 per line, per month for 12 months for 2 staff

### **III. INDIRECT COSTS –**

~10% of overall

### **IV. OTHER COSTS**

N/A

First Amendment to Contract for  
SLOCOE:

Ticket2Teach/Curiosity2Career

## First Amendment to Contract for SLOCOE:Ticket2Teach/Curiosity2Career

This First Amendment to Contract is entered into on March 27, 2026, by and between the Children and Families Commission of San Luis Obispo County, a political subdivision of the State of California, pursuant to Health and Safety Code section 130140.1 (“the Commission”), whose address is 3220 South Higuera Suite 232, San Luis Obispo, CA 93401 and the San Luis Obispo County Office of Education (“the Contractor”), expanding the Ticket 2 Teach(T2T) program to address the local child care staffing shortage, as further described below (the “Services”).

### RECITALS

1. This Amendment modifies the Contract for Services dated December 4, 2025 (“Original Contract”) between the Commission and the Contractor.
2. The Original Contract is scheduled to end June 30, 2026.
3. Upon mutual agreement of the Commission and Contractor, the parties wish to extend the term of the Original Contract by two years to end June 30, 2028.
4. The Commission and Contractor agree to amend Exhibit A (Program Services/Scope of Work) and Exhibit B (Budget/Narrative) to reflect necessary updates and to remove references which are no longer applicable.
5. All other terms, deliverables, and conditions of the Original Contract remain unchanged and in full effect.

NOW THEREFORE, the parties agree as follows:

- A. Section 2b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “The total payable under the terms of this Agreement shall not exceed Three Hundred Thousand Dollars (\$300,000) pursuant to the project budget and budget narrative in Exhibit “B-1” which is attached hereto and incorporated herein by this reference”.
- B. Section 4b. of the Original Contract is hereby deleted and replaced, in its entirety, with the following: “Unless terminated earlier, pursuant to the provisions of this contract, the term of this contract shall be from its effective date until June 30, 2028 (the “Term.”) The Term of this Agreement may be extended upon written agreement by both parties”.
- C. Exhibit A of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit A-1 (attached).
- D. Exhibit B of the Original Contract is hereby deleted and replaced, in its entirety, with Exhibit B-1 (attached).
- E. All other terms and conditions of the Original Contract shall remain in full force and effect.

**IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first set forth above.**

CHILDREN AND FAMILIES COMMISSION OF SAN LUIS OBISPO COUNTY  
("COMMISSION")

By: \_\_\_\_\_  
Leslie Mehigan, Vice-Chairperson Date \_\_\_\_\_

Authorized by Commission Action on: \_\_\_\_\_.

Concurred in by the Executive Director of the Commission.

By: \_\_\_\_\_  
Wendy Wendt, Executive Director Date \_\_\_\_\_

Approved as to form and legal effect by legal counsel for the Commission:

Craig A. Steele

By: \_\_\_\_\_  
Counsel for Commission Date \_\_\_\_\_

San Luis Obispo County Office of Education ("CONTRACTOR")

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Joe Koski, Ed.D.  
Assistant Superintendent Educational Support Services

## Exhibit “A-1”

### Program Services/ Scope of Work

#### Objectives /Activities /Evaluation

##### 1. Objective:

Through June 30, 2028:

1. Recruits, supports, and trains 50 participants interested in early childhood education using job shadowing in model Early Learning programs, annually.
2. Recruits, supports, and trains 25 apprentices interested in early childhood education into the Ticket 2 Teach program, annually.
3. Incentivize the completion of an infant and toddler course for 12 participants, annually.
4. Support the retention of 20 newly hired early learning educators through job-embedded training, annually.

##### A. Activities

The details of the program are described below:

**Phase One: Determining Fit and Interest** (Lab schools, LEA-based programs, and pilot centers)

1. Outreach to and enroll high school and college students, along with recent, and/or participants interested in exploring the field of early education, and/or participants interested in exploring the field of early education
2. Offer up to 6 hours of paid professional development and job shadowing, observation, and interactions with students and educators using participating centers and family child care centers
3. Organize visits and observational opportunities in a diverse group of mixed-delivery early learning centers
4. Expose participants to the components of a developmentally appropriate program
5. Discuss diverse career opportunities within the field

**Phase Two: Entering the Field** (Ticket 2 Teach and other workforce development programs)

1. Provide a tuition-free pathway to secure an Associate Teacher permit
2. Incentivize the completion of an Infant and Toddler course
3. Ensure and measure employee competency
4. Reimburse all educational expenses
5. Match participants to employers and provide job placement support (i.e. resume building and interview skills)
6. Incentivize the completion of an Infant and Toddler course

**Phase Three: Career Advancement** (Partner employers and supporting agencies)

1. Collaboratively work with Quality Counts, CAPSLO, Cuesta College and other supporters of early childhood education to develop job-embedded training and professional development for 15 newly hired early childhood educators to enhance their competency, job-satisfaction, and retention.

**Objectives /Activities /Evaluation**

- 2. Provided systems and fiscal support to match veteran early childhood educators with newly hired participants to provide job-embedded training customized by the vision of the employer and the needs of the participant.
- 3. Coordinate memberships in a professional organization.

**B. Evaluation Activities:**

Data Collection

- 1e Operation and impact of T2T/C2C will be evaluated through:
  - 1.1e Including but not limited to recruitment and training data, number and type of apprentice support activities and participation; Apprentice outcomes, collected via follow-up.
  - 1.2e Including but not limited to data related to established early childhood educators participating in upskilling activities (i.e., Job-embedded, professional development sessions, higher certifications, etc.).
  - 1.3e Complete First 5 Client Data Collection Tool (PEDS).
  - 1.4e Complete biannual reports.

**Exhibit “B-1”**

**Budget**

**First 5 Investment:** Up to \$300,000 beginning on the effective date through June 30, 2028.

<b>Personnel Expenses</b>	<b>1/1/25-6/30/25</b>	<b>7/1/25-6/30/2026</b>	<b>7/1/26-6/30/2027</b>	<b>7/1/27-6/30/2028</b>	<b>Total</b>
Coordinator (20% FTE)		\$33,000	\$41,500	\$42,800	\$117,300
Benefits		\$11,000	\$22,500	\$23,100	\$56,600
<b>Total Personnel</b>		<b>\$44,000</b>	<b>\$64,000</b>	<b>\$65,900</b>	<b>\$173,900</b>
<b>Operating</b>					
Materials and Supplies		\$500	\$3,000	\$3,000	\$6,500
Consultants and Partner Contracts		\$10,000	\$37,000	\$42,600	\$89,600
<b>Total Operating</b>		<b>\$10,500</b>	<b>\$40,000</b>	<b>\$45,600</b>	<b>\$96,100</b>
<b>Indirect</b>					
NA		\$10,000	\$10,000	\$10,000	\$30,000
<b>Total Indirect</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$30,000</b>
<b>Other</b>					
NA		\$0	\$0	\$0	\$0
<b>Other Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>In-Kind</b>	<b>\$64,500</b>	<b>\$114,000</b>	<b>\$121,500</b>	<b>\$300,000</b>

## Budget Narrative

### **I. PERSONNEL**

Classified Program Coordinator-Ticket 2 Teach (30% FTE) The current T2T Coordinator will be the lead for this project.

Administrative Support (30%) Timecard employee to coordinate the logistics associated with C2C early learning fieldtrips and experiences, not to exceed \$5,000 annually

#### **Benefits**

Includes health and welfare, worker's comp, and pension contribution.

### **II. OPERATING EXPENSES:**

Materials and Supplies: Materials for participants and food at events

Consultants and Partner Contracts: Funds to provide job-embedded training, job shadowing, professional development, collaborative planning, and observations. Contracts will provide support for transportation, curriculum development, coaching, training, and other expenses related to the program, professional development, and contracts Participants in Phases 1 and 2, curriculum developers, and partner agencies. Provides support for participants and the coaches who support them. Examples of expenses include a \$200 scholarship for non-high school participants in Phase 1 while shadowing early learning educators working in model programs. It includes up to a \$1,500 stipend for job-embedded trainers to support to support existing early learning professionals in Phase 3.

### **III. INDIRECT COSTS:**

10% of overall

### **IV. OTHER COSTS**

N/A