



Champions For Our Children

LA COUNTY CHILD & FAMILY FIRST PROPOSITION 10 COMMISSION

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AGREEMENT # 00667

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A public entity.

LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)

GRANT AGREEMENT

29640

For

HEALTHY BIRTHS INITIATIVE

Year 2

FOR THE PERIOD

July 1, 2006 to June 30, 2007

**GRANT AGREEMENT FOR
HEALTHY BIRTHS INITIATIVE**

This Agreement, made and entered into this 14th day of August 2006, by and between

**LOS ANGELES COUNTY
CHILDREN AND FAMILIES FIRST
PROPOSITION 10 COMMISSION (AKA FIRST 5 LA)
Hereinafter referred to as
“COMMISSION”**

and

City of Long Beach

**Hereinafter referred to as
“GRANTEE,”**

Collectively referred to as the “Parties”

GRANT AMOUNT: \$596,590.00

GRANT NUMBER: 00667

**Los Angeles County Children and Families First
Proposition 10 Commission (AKA First 5 LA)**

HEALTHY BIRTHS INITIATIVE GRANT

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1. **APPLICABLE DOCUMENTS**

1.1. Exhibits A – D, inclusive, and E (if applicable), as described below, are attached to and form an integral part of this Agreement, and are hereby incorporated by reference. Exhibits F, G and H, as described below, will be completed by GRANTEE at later dates and forwarded to COMMISSION as specified in Sections 6.7, 6.9, and 9.1 of this Agreement, and are hereby incorporated by reference as mandatory reports that are an integral part of this Agreement.

1.2. In the event of any conflict in the definition or interpretation of any provision of this Agreement and any provision of the Exhibits, or among provisions of the Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to this Agreement, and then to the Exhibits according to the following priority:

Exhibit A STATEMENT OF WORK, SCOPE OF WORK, and EVALUATION PLAN or SCOPE OF WORK/ PROGRAM IMPLEMENTATION AND EVALUATION PLAN, as applicable

Exhibit B BUDGET FORMS

Exhibit C ORIGINAL PROPOSAL

Exhibit D ADDITIONAL REQUIRED DOCUMENTS as listed in GRANT AGREEMENT CHECKLIST

Exhibit E MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) FORMS (if applicable)

Exhibit F FINAL EVALUATION REPORT (SRI Only)

Exhibit G INVOICE FORM

Exhibit H MID-YEAR AND YEAR-END REPORTS or QUARTERLY REPORTS (For SRI Grantees Only) and SUSTAINABILITY PLAN (CDI Only)

2. **COMMISSION OBJECTIVES**

2.1. **Mission Statement**

Our mission is to make significant and measurable progress toward increasing the number of children from the prenatal stage through age 5 in Los Angeles County who are physically and emotionally healthy, safe and ready to learn when they reach school age.

2.2. **Vision**

First 5 LA is committed to creating a future throughout Los Angeles' diverse communities where all young children are born healthy and raised in a loving and nurturing environment so that they grow up healthy, are eager to learn and reach their full potential.

2.2.1. Values

We intend to make our vision come true by shaping our efforts around five core values:

- a. Families: We will acknowledge and amplify the voice of families so that they have the information, resources and opportunities to raise their children successfully
- b. Communities: We will strengthen communities by enhancing their abilities to support families.
- c. Results Focus: We will be accountable for defining results for young children and for our success in achieving them.
- d. Learning: We will be open to new ideas and will modify our approaches based on what we learn.
- e. Advocacy: We will use our unique role to build public support for policies and programs that benefit children prenatal through age 5 and their families.

2.3. Goals

We will accomplish our mission by partnering with communities and families in Los Angeles County to make measurable and significant progress in the three priority goal areas of Early Learning, Health, and Safe Children and Families.

2.4. Program Purpose

COMMISSION is providing funds for specific programs and services proposed by GRANTEE in its Scope of Work and Evaluation Plan or Scope of Work/Program Implementation and Evaluation Plan, as applicable, (Exhibit A), hereinafter referred to as “**Scope of Work**,” and in its budget (Exhibit B). The purpose of the funds is to assist GRANTEE in providing programs, services, activities, and projects that impact one or more of the three priority goal areas. The funds will assist GRANTEE in improving systems coordination and responsiveness and enhancing organizational and management capacity.

3. CONDUCT OF PROGRAM

- 3.1. GRANTEE shall abide by all terms and conditions imposed and required by this Agreement and shall abide by all subsequent revisions, modifications and administrative changes as agreed upon in writing by both Parties to this Agreement by a written Amendment thereto.
- 3.2. GRANTEE shall in a professional, safe and responsible manner, operate and conduct the programs and services as outlined in the Scope of Work in accordance with the documents which are part of this Agreement, applicable law, and the general standards of care applicable to GRANTEE’S business.

4. TERM OF GRANT

This Agreement shall become effective **July 1, 2006 (“effective date”)** and shall terminate **June 30, 2007, (“termination date”)** unless terminated earlier as provided herein. In no event shall the total approved grant amount exceed **\$596,590.00** for all goods, labor and services to be provided by GRANTEE. If applicable, programs that demonstrate success (in relation to the stated objectives in the Scope of Work documents and completion of GRANTEE’S program) during this grant period may be eligible to receive a non-competitive continuation grant for subsequent grant year(s) at the COMMISSION’S sole and exclusive authority only. GRANTEE expressly acknowledges and agrees that grant funding is provided

on a year-to-year basis and that funding beyond the term of this Agreement will be contingent upon factors which include, without limitation, COMMISSION'S annual budget and GRANTEE'S performance.

5. **IMPLEMENTATION OF PROGRAM**

Implementation of GRANTEE'S funded program must begin within thirty (30) calendar days after the effective date, per Section 4 of this Agreement.

6. **PROGRAM EVALUATION AND REVIEW**

- 6.1. GRANTEE shall submit a Scope of Work (Evaluation Plan, if applicable) that outlines the scope of GRANTEE'S funded program to evaluate the performance of work completed under this Agreement.
- 6.2. GRANTEE shall participate in the evaluation activity COMMISSION is sponsoring for each of its initiatives, and shall modify GRANTEE'S Scope of Work if directed to do so by COMMISSION based on the information provided in an evaluation. GRANTEE may be required to participate in activities related to an Institution Review Board (IRB) related to Human Subjects Protection.
- 6.3. Any such modifications recommended by COMMISSION to GRANTEE'S Scope of Work (Evaluation Plan, if applicable) are not subject to Section 7.2 of this Agreement.
- 6.4. GRANTEE shall participate in and cooperate with statewide efforts to evaluate Proposition 10 efforts. GRANTEE may opt out of the statewide evaluation efforts only if by participating, the GRANTEE would be violating HIPAA, applicable law, Confidentiality Agreements, and/or any internal Board policies related to the dissemination of confidential data. GRANTEE shall provide written notice to COMMISSION of its decision to opt out. In the event GRANTEE opts out, GRANTEE will still be required to provide aggregate data or completed surveys about systems change and operations accomplished by GRANTEE'S lead agency and its collaborative partners.
- 6.5. GRANTEE shall, at its own expense, participate in and cooperate with any financial and/or program audit activities required by the COMMISSION, County or the State during the four (4) calendar years immediately following the termination of this Agreement. To facilitate any such audit, GRANTEE shall maintain all records and documents associated with its activities pursuant to this Agreement in a place and manner reasonably accessible to the COMMISSION and auditors.
- 6.6. GRANTEE shall establish, maintain and permit reasonable COMMISSION and/or auditor access to case files/records, receipts, payroll records, client/user complaints, monthly/quarterly reports, records required by other provisions of this Agreement and all fiscal records for a period of four (4) years following the termination date and shall establish all necessary mechanisms to keep program data confidential and secure
- 6.7. GRANTEE shall submit Mid-Year and Year-End Reports or Quarterly Reports (Exhibit H), as applicable, containing basic service level estimates of work completed per grant reporting period by the designated due date provided. GRANTEE may be required to use a secure Internet site to submit basic service data.
- 6.8. As applicable GRANTEE shall submit Sustainability Plan (Exhibit H), detailing the sustainability activities pursuant to the program and services funded under this Agreement.
- 6.9. Within twenty (20) business days or sixty (60) business days (SRI Only) after the termination of this Agreement, GRANTEE shall submit a Year-End Report (Exhibit H) or Final Evaluation

Report (Exhibit F), as applicable, detailing the outcomes of the programs and services provided pursuant to this Agreement.

6.10. At any time during GRANTEE'S business hours and upon reasonable notice by COMMISSION, GRANTEE shall allow COMMISSION staff or contractors to evaluate, audit, inspect and monitor its facilities, program operations, and records maintained in connection with this Agreement. The inspection methods that may be used include:

- On-site visits
- Interviews of GRANTEE'S staff and program participants
- Review, examination or audit of case files/records, receipts, client/user complaints, monthly/quarterly reports, and fiscal records
- Inspection of GRANTEE'S internal monitoring and evaluation system

With respect to inspection of GRANTEE'S records, COMMISSION may require that GRANTEE provide supporting documentation to substantiate GRANTEE'S reported expenses and basic service level estimates of work completed.

6.11. GRANTEE shall have an annual financial statement and compliance audit performed by a Certified Public Accountant licensed to practice within the State of California. The audit should cover the GRANTEE'S fiscal year. Audit must be submitted to the COMMISSION on an annual basis within 120 days after the close of the GRANTEE'S fiscal year.

6.11.1. If the audit report is not received on or before the required due date and an extension has not been granted by the COMMISSION, the audit requirement shall be considered delinquent and immediate corrective action may be required.

6.11.2. If the GRANTEE fails to produce or submit an acceptable audit, the COMMISSION reserves the right to secure an Auditor and the GRANTEE shall be liable for all COMMISSION costs incurred for the completion of the audit.

6.12. GRANTEE shall ensure the cooperation of all subcontractors, employees, volunteers, staff and Board members in any such evaluation, audit, inspection, and monitoring efforts to the extent permitted or required by law. COMMISSION shall protect the confidentiality of proprietary information made available to COMMISSION during such processes.

6.13. COMMISSION reserves the right to modify this Agreement and the programs and services provided by GRANTEE pursuant to this Agreement based on the results of its evaluation(s) and review(s). In addition, COMMISSION may use the results of such evaluation(s) and review(s) in decisions regarding possible future funding, extension, or renewal of GRANTEE'S program and service. The evaluation(s) shall include, but are not limited to, Agreement compliance, and effectiveness of program planning and impact. COMMISSION at its sole discretion will conduct on-going assessments of the program.

6.14. With respects to data ownership and confidentiality, the following provisions will be required:

6.14.1. The COMMISSION and GRANTEE will maintain joint ownership of any raw data produced during the course of this Agreement.

6.14.2. To facilitate this joint ownership, the COMMISSION will develop, as applicable, a mechanism for file sharing via the Internet. Until such mechanism is developed, the GRANTEE shall provide data to the COMMISSION at time intervals determined by the COMMISSION and GRANTEE to be appropriate for the work of the project.

6.14.3. Both the GRANTEE and the COMMISSION shall implement and comply with HIPAA and adequate procedures to maintain the confidentiality of data and information collected pursuant to this Agreement. GRANTEE shall be responsible for complying with all applicable state and federal laws governing the gathering, use and protection of personal information and the protection of human subjects.

7. MODIFICATION OF AGREEMENT DOCUMENTS

7.1. This Agreement constitutes the complete and exclusive statement of understanding between the Parties that supersedes all previous Agreements, written or oral, and all other communications between the Parties relating to the subject matter of this Agreement. No amendment or modification to this Agreement is valid unless the same is in writing and is executed by both Parties. No oral conversation, promise or representation by or between any officer or employee of the Parties shall modify any of the terms or conditions of this Agreement. COMMISSION shall not be deemed to have approved or consented to any alteration of the terms of this Agreement by virtue of its review and approval of, or failure to object to, contracts or other business transactions entered into by GRANTEE.

7.2. PROGRAM Modifications

GRANTEE'S requests for PROGRAM modifications, as opposed to budget modifications provided for in Section 9, must be submitted in writing to COMMISSION or its designee, at least one (1) month prior to the requested effective date of such modification.

7.2.1. Program modifications are subject to review and approval by the State prior to COMMISSION approval (SRI Only).

7.3. Time Limits

Request for modifications will not be accepted during the first two (2) months and the final three (3) months of this Agreement period, and not more than TWICE thereafter.

8. MONTHLY FINANCIAL REPORTING

During the duration of this Agreement, GRANTEE shall provide to COMMISSION a Schedule of Monthly and Year to Date Expenses incurred in its performance, using GRANTEE'S Line Item Budget format approved for this Agreement (Exhibit B).

This Schedule shall be verified under penalty of perjury by an officer of GRANTEE and shall be submitted to COMMISSION by the 20th business day of each month for the previous month, beginning August 2006 for the month of July 2006.

9. PAYMENTS AND EXPENDITURES

9.1. Monthly Payments to Grantee

- From the **second** month through the **eleventh** month of GRANTEE'S performance under the Agreement and no later than the 20th business day following COMMISSION'S receipt of GRANTEE'S properly completed invoice each month (Exhibit G), COMMISSION shall pay GRANTEE the actual expenses documented on the invoice, provided that GRANTEE is not in material breach of any aspect of the Agreement.

9.2. Final Payment to Grantee

9.2.1. Not later than the 20th business day of the first month after the end of the **June 30, 2007**, or the date of the satisfactory completion of GRANTEE'S proposed project, if proposed to be less than one year in duration, GRANTEE shall supply to COMMISSION a final completed invoice (Exhibit G) for the grant term and the final evaluation report (Exhibit F) required by Section 6.9.

9.2.2. Within 20 business days of its receipt of such Documents:

- COMMISSION shall pay GRANTEE the balance due of the total approved grant, not to exceed GRANTEE'S total actual approved expenses for the grant year, or GRANTEE shall repay COMMISSION any amount received in excess of total actual approved expenses for the grant year.
- In no event shall GRANTEE be paid more than the total grant amount or receive full payment before the end of the grant period.

9.3. All COMMISSION payments are conditioned upon GRANTEE being in full compliance with all provisions of this Agreement.

9.4. Expenditures by Grantee

All GRANTEE expenditures shall be in accordance with the approved line item budget captions. However, GRANTEE may modify a portion of GRANTEE'S approved budget, if such budget line item is as follows:

9.4.1. If the original line item is less than \$5,000 dollars, GRANTEE can incur expenses pursuant to an informal modification, and shall submit a memorandum to COMMISSION explaining the modification along with the monthly invoice required by Section 9.1.

9.4.2. If the original line item is greater than \$5,000 dollars and the change is less than or equal to 10% of the original line item, GRANTEE can incur expenses pursuant to an informal modification, and shall submit a memorandum to COMMISSION explaining the modification along with the monthly invoice required by Section 9.1.

9.4.3. If the original line item is greater than \$5,000 dollars and the modification is greater than 10% of the line item, GRANTEE must obtain COMMISSION'S *prior written approval* through the COMMISSION'S formal budget modification procedure before incurring expenses pursuant to the modification.

9.4.4. Formal budget modifications must be addressed and sent to the Grants Management Department with the appropriate "Formal Budget Modification Summary" forms on or before the 1st of the month prior to the month in which the expenses will be incurred. Only one (1) formal budget modification can be approved during the term of the Agreement. Requests for modifications under Section will not be accepted during the first two (2) months and last quarter of the term of this Agreement.

9.4.5. Only two (2) informal budget modification subject to Sections 9.4.1 and 9.4.2 can be approved during the term of this Agreement.

- 9.4.6. Approval of any budget modification will be contingent on the timely review and submission of the required documentation by the grantee.
- 9.4.7 Expenditures and modifications are subject to review and approval by the State (For SRI Only).
- 9.5. If there are any errors contained in any invoice submitted to COMMISSION, GRANTEE shall reflect the change in the most recent invoice submitted to COMMISSION, along with a note explaining the error.
- 9.6. GRANTEE will advise COMMISSION of the source and amount of all matching funds used to provide programs and services pursuant to this Agreement.
- 9.7. In the event COMMISSION reasonably believes GRANTEE has been overpaid, or in the event GRANTEE fails to timely submit the documents required pursuant to this Agreement, COMMISSION may seek a financial accounting and avail itself of all legal remedies to seek compliance and the repayment of any amounts overpaid.
- 9.8. All payments by COMMISSION to GRANTEE under this Agreement are restricted for use in the performance of GRANTEE'S approved Scope of Work set forth in Exhibit A, and shall be used only to supplement existing levels of service and not to fund existing levels of service.
- 9.9. Any activities under the line item Capital Improvement/Renovations must be completed within the first year of the grant. Any adjustment must be submitted to the COMMISSION for approval. It shall be the sole responsibility of GRANTEE to comply with all applicable land use, permitting, environmental, contracting, and labor laws, including, without limitation, the California Public Contracts Code and the California Labor Code.
- 9.10. In no event shall GRANTEE or its officers, employees, agents, subcontractors or assignees supplant state, county, local or other governmental General Fund money with COMMISSION funds for any purpose
- 9.11. In-direct costs are limited to ten (10) percent of the personnel costs excluding fringe benefits. Incurred indirect costs exceeding the ten percent will become the responsibility of the GRANTEE.

10. ACCOUNTING

GRANTEE must establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles.

11. TANGIBLE REAL AND PERSONAL PROPERTY

GRANTEE must maintain a record for each item of tangible real or personal property of a value in excess of five hundred dollars (\$500.00) acquired with grant funds pursuant to this Agreement, which records shall include the model number, serial number, legal description (if applicable), cost, invoice or receipt, date acquired and date and manner disposed of, if applicable. However, COMMISSION reserves the right to request annually updated records for all personal property acquired with program funds provided under this agreement.

COMMISSION and GRANTEE agree that all items of tangible real or personal property purchased with funds provided under this Agreement shall, at COMMISSION'S option, become the property of the COMMISSION upon completion or termination of grant. COMMISSION shall exercise its option to retain items of real or personal property within the thirty (30) calendar days immediately preceding and following the termination of this Agreement. Notwithstanding the foregoing, GRANTEE may request,

and COMMISSION may in its sole discretion approve or deny, that GRANTEE retain custody, control or actual ownership of specified items of personal property acquired with grant funds pursuant to this Agreement, following the termination of this Agreement, so long as GRANTEE demonstrates that such property will continue to be used by GRANTEE for purposes consistent with the mission and statutory authority of COMMISSION.

12. **PARTICIPATION IN MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA)**

12.1 COMMISSION recognizes the unique relationship that the GRANTEE has with Medi-Cal eligible families. It further recognizes the expertise of the GRANTEE in identifying, assessing and case managing the health care needs of Medi-Cal eligible families and children it serves. The COMMISSION, in order to take advantage of this expertise and relationship, may require that GRANTEES supported by Proposition 10 funds to participate in federal, state and local leveraging opportunities. Such participation may include appropriate training, reporting and documentation of allowable activities, services and associated costs. Documentation associated with service delivery, related costs, and/or the tracking of staff time through time survey instruments, as detailed in Exhibit E will be required, if applicable.

12.2 If applicable, GRANTEE shall understand and provide basic health and benefit information and perform health advocacy with targeted families in order to ensure the health and well being of the 0-5 target population and their families. Outreach activities should include information about health and Medi-Cal services that will benefit children to allow them to lead healthy and productive lives. GRANTEE shall provide an explanation of the benefits derived from accessing local health, mental health and substance abuse services and encourage/assist families to utilize these services. GRANTEE shall be knowledgeable regarding available health services, locations of provider sites, and how families can access services. GRANTEE shall assist families to understand basic Medi-Cal, Healthy Families and other insurance information, and assist families where possible to access these programs. GRANTEE program services may include outreach, information, referral, access assistance, and transportation to access eligibility and care.

13. **STATUS AS INDEPENDENT CONTRACTOR**

GRANTEE is, and shall at all times remain as to COMMISSION, a wholly independent contractor. GRANTEE shall have no power to incur any debt, obligation, or liability on behalf of COMMISSION. Neither COMMISSION nor any of its agents shall have control over the conduct of GRANTEE or any of GRANTEE'S employees, except as set forth in this Agreement. GRANTEE shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of COMMISSION.

14. **CONFLICT OF INTEREST**

It shall be the responsibility of GRANTEE to abide by applicable conflict of interest laws and regulations pursuant to California law. During the term of this Agreement, GRANTEE shall not recruit, hire, employ or compensate any current or former COMMISSION officer, employee or consultant for services in connection with this or any other COMMISSION – funded project without the advance written consent of COMMISSION. By agreeing to this Agreement and accepting financial compensation for services rendered hereunder, GRANTEE agrees that it may not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the **HEALTHY BIRTHS INITIATIVE**. During the term of this Agreement and for one year thereafter, GRANTEE shall not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or grantee without the prior written consent of COMMISSION. In addition; GRANTEE shall not provide technical assistance to any grantee, agency, and/or collaborators with which GRANTEE has a prior or existing business relationship.

15. PUBLIC STATEMENTS AND MATERIALS

GRANTEE shall indicate prominently in any and all press release(s), statement to the public, electronic media or printed materials (including brochures, newsletters, reports, etc.) related to the programs and services provided pursuant to this Agreement that such programs or services are funded by COMMISSION.

15.1. Proprietary Rights

COMMISSION and GRANTEE agree that all intellectual property, such as software, materials, published documents or reports, data and information developed in connection with this Agreement shall become the sole property of the COMMISSION upon completion or termination of grant, unless otherwise determined by the COMMISSION. GRANTEE may retain a copy all working papers prepared by GRANTEE. During and subsequent to the term of this Agreement, COMMISSION shall have the right to make copies and use the working papers and the information contained therein. GRANTEE shall have the right to consent to and participate financially in any licensing or sales agreement relating to software or equipment developed at the discretion of the COMMISSION. All published documents arising out of the performance of this Agreement shall include, in a prominent location, the statement "Funded without endorsement by First 5 LA."

16. INSURANCE

- 16.1. Without limiting GRANTEE'S duty to indemnify COMMISSION during the term of this Agreement, GRANTEE shall provide and maintain at its own expense the following programs of insurance throughout the term of this Agreement. Such programs and evidence of insurance shall be issued by insurers admitted to conduct business in the State of California, with a minimum A.M. Best's Insurance rating of A:VII unless otherwise approved in writing as satisfactory to the COMMISSION. Certificates or other evidence of insurance coverage and copy(ies) of additional insured endorsement(s) and/or loss payee endorsement(s), as applicable, shall be delivered to COMMISSION at the address specified in Section 31.3 **prior to the commencement of work** under this Agreement. Each policy of insurance shall provide that coverage will not be materially modified, terminated, or non-renewed except after thirty (30) days prior written notice has been given to the COMMISSION.
- 16.2. Notwithstanding any other provisions of this Agreement, failure by GRANTEE to maintain the required insurance shall constitute a breach of this Agreement and COMMISSION may immediately terminate or suspend this Agreement as a result, or secure alternate insurance at GRANTEE'S expense. GRANTEE shall ensure that subcontractors comply with all insurance requirements described in this Section.
- 16.3. It is specifically agreed by the Parties that this Section 16 shall supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs this Section 16. Nothing in this Agreement is to be interpreted as limiting the application of insurance coverage as required herein. All insurance coverage and limits provided by GRANTEE and its subcontractors shall apply to the full extent of the available and applicable policies. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance policy. Specific reference to a given coverage feature is for purpose of clarification only and is not intended by any party to be all inclusive, or to the exclusion of any other coverage, or a waiver of any type.

16.4. Liability

GRANTEE and subcontractors shall provide policies of liability insurance of at least the following coverage and limits:

16.4.1. Commercial General Liability Insurance

Such insurance shall be written on a commercial general liability form with minimum limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate.

Coverage may be on an occurrence or claims-made basis. If written on a Claims Made form, the GRANTEE shall purchase an extended two-year reporting period commencing upon termination or cancellation of the insurance policy.

GRANTEE'S liability insurance shall be primary and non-contributory. All coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion on any policy.

"Los Angeles County Children and Families First – Proposition 10 Commission" (or if abbreviated, **"LA Cty Prop 10 Commn."**), its officers, agents, consultants and employees are to be included as additional insured with regard to liability and defense of claims arising from the operations and uses performed by or on behalf of the GRANTEE.

16.4.2. Workers' Compensation Insurance

Such insurance shall be in an amount and form to meet all applicable requirements of the Labor Code of the State of California.

16.4.3. Professional Liability Insurance

Such insurance shall cover liability arising from any error, omission, or negligent or wrongful act of GRANTEE or its employees, with a limit of liability of not less than one million dollars (\$1,000,000) per medical incident for medical malpractice liability, or of not less than one million dollars (\$1,000,000) per occurrence for all other types of professional liability. Only GRANTEES, who have a professional liability exposure relating to the Grant awarded by this agreement, are required to provide evidence of Professional Liability coverage.

16.4.4. Business Auto Liability

Primary coverage shall be provided on ISA Business Auto Coverage forms for all owned, non-owned, and hired vehicles with a combined single limit of not less than one million dollars (\$1,000,000) per accident.

Automobile physical damage shall be required on an actual cash value basis for comprehensive and collision coverage with maximum deductibles of \$1,000 each accident for those vehicles funded by this Grant and for which the COMMISSION has an ownership interest. The COMMISSION shall be named as Loss Payee, as their interest may appear.

16.4.5. Crime Coverage Insurance

Such insurance, if applicable, shall be in an amount up to the amount of the grant, but not less than twenty-five thousand dollars (\$25,000) covering against loss of money, securities, or other property referred to hereunder which may result from employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, burglary and robbery. Such insurance shall have COMMISSION as Loss Payee. Crime insurance may be included with Property Insurance unless Property Insurance is not required by this agreement.

16.4.6. Property Coverage

Such insurance shall be required only in the event the Grant is providing funds for real property or personal property, including equipment and has an ownership interest in that property. Coverage on real and personal property shall be on a replacement cost basis, written on a Special Causes of Loss form including employee dishonesty coverage, with a deductible no greater than \$1,000 each occurrence. COMMISSION shall be named as Loss Payee, as their interest may appear.

16.5. Evidence of Self Insurance

Legally adequate evidence of self-insurance meeting the approval of the COMMISSION'S Legal Counsel may be substituted for any coverage required above. GRANTEE must submit a copy of the self-insured certificate issued by the State of California.

17. INDEMNIFICATION

- 17.1. To the maximum extent permitted by law, GRANTEE shall defend, indemnify and hold harmless COMMISSION, its officers, officials, employees, agents and volunteers, from any losses, injuries, damages, claims, lawsuits, actions, ~~arbitration proceedings~~, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, actual attorneys fees, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of, or arising out of or in any way attributable in whole or in part to GRANTEE'S performance of this Agreement including, without limitation, matters of active or passive negligence on the part of COMMISSION. *Rgn*
- 17.2. The indemnity provisions set forth in this Section 17 are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the COMMISSION. As this Agreement is limited to COMMISSION'S agreement to fund the activities of GRANTEE, GRANTEE acknowledges that COMMISSION would not award this Agreement in the absence of GRANTEE'S commitment to indemnify and protect COMMISSION as set forth herein.
- 17.3. Without affecting the rights of COMMISSION under any provision of this Agreement or this Section, GRANTEE shall not be required to indemnify or hold harmless COMMISSION for liability attributable to the sole fault of COMMISSION, provided such sole fault is determined by agreement between the Parties or the findings of a court of competent jurisdiction. This exception shall apply only in those instances where COMMISSION is shown to have been solely at fault and not in instances where GRANTEE is solely or partially at fault or in instances where COMMISSION'S fault accounts for only a percentage of the total liability. In such cases, the obligation of GRANTEE to indemnify and defend shall be all-inclusive. GRANTEE SPECIFICALLY ACKNOWLEDGES THAT ITS OBLIGATION TO INDEMNIFY AND DEFEND EXTENDS TO LIABILITY ATTRIBUTABLE TO COMMISSION, IF THAT LIABILITY IS LESS THAN THE SOLE FAULT OF COMMISSION.

18. **CONFIDENTIALITY**

- 18.1. GRANTEE shall maintain the confidentiality of all records, including, but not limited to, records related to this Agreement and client records, in accordance with all applicable federal, state and local laws, regulations, ordinances and directives regarding confidentiality to the extent permitted by law. GRANTEE shall inform all of its employees and agents providing services hereunder of the confidentiality provisions of this Agreement.
- 18.2. GRANTEE shall employ reasonable procedures to assure that the details of the advertising campaigns adhere to laws on confidentiality.

19. **ASSIGNMENTS AND SUBCONTRACTS**

- 19.1. Any duties or obligations required to be performed by GRANTEE pursuant to this Agreement may be carried out under subcontracts. Subcontractors and assigns disclosed and listed in Exhibit A are hereby approved by COMMISSION. No subcontract shall alter in any way any legal responsibility of GRANTEE to COMMISSION.
- 19.2. Except for subcontractors listed in Scope of Work (Exhibit A) and Budget Forms (Exhibit B), GRANTEE may not delegate its duties or obligations, nor assign its rights hereunder, either in whole or in part, without the prior written consent of COMMISSION, or its designee. In addition, for subcontractors not listed in Scope of Work (Exhibit A) and Budget Forms (Exhibit B), GRANTEE shall submit any subcontracts to COMMISSION for written approval prior to subcontractor performing any work thereunder. Any such attempt at delegation or assignment without COMMISSION'S prior written consent shall be null and void and shall constitute a breach of the terms of this Agreement. In the event of such a breach, this Agreement may be terminated.
- 19.3. Any change whatsoever in the corporate structure of GRANTEE, the governing body of GRANTEE, the management of GRANTEE, or the transfer of assets of GRANTEE shall be deemed an assignment of benefits under the terms of this Agreement requiring COMMISSION approval.
- 19.4. GRANTEE must submit a memorandum of understanding for each subcontractor listed in Scope of Work and Exhibit B.

20. **COMPLIANCE WITH APPLICABLE LAWS**

- 20.1. GRANTEE shall conform to and abide by all applicable federal, state and local laws, ordinances, codes, regulations, and standards of licensing and accrediting authorities, insofar as the same or any of them are applicable.
- 20.2. Failure by GRANTEE to comply with such laws and regulations shall be a material breach of this Agreement and may result in termination of this Agreement.

21. **COMPLIANCE WITH CIVIL RIGHTS LAWS**

GRANTEE hereby assures that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1973, where applicable, the Americans With Disabilities Act, and Title 43, Part 17 of the Code of Federal Regulations Subparts A and B, to the end that no persons shall on the grounds of race, creed, color, national origin, political affiliation, marital status, sex, age or disability be subjected to discrimination with respect to any programs or services provided by GRANTEE pursuant to this Agreement.

In accordance with Section 4.32.010 *et seq.*, Los Angeles County Code, GRANTEE certifies and agrees that all persons employed by such organization, its satellites, subsidiaries, or holding companies are and will be treated equally by the firm without the regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

22. **NON-DISCRIMINATION IN EMPLOYMENT**

- 22.1. GRANTEE shall take affirmative steps to employ qualified applicants and hereby certifies and agrees that all employees are and will be treated equally during employment without regard to or because of race, religion, color, national origin, political affiliation, marital status, sex, age, or handicap in compliance with all applicable Federal and State non-discrimination laws and regulations. This Section applies to, but is not limited to, the following: employment, promotion, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships.
- 22.2. GRANTEE shall treat its subcontractors, bidders, or vendors without regard to or because of race, religion, color, national origin, political affiliation, marital status, sex, age or handicap.
- 22.3. Upon request by COMMISSION, GRANTEE shall provide access for COMMISSION'S representatives to inspect GRANTEE'S employment records during regular business hours in order to verify compliance with the provisions of this Section.

23. **CRIMINAL CLEARANCE**

- 23.1. For the safety and welfare of the children to be served under this Agreement, GRANTEE agrees, as permitted by law, to ascertain conviction records for all current and prospective employees, independent contractors, volunteers or subcontractors who come in contact with children in the course of their work, volunteer activity or performance of any programs or services pursuant to this Agreement, and shall maintain such records in the file of each such person.
- 23.2. Within thirty (30) days after such information becomes known to GRANTEE, GRANTEE shall notify COMMISSION of any arrest and/or subsequent conviction, other than for minor traffic offenses, of any employees, independent contractors, volunteers or subcontractors who come in contact with children while providing services under this Agreement.
- 23.3. GRANTEE agrees not to engage or continue to engage the services of any person convicted of any crime involving moral turpitude or harm to children, including, but not limited to, the offenses specified in Health and Safety Code Section 11590 (persons required to register as controlled substance offenders) and those crimes defined in the following Penal Code sections or any future Penal Code sections which address these crimes:

SECTION	TITLE
261.5	Unlawful sexual intercourse with a minor.
272	Causing, encouraging or contributing to delinquency of person under age 18.
273a	Willful harm or injury to child or child endangerment.
273ab	Assault resulting in death of child under 8 years of age.
273d	Infliction of corporal punishment or injury on child resulting in traumatic condition.
273g	Degrading, lewd, immoral or vicious practices in the presence of children.

286	Sodomy.
288	Lewd or lascivious acts upon the body of a child under age 14.
288a	Oral Copulation.
314	Indecent exposure.
647	Disorderly conduct, including lewd conduct, prostitution, loitering, and intoxication in a public place.
647.6	Annoyance of or molesting a child under age 18.

24. **AUTHORIZATION WARRANTY**

GRANTEE represents and warrants that the signatories to this Agreement are fully authorized to obligate GRANTEE hereunder and that all corporate acts necessary to the execution of the Agreement have been accomplished.

25. **GRANTEE RESPONSIBILITY AND DEBARMENT**

25.1. GRANTEE is hereby notified that if COMMISSION acquires information concerning the performance of GRANTEE on this or other grant programs which indicates that GRANTEE is not responsible, COMMISSION may, in addition to other remedies provided in this Agreement, debar GRANTEE from bidding on COMMISSION proposals for a specified period of time and terminate any or all existing Agreements that GRANTEE may have with COMMISSION.

25.2. COMMISSION may debar a GRANTEE if it finds in its reasonable discretion, that GRANTEE has done any of the following, including but not limited to: (1) violated any significant terms or conditions of this Agreement; (2) committed any act or omission which negatively reflects on GRANTEE'S quality, fitness or capacity to perform this Agreement with COMMISSION or any other public entity, or engaged in a pattern or practice which negatively reflects on the same; (3) committed an act or offense which indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against COMMISSION or any other public entity.

25.3. If there is evidence that GRANTEE may be subjected to debarment, COMMISSION will notify GRANTEE in writing of the evidence that is the basis for the proposed debarment. COMMISSION will advise GRANTEE of the scheduled date for a debarment hearing before the COMMISSION Hearing Board or, at COMMISSION'S discretion, a Hearing Officer.

25.4. The COMMISSION Hearing Board or Hearing Officer will conduct a hearing in which evidence on the proposed debarment shall be presented. GRANTEE and/or GRANTEE'S representative(s) shall be given an opportunity to submit evidence at that hearing. After the hearing, the COMMISSION Hearing Board or Hearing Officer shall prepare a proposed decision, which shall contain a recommendation regarding whether GRANTEE should be suspended, and, if so, the appropriate length of time of the suspension. If GRANTEE fails to avail itself of the opportunity to submit evidence to the COMMISSION Hearing Board, GRANTEE may be deemed to have waived all rights of appeal.

25.5. Debarment is a breach of this Agreement, and COMMISSION will terminate this Agreement.

26. **NON-COMPLIANCE**

Non-compliance is defined as: 1) failure of a GRANTEE to comply with the terms of this grant agreement; 2) failure to effectively implement and manage the First 5 LA funded program/project; and/or 3) failure to comply with COMMISSION policies and procedures.

COMMISSION has the authority to impose sanctions for a GRANTEE'S non-compliance, including poor program performance and/or failure to comply with the conditions on a prescribed corrective action plan. The sanctions vary in severity and may be of a progressive nature and may include, without limitation, increased monitoring and auditing requirements, budget reduction, modification of timelines, and termination of grant with debarment from future funding opportunities. GRANTEE will refer to the First 5 LA Guidelines for Grant/Contract Compliance for more information on this Section.

27. **INTERPRETATION AND ENFORCEMENT OF AGREEMENT**

27.1. Validity

The invalidity, unenforceability or illegality of any provision, paragraph, sentence, word, phrase or clause of this Agreement shall not render the other provisions thereof invalid.

27.2. Governing Laws, Jurisdiction and Venue

This Agreement shall be construed in accordance with and governed by the laws of the State of California. GRANTEE agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the county of Los Angeles.

27.3. Waiver

Any waiver by COMMISSION of any breach of any of the provisions, covenants, terms, and conditions herein contained shall not be construed to be a waiver of any subsequent or other breach of the same or of any other provision, covenant, term, or condition herein contained, nor shall failure on the part of COMMISSION to require exact, full and complete compliance with any of the provisions, covenants, conditions, terms and conditions herein contained be construed as in any manner changing the terms of the Agreement or preventing COMMISSION from enforcing the provisions of this Agreement.

27.4. Caption and Section Headings

Captions and section headings used in this Agreement are for convenience only and are not a part of this Agreement and shall not be used in construing this Agreement.

27.5. Attorneys Fees and Costs

In the event that either party hereto is forced to bring legal action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs of suit.

28. **INFORMATION TECHNOLOGY REQUIREMENTS**

GRANTEE will be responsible for coordinating with COMMISSION'S Information Technology (IT) department regarding the design, development, structure and implementation of the IT components, including all databases and spreadsheets, applicable to its program. The following IT specifications are to be applied as appropriate in relation to the scope of GRANTEE'S program:

- Hardware and Software compatibility with industry hardware, software, & security standards to allow adequate compatibility with the COMMISSION'S infrastructure.
- Open Data Base Connectivity (ODBC) compliant for data collection and dissemination purposes.
- Ability to collect information at the client-level, as necessary.

- Compatibility and ability to aggregate information in multiple ways: by initiatives, geographic boundaries, service types, program outcomes, and COMMISSION outcomes.
- Ability to export to and import the data collected.

29. **TERMINATION**

- 29.1. In the case of a material breach of this Agreement, including, but not limited to, GRANTEE'S failure to provide the programs and services detailed in the Scope of Work in a satisfactory manner, and the mismanagement or misuse of grant funds by GRANTEE or its employees, subcontractors or agent, COMMISSION may terminate this Agreement and grant funding pursuant to this Agreement. Termination of services provided by GRANTEE pursuant to this Agreement shall be effected by delivery to GRANTEE of a seven (7) day advance written notice of termination specifying the extent to which performance of services under this Agreement is terminated and the date upon which such termination becomes effective.
- 29.2. After receipt of a notice of termination and except as otherwise directed by COMMISSION, GRANTEE shall:
- To the extent possible, continue to perform the services required under this Agreement until the effective date of termination.
 - Cease provision of services under this Agreement on the effective date of termination.
- 29.3. After receipt of a notice of termination, GRANTEE shall submit to COMMISSION, in the form and with the certification as may be prescribed by COMMISSION, an invoice for expenses incurred until the effective date of termination. Such claim and invoice shall be submitted promptly. COMMISSION will not accept any such invoice submitted later than three (3) months from the effective date of termination. Upon failure of GRANTEE to submit the invoice within the time allowed, COMMISSION may determine, on the basis of information available to COMMISSION, the amount, if any, due to GRANTEE with respect to the termination, and such determination shall be final. After such determination is made, COMMISSION shall pay GRANTEE the amount so determined as full and complete satisfaction of all amounts due GRANTEE under this Agreement for any terminated services.

30. **LIMITATION OF COMMISSION OBLIGATIONS DUE TO LACK OF FUNDS**

COMMISSION'S payment obligations pursuant to this Agreement are payable solely from funds appropriated by COMMISSION for the purpose of this Agreement. GRANTEE shall have no recourse to any other funds allocated to or by COMMISSION. GRANTEE acknowledges that the funding for this Agreement is limited to the term of the Agreement only, with no future funding promised or guaranteed.

The COMMISSION and the GRANTEE expressly agree that full funding of the Program over the entire Term of Grant is contingent on the continuing collection of tax revenues pursuant to Proposition 10 and the continuing allocation of Los Angeles County's share of those revenues to the COMMISSION. In the event of any repeal, amendment, interpretation, or invalidation of any provision of Proposition 10 that has the effect of reducing or eliminating the COMMISSION'S receipt of Proposition 10 tax revenues, or any other unexpected material decline in the COMMISSION'S revenues, the COMMISSION may reduce or eliminate funding for subsequent grant years at a level that is generally proportionate to the reduction.

31. **NOTICES**

- 31.1. Any notices, reports, or invoices required by this Agreement shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during GRANTEE'S and COMMISSION'S regular business hours or by facsimile before or during GRANTEE'S regular

business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, addressed as set forth below, or to such other addresses as the Parties may, from time to time, designate in writing.

31.2. Notices to GRANTEE

Notices will be sent to GRANTEE addressed as follows:

Program Contact Person		Telephone	E-mail
Yolanda Salomon-Lopez		(562) 570-4291	yasalom@longbeach.gov
Fiscal Contact Person		Telephone	E-mail
Nani Blyleven		(562) 570-4231	nablye@longbeach.gov
Agency Name	City of Long Beach		
Agency Address	2500 Grand Avenue		
	Long Beach, California 90815		

31.3. Notices to COMMISSION

Notices sent to COMMISSION shall be addressed as follows:

FIRST 5 LA
 Attention: Grants Management
 750 North Alameda Street, Suite 300
 Los Angeles, California 90012

With a copy of any Agreement changes or modifications to:

Craig A. Steele
 Richards, Watson & Gershon
 355 S. Grand Avenue, 40th Floor
 Los Angeles, California 90071

31.4. Notice of Delays

When either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of any provisions of this Agreement, that party shall, within three (3) business days, give written notice, including relevant information, to the other party.

31.5. Reports

Agreement documents and reports should be addressed and mailed to the appropriate COMMISSION Program Officer at the address listed above.

[SIGNATURES BEGIN ON FOLLOWING PAGE]

32. **AGREEMENT SIGNATURES**

In WITNESS WHEREOF, this Agreement has been executed as of the date set forth above by the respective duly authorized signatories below.

LOS ANGELES COUNTY
CHILDREN AND FAMILIES FIRST -
PROPOSITION 10 COMMISSION (aka FIRST 5 LA)
750 North Alameda Street Suite 300
Los Angeles, California 90012

COMMISSION:
Agreed & Accepted

Evelyn V. Martinez 8/14/06
EVELYN V. MARTINEZ, EXECUTIVE DIRECTOR DATE

Approved as to form:
[Signature] 8/14/06
CRAIG A. STEELE, LEGAL COUNSEL DATE

AND

GRANTEE:
Agreed & Accepted

City of Long Beach [Signature]
LEGAL NAME OF GRANTEE EXECUTIVE DIRECTOR SIGNATURE DATE

2500 Grand Avenue Gerald R. Miller, City Manager
ADDRESS PRINT NAME

Long Beach, CA 90815
APPROVED AS TO FORM
ADDITIONAL AUTHORIZED SIGNATURE 7/18/06 DATE
ROBERT E. SHANNON, City Attorney
BY [Signature]
NAME AND TITLE SENIOR DEPUTY CITY ATTORNEY

NOTE: IF GRANTEE IS A CORPORATION, TWO SIGNATURES ARE REQUIRED.

**Healthy Births Initiative
 EXHIBIT A - STATEMENT OF WORK**

I. PROJECT SUMMARY PAGE

Agency Name	City of Long Beach Department of Health and Human Services					
Project Name	Long Beach – Wilmington Best Babies Collaborative					
Mailing Address	Long Beach Dept. of Health and Human Services	2525 Grand Ave.	City	Long Beach	Zip	90815
Project Director	Yolanda Salomon-Lopez	Phone	562-570-4291	Fax	562-570-4099	Email Yolanda_Salomon@longbeach.gov
Contact Person	Pamela Shaw	Phone	562-570-4208	Fax	562-570-4099	Email Pamela_Shaw@longbeach.gov
Executive Director	Ronald R. Arias	Phone	562-570-4016	Fax	562-570-4049	Email Ronald_Arias@longbeach.gov

TOTAL GRANT AMOUNT:	\$596,590		
Total UNDUPLICATED Persons Receiving Direct Services through the Case Management Core Approach	Children 0-5	Families of Children 0-5	Pregnant and Interconception Women
			310
			3,000
			3,000
			310
Total Persons Receiving Services through the following Core Approaches*: Outreach Health Education & Messaging Social Support Interconception Care			230
<i>*Persons may be counted more than once across these core approaches</i>			

PROGRAM, BUDGET AND EVALUATION APPROVALS: The following representatives have reviewed and approved the Statement of Work, Scope of Work: Program Implementation Plan, Budget Exhibits and any additional pages attached for use in carrying out this Grant Agreement.

Grantee/Agency Executive Director Signature Ronald R. Arias
 First 5 LA Program Officer Signature [Signature]
 First 5 LA Research Analyst Signature Will Nicholas

Date May 1, 2006
 Date 5-4-06
 Date 5-5-06

Healthy Births Initiative
 EXHIBIT A - STATEMENT OF WORK

II. PROJECT DESCRIPTION

Agency Name	City of Long Beach Department of Health and Human Services
Project Name	Long Beach – Wilmington Best Babies Collaborative
<p>Project Description: A) State the collaborative mission, vision, and values. B) State the target population and zip codes served. C) By core approach, discuss the structure, strategies, and/or services provided for each core approach (except case management). Include the collaborative partners involved and their role (indicate new collaborative partners).</p> <p>The mission of the LB-W BBC is to improve birth outcomes for perinatal families in the target zip codes of 90802, 90805, 90806, 90813, and 90744 by identifying gaps, coordinating services, and eliminating barriers and enhancing the capacity of the community to work together. Our vision is that all pregnancies will lead to a healthy birth outcome through improved community awareness and utilization of perinatal support resources. The community encompasses consumers, agencies, providers, educators, case managers, and paraprofessionals. Collaborative values include creativity, communication, inspiring others to become involved, commitment to continuity of services, and commitment to the collaborative process/consistency of involvement.</p> <p>Project efforts continue to focus on improving coordinated services delivery – although many services exist for women in the LB-Wilmington area, there is often a lack of coordination between agencies, which can result in underutilization or duplication of services. There are also gaps in available services. The LB-W BBC will address the disconnect as well as the gaps by providing a system for coordination. Improved continuity of care during pregnancy and interconception periods will be a direct result of LB-W BBC activities.</p> <p>Core approaches:</p> <p><u>Outreach</u> – outreach efforts will be conducted by the following LB-W BBC partners. Families in Good Health has expertise in outreaching to isolated populations, including Cambodian and Spanish-speaking families. They will outreach to a minimum of 1,800 pregnant or childbearing age women in the target zip codes regarding the LB-W BBC and the importance of prenatal and interconception care. Outreach activities will include dissemination of culturally competent materials, which they will help develop, along with coordination with SMMC Mary Hilton Family Clinic and other LB-W BBC partners on an assessment and referral process for eligible women encountered during the outreach process. LBMMC-RPPC will be involved in the development and dissemination of outreach materials, identification of appropriate community outreach strategies, conduction of outreach activities through hospital publications for professionals and for the community, and coordination of the referral process for Sweet Success eligible women encountered during the outreach process. Wilmington Community Clinic will do “in-reach” to enroll BBC-eligible clients seen in their clinic, and will also participate in community events in order to distribute LB-W BBC outreach health education and messaging materials. SMMC Mary Hilton Family Clinic staff will provide input on the development of outreach materials, and participate in health fairs and/or outreach events – particularly those sponsored by SMMC, including providing BBC information in hospital publications; and will provide outreach materials to the 1,200 women they are serving in their prenatal clinic.</p> <p><u>Health Education and Messaging</u> – the following LB-W BBC partners will participate in health education and messaging efforts. FiGH will contribute expertise in the development of culturally appropriate materials, as well as the delivery of health education messages to at least 1,800 women in the target zip codes through community events and home visits (using the Parents and Children Together curriculum). LBMMC-RPPC will provide expertise in the development and delivery of health education messages pertaining to diabetes prevention and management, and will also disseminate LB-W BBC health education and messaging materials to the provider community serving women in the target zip codes. Wilmington Community Clinic will disseminate LB-W BBC health education and messaging materials to the target community groups at community events, as well as to individuals who are eligible for BBC enrollment to educate them on the importance of prenatal and interconception care. The Children’s Clinic will provide health education as part of the clinical services they are being funded to provide. They will also coordinate with the Latino Diabetes Program to ensure client referral for both intensive health education and case management.</p>	

Healthy Births Initiative
EXHIBIT A - STATEMENT OF WORK

prenatal clients. The LBDHHS Latino

Diabetes program health educator will conduct health education classes for LB-W BBC diabetic clients. Health education will also be provided/reinforced during promotora case management home visits.

Interconception Care – the LB-W BBC will again fund TCC to provide clinical services to women who were diabetic during pregnancy who no longer have health insurance but have ongoing medical needs due to diabetes during their interconception period. Additional funding was included this year to provide clinical services at the SMMC Family Clinic for insured diabetic women during interconception. Home visitation services will be provided by the LBDHHS NFP PHN, Latino Diabetes program promotora, and FIGH Community Health Worker to provide support and ensure receipt of these interconception care clinical services. SMMC Mary Hilton Family Clinic and Wilmington Community Clinic will also provide interconception care to a significant portion of their prenatal patients who deliver, in the form of post-partum exams and Family PACT services. The CCM will also provide follow-up case management after delivery to ensure clients are connected with resources for post-partum and family planning services.

Social Support – information on existing community social support services will be incorporated into the resource directory and distributed widely through outreach and education activities. Coordination of referrals to these services will improve as a result of BBC activities. Gaps in social support services will also be identified and strategies for meeting these needs will be discussed. Specific social support services funded by the LB-W BBC are primarily through the case management and home visitation services being provided by LBDHHS, FIGH, Wilmington Community Clinic, and the health education services being provided by Latino Diabetes program and sessions being conducted at the SMMC Mary Hilton Family Clinic.

Healthy Births Initiative
EXHIBIT A - STATEMENT OF WORK

Use additional sheets as necessary

**Healthy Births Initiative
 EXHIBIT A - STATEMENT OF WORK**

III. COLLABORATIVE CASE MANAGEMENT COMPONENTS AND CLIENT FLOW

(1) Model Name / Agency name implementing model (if all agencies in the collaborative are using the same model, name the model and list the agencies)	(2) Title, FTEs and Qualifications for Staff Providing Case Management (CM) Services	(3) Enrollment Criteria/Population Served/Risk Level	(4) Services Provided	(5) Type of Contact, Frequency and Duration (e.g. home visits, phone calls)	(6) Duration of Services (e.g. up to 2 years)	(7) Caseload of Staff Providing CM
LBDHHS – Centralized Case Management system	Public Health Nurse 0.85 FTE	High-risk pregnant and interconception women residing in the target zip codes	Administrative case management to ensure target women are connected with appropriate services	Phone calls, office visits, and possible occasional home visit	Up to 2 years	70 clients
LBDHHS – Nurse Family Partnership	Public Health Nurse 1.0 FTE	Low-income, socially disadvantaged, first time mothers residing in the target zip codes	Assessment and screening (NCAST), education on child development, referral and linkage to community resources, case management	Weekly, bi-weekly, or monthly home visits, depending on stage of pregnancy, age of child	Up to 2 years	Up to 25 clients
FiGH – Parents and Children Together (PACT)	Community Health Worker (experienced paraprofessional) 0.5 FTE	High-risk pregnant and interconception women residing in the target zip codes	Assessment using Family Inventory, education on healthy pregnancy, delivery, breastfeeding, infant growth and development	Home visits, every 2 weeks initially, then monthly	One year	10-15 high-risk mothers
Wilmington Community Clinic	Medical Assistant (trained paraprofessional) 0.3 FTE	High-risk pregnant and interconception women receiving clinical services at WCC and residing in the target zip codes	Coordinate with WCC Nurse Practitioner and LBDHHS Centralized Case Manager to ensure receipt of clinic and community support services needed to have a healthy birth and maintain health during interconception	Office visits and phone calls during and between clinic appointment dates, as needed	Up to 2 years	55 high-risk clients
SMMC Mary Hilton Family Clinic	Health Educator (B.S.-prepared Perinatal Health Educator) 0.6 FTE	High-risk pregnant and interconception women receiving clinical services at WCC and residing in the target zip codes, including diabetics	Coordinate with Sweet Success and LBDHHS Centralized Case Manager to ensure receipt of clinic and community support services needed to have a healthy birth and maintain	Office visits and phone calls during and between clinic appointment dates, as needed	Up to 2 years	75 high-risk clients

**Healthy Births Initiative
 EXHIBIT A - STATEMENT OF WORK**

(1) Model Name / Agency name implementing model (if all agencies in the collaborative are using the same model, name the model and list the agencies)	(2) Title, FTEs and Qualifications for Staff Providing Case Management (CM) Services	(3) Enrollment Criteria/Population Served/Risk Level	(4) Services Provided	(5) Type of Contact, Frequency and Duration (e.g. home visits, phone calls)	(6) Duration of Services (e.g. up to 2 years)	(7) Caseload of Staff Providing CM
			health during interconception			
Latino Diabetes Program	Health Educator (B.S.-prepared with 2 years experience) 0.4 FTE Promotora (Bilingual-bicultural trained lay person) 0.4 FTE	Post-partum women who are typell diabetics or have history of gestational diabetes, who reside in the target zip codes	Coordinate with LBMMC and SMMC Sweet Success programs and other community OB providers, as well as the LB-W BBC Centralized Case Manager to ensure receipt of interconception care	Home visits and phone calls as needed to ensure receipt of care	Up to 2 years	70 diabetic women

Grant #00667: Long Beach-Wilmington Best Babies Collaborative
Scope of Work: Fiscal Year 06-07

I. Short-Term Outcomes <i>What results and/or changes does your collaborative aim to achieve during the three (3) year project?</i>	II. Strategies & Activities <i>How will you get there? For each strategy, provide a list of sequential activities for the current (06-07) grant period. Include start-up activities.</i>	III. Timeline <i>Indicate the start and end date for each activity and strategy for the current (06-07) grant period.</i>	IV. Collaborative Staff Responsible for Activity <i>Per activity - List the collaborative organization and staff person(s) responsible for the current (06-07) grant period.</i>	Performance Measures	
				V. Output Measures <i>How will you track the amount of people, products, services, and/or organizations associated with each strategy during the three (3) year project? (Where appropriate, how will you measure the quality of the outputs?)</i>	VI. Outcome Measures <i>How will you know that the changes your collaborative aims to achieve during the three (3) year project in Column one have occurred?</i>
Collaboration					
To have a functioning, vibrant collaboration, linked with existing Collaboratives, with appropriate and documented shared goals and objectives.	I. To assure appropriate membership:	07/01/06 to 07/30/07	Core Collaborative	<ul style="list-style-type: none"> • Collaborative membership matrix. • Continuous Quality Improvement Plan • BBC meeting agendas and minutes 	<ul style="list-style-type: none"> • Improve Wilder Inventory score from baseline to an average of 4 for each category and maintain that average
	1.1. Quarterly review of SOW to identify membership (collaborative) needs	Once during 07/01/06 to 09/30/06, 10/01/06 to 12/30/06, 01/01/07 to 03/30/07, 04/01/07 to 6/30/07	Core collaborative (Refers to the following programs/agencies: LBMCC Staff, CDAPP coordinator, SMMC OB Staff, WCC Liaison, FiGH), MCH PHN & LBDHHS NSO		
	1.2. Identify new potential partners and categorize (paid, non-paid, referral) and vote on	Once during 07/01/06 to 07/30/06 and	Core Collaborative, LBDHHS Nursing Services Officer (NSO)		

i. Utilize MOU template	07/01/06 to 07/30/06 & As Needed	Core Collaborative, Project Coordinator		
1.6. Revise/update matrix and distribute	Semi-annual 12/01/06 to 12/30/06 & 6/01/07 to 6/30/07	Core Collaborative, Project Coordinator & MCH PHN		
II. Design Collaborative Governance (meet, review, vote, document)				
2.1. Update criteria for membership	07/01/06 to 07/30/06	Core Collaborative, LBDHHS NSO, St. Mary's OB Director		
i. Review/update & adapt existing HBLC resources	Semi-annual 12/01/06 to 12/30/06 & 6/01/07 to 6/30/07	Core Collaborative, LBDHHS NSO & Project Coordinator		
ii. Review & update other information/ data	Semi-annual 12/01/06 to 12/30/06 & 6/01/07 to 6/30/07	Core Collaborative, LBDHHS NSO & Project Coordinator		
2.2. Update invitation/ exiting process	07/01/06 to 07/30/06	Core Collaborative, NSO, PC & St. Mary's OB Director		

		& MSW
III. Administer Wilder Collaboration Inventory each year & incorporate activities based on these findings into MOU's		
3.1. Collect & update contact information of new/old members (identify key informants)	12/01/06 to 12/30/06, 3/01/07 to 3/30/07 & 6/01/07 to 6/30/07	Project Coordinator
3.2. Administer Wilder through JMPT/First 5LA	12/01/06 to 12/30/06	Project Coordinator
i. Follow up (completion)	12/01/06 to 12/30/06, 3/01/07 to 3/30/07 & 6/01/07 to 6/30/07	Project Coordinator
3.3. Update/evaluate/compile results/disseminate results	3/01/07 to 3/30/07 & 6/01/07 to 6/30/07	Admin Assistant
i. Enter information onto spreadsheets	3/01/07 to 3/30/07 & 6/01/07 to	Admin Assistant

ii. Identify responsible parties	3/01/06 to 3/30/06 & 6/01/06 to 6/30/06	Core Collaborative & LBDHHS NSO
iii. Assess achievement of scope of work outcomes	6/01/06 to 6/30/06	Core Collaborative, Project Coordinator & Administrative Assistant
iv. Identify areas that are under-met and formulate improvement action plan	12/01/05 to 12/30/05, 3/01/06 to 3/30/06 & 6/01/06 to 6/30/06	Core Collaborative, CDAPP MSW, PC & St. Mary's OB MSW
v. Require and monitor periodic reports from collaborative partners	3/01/06 to 3/30/06 & 6/01/06 to 6/30/06	Administrative Assistant
4.2. Setting standards for Collaborative Partners	07/01/06 to 07/30/06	Core Collaborative & PC
i. Introduce new members to definition of 'Quality'	07/01/06 to 07/30/06	Core Collaborative & PC
ii. Expectations for attendance and participation	07/01/06 to 07/30/06	Core Collaborative & Project Coordinator
iii. Timeliness/ Compliance with report requirements	07/01/06 to 07/30/06	Core Collaborative & Project Coordinator

					y referral	
To have a functioning, sustainable, and up to date web-based resource directory of LB-W BBC member agency services	VI. To have a functioning, sustainable, and up to date web-based resource directory of LB-WBBC member agency services				<ul style="list-style-type: none"> Signed MOU's on File of programs/agencies that wish to participate in web-based resource directory Functioning directory by 6/30/05 	<ul style="list-style-type: none"> Total # of people accessing website
	6.1. Update and maintain web-based resource directory	07/01/06 to 6/30/07	LBDHHS Staff			
	i. LBDHHS staff to assist in update of web-based resource directory	07/01/06 to 6/30/06	LBDDHS NSO			
	ii. Update and designate programs/agencies to be included in resource directory	07/01/06 to 6/30/07	Core Collaborative, LBDHHS NSO & Project Coordinator			
	iii. Update & add designated programs/agencies on resource directory with 211 system	07/01/06 to 06/30/07	Project Coordinator & AA			
Promote the sustainability of the Collaborative through both social and financial resources.	VII. needs to be removed by jmpt				<ul style="list-style-type: none"> Contact list of sustainability steering committee Public Affairs First 5 LA media training certificate of completion or 	<ul style="list-style-type: none"> Total number of new attendees at PMCC's conference Number
	VII. Present on the importance of program sustainability to the collaborative and community partners	07/01/06 to 07/30/07	NSO, PC, Core Collaborate			
	7.1. Designate steering committee to develop and	07/01/06 to 07/30/06	Core Collaborative			

among high risk women.	interconception care around the community			events and outreach activities <ul style="list-style-type: none"> • Number of outreach contacts • Documentation of BBC staff training in cultural competency 	that initiate prenatal care during 1st trimester of pregnancy <ul style="list-style-type: none"> • Increase (from baseline —year 1) % of high risk women and teens that present for interconception care • % of clients that initiate prenatal care during 1st trimester of
	1.1. Identify and work with community based agencies & programs to outreach	07/01/06 to 07/30/07	LBDHHS NSO, PC, CDAPP Coordinator, & LB Memorial Liaison, FiGH		
	1.2. Continue to develop and disseminate culturally appropriate materials	07/01/06 to 07/30/07	All Collaborative Members, Agencies & Programs		
	1.3. Update and present collaborative information/materials to 3 or more community agency staff	07/01/06 to 07/30/07	Project Coordinator & Centralized Case Manger		
	1.4. Conduct outreach to high risk Hispanic & South East Asians including teens and women with chronic conditions	07/01/06 to 07/30/07	FiGH		
	1.5. Conduct outreach to African American women through the LBDHHS BIH program	07/01/06 to 07/30/07	Black Infant Health Program		
	1.6. Conduct outreach to women with history of gestational diabetes or Type II diabetes	07/01/06 to 07/30/07	Latino Diabetes Program & Sweet Success		
	1.7. Conduct outreach at 8	07/01/06 to	Latino Diabetes		

health education materials		Manager (CCM)	<p>included in 211 directories</p> <ul style="list-style-type: none"> All members distributing agreed upon outreach materials Number and types of venues attended Number of presentations to other organizations Number of women who receive individual health education and messaging referrals 	<p>women in Collaborative zip codes</p> <ul style="list-style-type: none"> Increase in number of request forms for information about services Number of clients who state at initial screening that they got the information from collaborative efforts % of clients who state at initial screening that they got the information
i. Staff will continue to provide health education using LB-WBBC brochures & materials	07/01/06 to 06/30/07	Community Partners/Staff (BIH, Role of Men, MCH & Prenatal Clinic)		
1.4. Continue to work with 211 to assure all LB-W BBC resources and services are included and updated in the database	07/01/06 to 06/30/07 [on going basis]	Project Coordinator & AA		
1.5. Conduct health promotion campaign to distribute materials and/or information at various community events, individual and group levels	07/01/06 to 06/30/07	LBDHHS, WCC, St. Mary's OB Clinic, FiGH, Memorial Women's Center, CDAPP/ Sweet Success, BIH, Latino Diabetes Program		
i. Identify and participate in trainings to use free PSA time available through the local Charter Communications cable programming.	07/01/06 to 06/30/07	LBDHHS Staff		
i. Appear in 1 "Guest appearances" on local Charter Communications cable show	07/01/06 to 06/30/07	LBDHHS Staff		

that target specific communities (e.g. African-

materials	06/30/07	MCH PHN
i. LB-W BBC logo included on all outreach, health education, miscellaneous materials	07/01/06 to 06/30/07	Core Collaborative, PC & MCH PHN
ii. Develop press releases for local newspaper publications, including those that target specific ethnic communities	07/01/06 to 06/30/07	NSO, PC & AA
iii. Develop and submit 2 articles in the SMMC and LBMCC publications that target the community residents as well as those that target the in-house medical professionals.	07/01/06 to 06/30/07	Core Collaborative, AA & PC
iv. Develop and submit 2 articles in specialty publications distributed by collaborative member agencies, such as the Public Health bulletin from the LBDHHS, and the newsletters published by RPPC and CPSP	07/01/06 to 06/30/07	PHN, CDAPP Coordinator (Cathy Fagen) & AA
2.2. Develop and present 2 special education events in collaboration with PMCC to increase awareness of the LB-W BBC and improve the	07/01/06 to 06/30/07	Core Collaborative & Perinatal MultiCultural Coalition

		Group & PC, All Collaborative Partners	<ul style="list-style-type: none"> • Report the story of centralized case management • Referral program for women/teens with Gestational/type II diabetes • Specialized case management program for women/teens with gestational/type II diabetes 	<ul style="list-style-type: none"> • management clients who are high risk • % of prenatal case management clients who are high risk • % of prenatal case management clients receiving services from a high risk OB doctor • # of prenatal case management clients lost to follow-up • % of
vii. Conduct training for new members on referral system	07/01/06 to 06/30/07 [as needed]	CCM & AA		
viii. Families in Good Health Health Educator to provide case management to 15 high-risk women using the PACT curriculum	07/01/06 to 06/30/07	FiGH Health Educator		
1.2. Implement the case management program	07/01/06 to 06/30/07	LBDHHS & Core Collaborative		
i. Conduct two trainings to providers, staff and case managers/liaisons	07/01/06 to 06/30/07	Project Coordinator & Centralized Case Manager		
ii. Update & train case managers at WCC, SMMC & Latino Diabetes Program	07/01/06 to 08/30/06 and as needed	CCM, WCC Director, SMMC OB Director, Latino Diabetes Coordinator		
iii. Case manager liaisons to provide case management services to high-risk women at WCC, SMMC OB Clinic, BIH, FiGH, and NFP based on referrals from Sweet Success Program through Latino Diabetes Program after post-	07/01/06 to 06/30/07	NFP PHN, FiGH Health Educator, WCC Liaison, SMMC Health Educator, Black Infant Health Case Manager & Latino Diabetes Health Educator		

Collaborative, and encourage all case managers to adopt them.	i. Conduct a training session for all case managers/liasons using referral system	10/01/06 to 12/30/07	CCM & AA	<ul style="list-style-type: none"> management quality review system Documentation of referral system training session for case managers-agenda Total number of clients contacted to participate in CCMP 	<ul style="list-style-type: none"> managem ent encounter per month % of prenatal clients that receive compre nsive needs assessmen t % of clients with interagenc y referrals for whom at least one referral was completed # of clients with the following poor birth
	1.3. Update follow-up protocol for women who refuse an/or withdraw from Centralized Case management Program	07/01/06 to 09/30/06	CCM & AA		
	i. Identify & contact (via phone or letter) clients that have withdrawn from CCMP to offer services if still needed	07/01/06 to 07/30/07	AA, WCC, LDP, SMMC, & FiGH Case Managers		

					<ul style="list-style-type: none">• birth• % of clients with the following poor birth outcomes: LBW, VLBW, Preterm birth, fetal death, neonatal death• # of pregnant clients 19 and over with at least one case management encounter per month• # of prenatal clients that receive
--	--	--	--	--	---

					<p>partial achievement on 100% of care plan goals by the time of the birth</p> <ul style="list-style-type: none">• # of pregnant clients under 19 with at least two case management encounter per month• % of pregnant clients 19 and over with at least one case management encounter
--	--	--	--	--	---

	1.5. Utilize identified social support services to increase referrals through Centralized Case Management Program	07/01/06 to 06/30/07	Core Collaborative		<ul style="list-style-type: none"> needs # of clients referred for social support services with at least one social support referral completed # of clients with at least one social support referral % of clients with at least one social support referral
	1.6. BIH program to provide 2 social empowerment classes to high-risk African-American women referred through the LB-W BBC	07/01/06 to 06/30/07	Black Infant Health Staff		
	1.7. Provide 2 group social support class to high- risk Gestational and/or post-partum Type II Diabetic women referred through the LB-WBBC	07/01/06 to 06/30/07	Latino Diabetes Health Educator & Promotora		
	1.8. Provide social support assessment for each women receiving case management through LB-WBBC	07/01/06 to 06/30/07	Latino Diabetes Program, WCC, SMMC, Core Collaborative		
	1.9. Provide referrals and linkage to social support programs available in the community (BIH, parenting classes, breastfeeding workshops, etc.)	07/01/06 to 06/30/07	Collaborative Members		
Documentation of the need for	I. Use resource directory as a bases to identify which social	07/01/06 to 12/31/06	PC & AA	<ul style="list-style-type: none"> Number of women not 	<ul style="list-style-type: none"> Report on unmet

healthy birth.	opportunities beyond First 5 LA included but not limited to matching government and private funds to provide interconception care			program for women/teens with gestational/type II diabetes	receiving post partum check-ups <ul style="list-style-type: none"> • % of clients who initiate breast feeding post partum • % of clients who exclusively breastfeed for 6 months • % of clients with chronic medical conditions who receive chronic care up to
	1.3. Identify interconception care programs and work to expand services for high risk clients		Core Collaborative, CDAPP MSW & St. Mary's OB MSW		
	II. Provide specialized interconception care for uninsured women with Type II Diabetes				
	1.1. Implement medical management program for Type II Diabetic (LB-WBBC) uninsured women to receive services	07/01/06 to 06/30/07	LBMCC The Children's Clinic staff, SMMC Medical Clinic, Sweet Success Program & Latino Diabetes Health Educator		
	1.2. Children's Clinic to provide 60 clinic office visits for referred women/teens from the LB-WBBC programs (Sweet Success) diagnosed with Type II Diabetes	07/01/06 to 06/30/07	The Children's Clinic		
	1.3. St. Mary Medical Center	07/01/06 to	SMMC Clinic Staff		

					<p>exclusively breastfeed for 6 months</p> <ul style="list-style-type: none">• # of clients with chronic medical conditions who receive chronic care up to 3-months post partum• # of clients receiving interconception care case management services• % of clients with
--	--	--	--	--	--

					<p>who receive chronic care up to 6-months post partum</p> <ul style="list-style-type: none">• % of clients with chronic medical conditions who receive chronic care up to 24-months post partum• # of clients with chronic medical conditions who receive chronic
--	--	--	--	--	---

					<p>exclusively breastfeed for 12 months</p> <ul style="list-style-type: none">• # of interconception care clients 19 and over with no chronic conditions with at least one case management encounter per quarter• # of interconception care clients under 19 with no chronic conditions with at
--	--	--	--	--	--

					<p>least two case management encounter per month</p> <ul style="list-style-type: none">• % of interconception care clients 19 and over with chronic conditions with at least one case management encounter per month• % of interconception care clients 19 and over with no chronic conditions with at
--	--	--	--	--	---

					with at least one case management encounter per month
--	--	--	--	--	---




Budget Summary

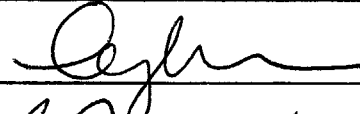

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Cost Category		First 5 LA Funds	Matching Funds	Total Costs
1	Personnel	385,681	26,841	412,522
2	Contracted Svcs (Excluding Evaluation)	141,342	0	141,342
3	Equipment	0	0	0
4	Printing/Copying	11,350	0	11,350
5	Space	11,532	0	11,532
6	Telephone	1,488	0	1,488
7	Postage	468	0	468
8	Supplies	8,400	0	8,400
9	Employee Mileage and Travel	2,310	0	2,310
10	Training Expenses	3,700	0	3,700
11	Evaluation	0	0	0
12	Other Expenses (Excluding Evaluation)	6,000	0	6,000
13	*Indirect Costs	24,319	22,788	47,108
TOTAL:		\$596,590	\$49,629	\$646,220

Nani Blyleven (562) 570-4231  4/12/2006
 Fiscal Contact Person Date
Ronald R. Bly 4-14-06
 Agency Authorized Signature Date
 Phone # (562) 570-4016

First 5 LA Authorized Staff Only	
Program Officer	 5/4/06
Finance	 4/27/06

*Indirect Costs MAY NOT exceed 10% of Personnel cost, excluding Fringe Benefits.
Additional supporting documents may be requested



Personnel

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

ANNUAL First 5 LA Funds PROJECT PERSONNEL BUDGET					TOTAL PROJECT PERSONNEL BUDGET		
Title/Name(s)	FT/PT	Gross Monthly Salary	% of Time on First 5 LA Project	Months to be Employed	First 5 LA Funds	Matching Funds	Total Personnel Cost
PPC Coordinator - Y. Salomon-Lopez	FT	5,049	100%	12	60,588	0	60,588
BCU Support - PHA 2 - TBD	FT	2,894	100%	12	34,728	0	34,728
Public Health Nurse III - TBD	PT	4,467	100%	12	53,604	0	53,604
Administrative Analyst III - N. Blyleven	FT	6,346	5%	12	3,808	0	3,808
Health Educator II -V. Sepulveda	FT	4,028	40%	12	19,334	0	19,334
Perinatal Services Coordinator - K. Prochnow	FT	5,585	5%	12		3,351	3,351
Maternal Child Health Director (MCH) - Vacant	FT	5,585	10%	12		6,702	6,702
Nursing Services Officer - P. Shaw	FT	6,853	5%	12	4,112		4,112
Nurse Family Partnership PHN - D. Chaikumnerd	FT	5,585	100%	12	67,020	0	67,020
BIH Coordinator - C. Snuggs	FT	5,727	10%	12		6,872	6,872
					0	0	0
					0	0	0
					0	0	0
					0	0	0
					0	0	0
Total Direct Salaries					243,194	16,925	260,119

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.
 USE ADDITIONAL SHEETS IF NECESSARY

*Fringe Benefits:	Percentage			
FICA	6.20%	15,078	1,049	16,127
SUI	0.15%	365	25	390
Health	17.78%	43,240	3,009	46,249
WC	5.89%	14,324	997	15,321
Other	28.57%	69,480	4,835	74,316
	58.59%	142,487.25	9,916.36	152,403.60
Total Personnel		\$385,681	\$26,841	\$412,522

*Fringe Benefits must be broken down by categories.



Contracted Services

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Contracted/Consultant Services	RATE OF PAY AND FORMULA USED FOR DETERMINING AMOUNT	First 5 LA Funds	Total Matching Funds	Total Contracted Svcs
Families in Good Health				
Director	172 hours per year @ \$58.60 / hour = \$10,079	10,079		10,079
Outreach Worker	1040 hours per year @ \$19.20 / hour = \$19,968	19,968		19,968
Community Worker	1040 hours per year @ \$26.50 / hour = \$27,560	27,560		27,560
Mileage	\$0.385 per mile up to 2078 miles per year	800		800
Regional Perinatal Programs (LB Memorial Medical Ctr)				
Coordinator	48 hours per year @ \$48.50 / hour = \$2328	2,328		2,328
Social Worker	63 hours per year @ \$34 / hour = \$2142	2,142		2,142
Marketing Manager	47 hours per year @ \$41 / hour = \$1927	1,927		1,927
Wilmington Community Clinic				
Registered Nurse Practitioner (Brooks)	168 per year @ \$57.34 / hour = \$9,633	9,633		9,633
Medical Assistant	624 hours per year @ \$13.79 / hour = \$8,605	8,605		8,605
Mileage	\$0.385 per mile up to 135 miles per year = \$624	624		624
The Children's Clinic				
Interconception Clinic Care	10 clients (6 visits per year) @ \$1200 per client=\$12,000	12,000		12,000
Diabetic supplies	\$20 per month per patient - monitoring test kits = \$2,400	2,400		2,400
St. Mary's Mary Hilton Family Clinic				
Health Educator	1248 hours per year @ \$22 / hour = \$27,456	27,456		27,456
Interconception Clinic Care	10 clients (4 visits per year) @ \$750 per client = \$7500	7,500		7,500
Latino Diabetes Promotores - Maria Madrid				
	832 hours per year @ \$10 / hour = \$8320	8,320		8,320
Total Contracted Services:		\$141,342	\$0	\$141,342

USE ADDITIONAL SHEETS IF NECESSARY

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED

Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.

USE ADDITIONAL SHEETS IF NECESSARY



Section 3

Agreement # _____

Page 4 of 10

Equipment

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Equipment description of item	Quantity	Unit Cost	Total Equipment Cost	First 5 LA Funds	Matching Funds	Total Cost
					0	0
					0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Total Equipment:			\$0	\$0	\$0	\$0

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits
 USE ADDITIONAL SHEETS IF NECESSARY



Section 4

Printing/Copying

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Printing/Copying include description	Quantity	Unit Cost	Total Printing Cost	First 5 LA Funds	Matching Funds	Total Cost
Printing and copy costs / color, brochures, mailers, etc.	10,000	1.00	10,000	10,000	0	10,000
Printing and copy costs / B&W	15,000	0.09	1,350	1,350	0	1,350
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
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			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Total Printing/Copying:			\$11,350	\$11,350	\$0	\$11,350

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.
 USE ADDITIONAL SHEETS IF NECESSARY



Sections 5 & 6

Space & Telephone

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Space include description, cost per square foot	Footage/Quantity	Unit Cost	Number of Months	Total Space Cost	First 5 LA Funds	Matching Funds	Total Cost
Computer workstation - Information services* (Soloman-Lopez)	1.00	125.00	12	1,500	1,500	0	1,500
Computer workstation - Information services** (PHA II)	1.00	209.00	12	2,508	2,508	0	2,508
Computer workstation - Information services**(PHN)	1.00	209.00	12	2,508	2,508	0	2,508
Computer workstation - Information services** (PHN)	1.00	209.00	12	2,508	2,508	0	2,508
Computer workstation - Information services** (HE II)	1.00	209.00	12	2,508	2,508	0	2,508
				0	0	0	0
				0	0	0	0
* Charges based on purchased computer (no lease costs)				0	0	0	0
**Charges based on networked printer @ \$0.00				0	0	0	0
Total Space:				\$11,532	\$11,532	\$0	\$11,532

Telephone include # of lines and cost per line	Quantity	Unit Cost	Number of Months	Total Phone Cost	First 5 LA Funds	Matching Funds	Total Cost
16 button 2-line telephone w/ voice mail	2	32.00	12	768	768	0	768
8 button 1-line telephone w/ voice mail	3	20.00	12	720	720	0	720
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Telephone:				\$1,488	\$1,488	\$0	\$1,488

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.
 USE ADDITIONAL SHEETS IF NECESSARY



Postage & Supplies

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Postage include description	Quantity	Unit Cost	Number of Months	Total Postage Cost	First 5 LA Funds	Matching Funds	Total Cost
First class stamps	100	0.39	12.00	468	468	0	468
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Postage:				\$468	\$468	\$0	\$468

Supplies include description	Quantity	Unit Cost	Number of Months	Total Supplies Cost	First 5 LA Funds	Matching Funds	Total Cost
General Office Supplies	1	200.00	12.00	2,400	2,400	0	2,400
C incentives	100	5.00	12.00	6,000	6,000	0	6,000
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Supplies:				\$8,400	\$8,400	\$0	\$8,400

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED

Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.

USE ADDITIONAL SHEETS IF NECESSARY



Employee Mileage/Travel & Training Expenses

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Employee Mileage/Travel include description	Mileage Quantity	Unit Cost per Mile	Total Mileage/Travel Cost	First 5 LA Funds	Matching Funds	Total Cost
Mileage (500 miles per month)	6,000	0.385	2,310	2,310	0	2,310
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Total Employee Mileage/Travel:			\$2,310	\$2,310	\$0	\$2,310

Training Expenses include description, # of people	Quantity	Unit Cost Per Training	Total Training Cost	First 5 LA Funds	Matching Funds	Total Cost
Monthly Core Collaborative Meeting	12	50.00	600	600	0	600
Perinatal Multi-Cultural Coalition Event	2	1,250.00	2,500	2,500	0	2,500
FHEC Quarterly Collaborative Meetings	4	150.00	600	600	0	600
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Total Training Expenses:			\$3,700	\$3,700	\$0	\$3,700

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
 Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.
 USE ADDITIONAL SHEETS IF NECESSARY



Section 11

Evaluation

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Evaluation Contracted Services	Quantity	Rate of Pay	Total Evaluation Cost	First 5 LA Funds	Matching Funds	Total Cost
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Other Evaluation Cost	Quantity	Unit Cost	Total Cost	First 5 LA Funds	Matching Funds	Total Cost
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			Total Evaluation:	\$0	\$0	\$0
				\$0	\$0	\$0

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED

Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.

USE ADDITIONAL SHEETS IF NECESSARY



Sections 12 & 13

Other Expenses & Indirect Cost

Agency: City of Long Beach

Project Name: Best Babies Collaborative YEAR 2 BUDGET (12 months)

Agreement Period: 7/1/06 to 6/30/07

Other Expenses include description	Quantity	Unit Cost	Total Other Cost	First 5 LA Funds	Matching Funds	Total Cost
Transportations Vouchers Taxicab	120	25.00	3,000	3,000	0	3,000
Transportations Vouchers Bus Passes	1200	2.50	3,000	3,000	0	3,000
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Total Other Expenses:			\$6,000	\$6,000	\$0	\$6,000

*Indirect Cost include general purpose for this cost	Total Indirect Cost	First 5 LA Funds	Matching Funds	Total Cost
Indirect costs per OMB A-85(18.11% of wages)	44,042	24,319	19,723	44,042
Indirect costs per OMB A-85(18.11% of wages)	3,065	0	3,065	3,065
	0	0	0	0
	0	0	0	0
	0	0	0	0
Total Indirect Cost:		\$47,108	\$22,788	\$47,108

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED

Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.

USE ADDITIONAL SHEETS IF NECESSARY

Personnel - Section 1

BBC Coordinator	Oversees, develops, plans and participates in the implementation of LB-W BBC program
Public Health Associate III	Assist with program data collection, reporting and clerical duties
Public Health Nurse	Provides direct case management to clients
Administrative Analyst III	Oversees program budget, invoicing, contracts and other administrative duties
Health Educator II	Provides inter-conception health education
Nursing Services Officer	Over sees program components, supervises program staff
Nurse Family Partnership PHN	Provides direct in-depth case management fro clients eligible for the Olds Model (e.g. 1st time pregnant teens)

Contacted Services - Section 2

ESTIMATED HOURS PER YEAR

Hrs Per Month

Families in Good Health - FIGH

Lilian Lew (Director)	172 hours per year @ \$58.60 / hour = \$10,079
	Oversee development & participation of FIGH collaborative partnership
Outreach Worker	1040 hours per year @ \$19.20 / hour = \$19,968
	Provide outreach to target population
Community Health Worker	1040 hours per year @ \$26.50 / hour = \$27,560
	Conduct home visits for BBC-referred clients, following the Parents & Children Together (PACT) model
Mileage	\$0.385 per mile up to 2078 miles per year = \$800

Regional Perinatal Progs of CA. - RPPC

Coordinator (Fagen)	48 hours per year @ \$48.50 / hour = \$2328
	(LB Memorial) Oversee development & participation of RPPC collaborative partnership
Social Worker (McKee)	63 hours per year @ \$34 / hour = \$2142
	Liason with the Latino Diabetes program & the BIH program for asesments & referrals of high-risk clients
Marketing Mgr (Gonzalez)	47 hours per year @ \$41 / hour = \$1927
	Serve as the BBC liason for all hospital outreach & provider/community health education activities

Wilmington Community Clinic - WCC

Registered Nurse Practioner (Brooks)	168 hours per year @ \$57.34 / hour = \$9,633
	Oversee development & participation of WCC collaborative partnership
Medical Assistant	624 hours per year @\$13.79 / hour = \$8,605
	Case manage pregnant clients at WCC
Mileage	\$0.385 per mile up to 135 miles per year = \$624

The Children's Clinic

Interconception Clinic Care	10 clients (6 visits per year) @ \$1200 per client per year=\$12,000
Diabetic supplies	\$20 per month per patient - Diabetic monitoring test kits = \$2,400

St. Mary's - Mary Hilton Family Clinic

Health Educator	1248 hours per year @ \$22 / hour = \$27,456
	Case management and health education.
Interconception Clinic Care	10 clients (4 visits per year) @ \$750 per client per year = \$7500

Latino Diabetes Program Promotore - Maria Madrid

	832 hours per year @ \$10 / hour = \$8320
	Outreach and education to target population with type II diabetes during inter-conception

Equipment - Section 3

N/A

Printing & Copying - Section 4

Apprx.cost per unit of \$1.00 for color brochures, mailers, color copying

Apprx. cost of \$0.09 for B&W copying

Space - Section 5

Monthly costs for the purchased desktop computer is less than leased equipment.

The four leased Pentium class computers are setup in existing workstations.

Monthly charges are \$84 for lease and maintenance and \$125 for network, internet connections and for email.

No printer charges apply because they are connected to a networked printer.

Technology Services standards and configurations are required by the City for network compatability and maintenance & repair reasons.

There is no monthly internet charge for the Laptop because it will plug into a desktop connection. The laptop PC is a mobile workstation, not primary.

Phone - Section 6

Two 16-button, caller ID, 2-line telephone with voicemail @ \$32 per month.

Three eight-button, one line telephone with voicemail @ \$20 per month.

Telephone charges could be higher each month because of user's calling pattern and long distance charges.

Telephones already exist in workstations.

Postage - Section 7

First class stamps @ \$0.39 each. Estimated mailings at 100 pieces per month.

Supplies - Section 8

General Office Supplies estimated at \$200 per month.

Client incentives to be distributed each month are estimated to be about 100 units per month @ aprx. \$5 each

Employee Mileage/Travel - Section 9

Mileage for staff and supervisors on behalf of this program is estimated to be 500 miles per month at the City standard of \$.385 per mile.

Travel other than mileage is not expected.

Training Expenses - Section 10

Monthly Core Collaborative Meetings - Meeting supplies, small meeting room charges including audio visual equipment use @ \$50 per use.

Perinatal Multi-Cultural Coalition Event - Two events including all costs at \$1250 each event.

FHEC Quarterly Collaborative Meetings - Meeting supplies, large meeting room charges including audio visual equipment use @ \$150 per use.

Evaluation - Section 11

No evaluation expenses are expected during this budget period.

Other Expenses - Section 12

Transportations Vouchers Taxicab Vouchers - to be used in emergency situations for clients when bus passage is not feasible or recommended.

Estimate 10 one-way vouchers per month @ aprx \$25 each.

Transportations Vouchers Bus Passes - For clients in need to mitigate transportation issues for attending appointments or education activities.

Indirect Costs - Section 13

The City's indirect cost based on the last OMB A-87 available to us for fiscal year 2004-05 is 18.11%

Two line items on the budget reflect the 10% claimable amount of wages charged to First 5 and the other 8.11% charged to Matching Funds.

The second line item shows the full 18.11% rate applied to the portion of wages that are identified as Matching Funds.