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**AMENDMENT NO. 01**

This Amendment No. 01 (First Amendment") to the grant agreement #10339 ("Agreement") between the LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST - PROPOSITION 10 COMMISSION (aka FIRST 5 LA) ("COMMISSION") and **CITY OF LONG BEACH** ("GRANTEE") is dated July 1, 2022 ("effective date"), and is between COMMISSION and GRANTEE. COMMISSION and GRANTEE are collectively referred to as the "Parties".

The Parties desire to amend the Agreement to include requirements for Annual Reporting (Exhibit H) and amend the Scope of Work (Exhibit A), Budget and Budget Narrative (Exhibit B), Contract Amount, and Term of Contract and agree as follows:

- I. The grant amount for the period of July 1, 2023, through June 30, 2024, is **TWO HUNDRED FIVE THOUSAND TWENTY ONE DOLLARS AND NO CENTS (\$205,021.00)**. Unspent funds from the previous grant period shall not be "rolled over."
- II. Exhibits A and B to the Agreement are hereby respectively replaced in their entirety with Exhibits A and B dated July 1, 2023, through June 30, 2024, attached to this **FIRST** Amendment.
- III. Exhibit H (Annual Reporting Data) is incorporated into the grant agreement.
- IV. Section 4 is amended as follows:

The term of this grant agreement ("grant period") shall be July 1, 2022 ("effective date") through June 30, 2024 ("expiration date"), unless sooner terminated pursuant to this grant agreement.

- V. Section 7.2 is amended to incorporate Exhibit H as follows:

CONTRACTOR shall participate in and cooperate with statewide evaluations of California Proposition 10 (1998) ("Proposition 10") efforts and reporting of data required by First 5 California as requested by COMMISSION, including but not limited to the requirements in Exhibit H. CONTRACTOR shall be relieved of this participation obligation if CONTRACTOR provides COMMISSION with written notification that CONTRACTOR's participation would violate the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") (Pub. L: 104-191), the HIPAA Administrative Simplification Regulations (45 C.F.R. Parts 160, 162, and 164) and the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), which was enacted as part of the American Recovery and Reinvestment Act of 2009 ("ARRA") (Pub. L. 111-5), federal, state or local laws, confidentiality

agreements, or any CONTRACTOR policies related to the dissemination of confidential data. No release from the obligation to participate in statewide evaluations of Proposition 10 efforts shall release CONTRACTOR from its obligation to provide aggregate data or completed surveys about systems change and operations accomplished by CONTRACTOR, its lead agency or collaborative partners.

- VI. Except as expressly modified or supplemented by this **FIRST** Amendment, all of the provisions of the Agreement, as previously amended, shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this **FIRST** Amendment and the provisions of the Agreement, the provisions of this **FIRST** Amendment shall control.
- VII. The Parties, through their respective duly authorized signatories, are signing this **FIRST** Amendment on the dates indicated below.

*[SIGNATURES PAGE FOLLOWS]*

COMMISSION

Los Angeles County Children and Families First Proposition 10 Commission, aka First 5 LA

By: John Wagner, Executive Vice President

Name: Karla Pleitez Howell  
Title: Executive Director

GRANTEE

City of Long Beach

By: Linda J. Sabum for

Name: Thomas Modica

Title: City Manager

**EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.**

Approved as to form:

Date: 06/15/2023

By: Dawn McIntosh

For: Dawn McIntosh, City Attorney



## EXHIBIT A – SCOPE OF WORK

Agreement Number: 10339 Agreement Period: July 1, 2023 – June 30, 2024 (12 months)  
 Agency Name: City of Long Beach- Department of Health and Human Services Revision Date: 3/23/2023  
 Project Name: Help Me Grow LA Pathways – Community 7 (Wave 2)  
 Project Length: July 1, 2022 – June 30, 2025 (3 years)

**Project Description:** *Please describe the project, purpose, need (baseline), strategies, and the outcomes desired for the project.*

*Help Me Grow Los Angeles Pathways: Together Strengthening Connections for Kids and Families investment (HMG LA Pathways) is a critical element to HMG LA. HMG LA Pathways offers an opportunity to strengthen key components across systems providing early identification and intervention (EI) services. Specifically, HMG LA Pathways focuses on strengthening and expanding referral pathways within a place-based community setting to ensure all children identified with a delay or at risk of delay can effectively access appropriate and timely services. The Unifying Agency with a collaborative of agencies will identify, implement and refine strategies to better connect children to EI services and supports within a geographic region over a three-year time period.*

The intent is that HMG LA Pathways will lead to:

- Improved communication and tracking on referral status between referring agency and referral source;
- Reduction in wait times between screening and assessment, and between assessment and prevention or intervention services;
- Decrease in the age at which children are referred to services and begin services;
- Increase in successful referrals (i.e., referrals appropriate based on screening results and families followed through on referrals) on first attempt; and
- Increase in parent/caregiver satisfaction with referral process and linkage to services.
- Deliberate community engagement with communities (e.g., Asian American/Asian, Native Hawaiian/Other Pacific Islander, African American/Black, Latinx, or other communities) historically facing barriers to accessing early identification and intervention services

Objectives Include who, what, when, where, how and how much for each objective.	Activities and Subtasks Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.	Staff Assignment Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.	Timeline Indicate start and end period.	Deliverables Indicate Date Due.
<b>Administrative Oversight</b>				
1. Work collaboratively with First 5 LA to administer the project	a. Monthly check-in meetings with First 5 LA (virtually or in-person), update schedule if needed.  b. Provide written progress updates on scope of work via semi-annual progress reports	A-D: HMG Coordinator (DHHS)	Ongoing	1a. Meeting schedule confirmed/updated Due: July 31, 2023  1b. Semi-Annual Progress Reports Due: January 31, 2024 and July 31, 2024



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	c. Participate in First 5 LA State Annual Report survey ("Online Year End Report" administered to all First 5 LA grantees).  d. Use Microsoft Teams to obtain latest project updates and upload deliverables and invoices.			1c. Online Year End Report Due: August 31, 2023; August 31, 2024
2. Maintain a community collaborative of cross-sector and community representatives that reflect the demographics of the community, including Collaborative Agencies and Supporting Partners	a. Maintain and/or expand relationships with collaborative partners in preparation for Phase 2 (implementation): <ul style="list-style-type: none"> <li>Create and/or update MOUs, letters of support, and/or data sharing agreements as needed</li> <li>Manage subcontracts</li> </ul> b. Inform on collaborative coordination, including structure, decision-making process, and key accomplishments to date as part of routine semi-annual progress reports	A-B: HMG Coordinator (DHHS), City Staff to ensure accurate creation of contracts	July – September 2022	2a. Collaborative status updates (including updated collaborative roster)* Due: January 31, 2024 and July 31, 2024 (with semi-annual progress reports)
3. Maintain effective fiscal oversight and resource allocation	a. Submit invoices on Teams on a quarterly basis  b. Submit Expense Validation Report as requested or randomly selected to provide additional information to validate invoiced amounts	A-B: Financial Analyst (DHHS)	Ongoing	3a. Invoices* Due: Last business day of quarter for previous quarter  3b. Expense Validation Report Due: As requested
4. Continue implementing TA and Training Plan to support capacity needs of the community collaborative.	a. Collaborate with TA Provider to inform and implement the TA and Training Plan <ul style="list-style-type: none"> <li>Review &amp; update as needed the TA and Training Plan to reflect current needs.</li> </ul> b. Receive TA support <ul style="list-style-type: none"> <li>Coordinate TA meetings with TA Provider, as needed</li> </ul>	A-B: HMG Coordinator (DHHS)	Ongoing	4a. Updated TA and Training Plan as needed Due: August 31, 2023  4b. TA support received Due: Ongoing
<b>Pilot Collaborative Identified Strategies</b>				
5. Support the HMG LA Pathways community with implementation and refinement of strategies.	a. Support the community collaborative with ongoing planning, launch, implementation and refinement of selected Pathways strategies as seen below:	A: HMG Coordinator (DHHS), Resource Connections Officer	Ongoing	5a. Activity 1a & 1b Due: August 2023



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	<ul style="list-style-type: none"> <li>• Approach #1: Create an accessible and user-friendly early childhood resource directory for families and providers.                             <ul style="list-style-type: none"> <li>○ Activity 1a: Develop Early childhood resource directory</li> <li>○ Activity 1b: Increase percentage of resource directory users who say the directory is accessible and user friendly</li> </ul> </li> <li>• Approach #2: Expand the Long Beach Resource Line to act as a local call center that assists families with referrals to ELL services.                             <ul style="list-style-type: none"> <li>○ Activity 2a: Provide ELL training for the Resource Line staff to ensure successful navigation for parents.</li> <li>○ Activity 2b: Increase number of agencies and referrals made through Unite Us</li> </ul> </li> <li>• Approach #3: Encourage partners to join the Unite Us platform to strengthen the local resource network for ELL services.                             <ul style="list-style-type: none"> <li>○ Activity 3a: Provide Unite Us training to HMG Collaborative Partners and others in the ELL system.</li> <li>○ Activity 3b: Provide incentive to 9 HMG partners when they have joined and begin utilization of the Unite Us platform</li> </ul> </li> <li>• Approach #4: Provide professional development for Early Childhood workforce on early development systems.                             <ul style="list-style-type: none"> <li>○ Activity 4a: Contract with a HMG provider to plan, implement and administer the quarterly ELL professional development opportunities to the community. Training topics will include:                                     <ul style="list-style-type: none"> <li>- providing general understanding on children's development, and the importance of ELL</li> <li>- understanding the local early developmental systems (how and where to refer)</li> </ul> </li> <li>○ Activity 4b: Contracted partner will host 1 professional development training per quarter.</li> </ul> </li> </ul>	(DHHS), Early Childhood Program Manager (DHHS)		Activity 2a: Due: August 2023  Activity 2b: Due: December 2023  Activity 3a Due: June 2023  Activity 3b Due: July 2023  Activity 4a Due: July 2023  Approach #4b Due: Quarterly, first due by end of Q3 (Sept 2023)
<b>Multi-level Community Coordination</b>				



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
6. Engage Collaborative Agencies and Supporting Partners; attract & leverage local resources (funding, staff, services, resources, etc.)	a. Hold meetings and maintain engagement with Collaborative Agencies and Supporting Partners ('collaborative')	A: HMG Coordinator (DHHS)	Ongoing	6a. Updated meeting schedule Due: July 31, 2023  6b. Meeting materials Due: January 31, 2024 and July 31, 2024 (with semi-annual progress reports)
7. Engage families and support equity in Pathways planning and implementation.	a. Continue to develop and implement method for collecting ongoing feedback from families about their experience (e.g., parent surveys or other feedback method already being implemented) <ul style="list-style-type: none"> <li>Including families facing historical barriers to accessing EII services</li> </ul> b. Analyze information about families' experience and discuss the implications of this data with collaborative partners (during "sensemaking discussions"), including takeaways for implementation & equity	A-B: HMG Coordinator (DHHS), VIVA (TA Provider)	Ongoing	Deliverables are 12a and 12b (Included with 12a. Data Entry 1 and 12b. Sensemaking Discussions).
8. Coordinate efforts with the HMG LA rollout	a. Continue to support LAC DPH rollout of the Centralized Access Point (CAP) <ul style="list-style-type: none"> <li>Attend CAP related trainings and/or meetings, when appropriate</li> <li>Exchange referrals with CAP, when appropriate</li> <li>Share feedback regarding the process to exchange referrals with CAP</li> <li>Share best practices and/or complex cases</li> </ul> b. Participate in HMG LA learning opportunities and/or provide feedback regarding HMG LA implementation [e.g., HMG LA convenings, connecting with HMG LA Community and Family Engagement Council (CFEC)]	A-B: HMG Coordinator, Resource Connections Officer (DHHS)	Ongoing	8a. CAP referrals and feedback Due: Ongoing  8b. CAP related meetings attended Due: Ongoing  8c. HMG LA learning opportunities attended Due: Ongoing
9. Collaborative to provide feedback in the identification, planning, implementation, and evaluation of EII strategies in the HMG LA Pathways community	a. Gather feedback from collaborative on an annual basis <ul style="list-style-type: none"> <li>Update/customize feedback tool template as needed to meet collaborative needs, including questions related to core indicators and any additional questions needed by each collaborative</li> </ul>	A-B: HMG Coordinator (DHHS), VIVA (TA Provider), Data Analyst (DHHS)	Ongoing	9a. Updated collaborative feedback tool* Due: March 31, 2024  9b. Feedback tool results Due: April 30, 2024 (due with 12a. Entry 1)



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	<ul style="list-style-type: none"> <li>Schedule and collect feedback</li> </ul> <p>b. Synthesize feedback findings</p> <ul style="list-style-type: none"> <li>Compile feedback tool results</li> <li>Identify &amp; discuss themes</li> </ul>			
<b>Communication &amp; Outreach</b>				
10. Facilitate implementation of communication strategies designed to build and maintain awareness of child development and available HMG LA resources.	<p>a. Implement plan for communicating HMG LA-related topics &amp; materials within the community collaborative and with the community at large.</p> <ul style="list-style-type: none"> <li>Including intentional engagement of communities that have historically faced barriers to ELL services.</li> </ul> <p>b. Provide input on the development and effectiveness of HMG LA communications material when feasible/ appropriate, including development of culturally and linguistically appropriate materials</p> <ul style="list-style-type: none"> <li>Leverage materials developed by HMG LA</li> </ul>	A-B: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Contracted Agency (if in their contracted SoW)	Ongoing	<p>10a. Updated communications plan as needed Due: Ongoing</p> <p>10b. Communication materials such as social media posts, flyers, newsletters, booklets, etc. Due: Ongoing as needed</p> <p>10c. Input on HMG LA communication materials such as flyers, newsletters, booklets etc. Due: Ongoing as needed</p>
<b>Regional Learning</b>				
11. Support the evaluation of the Help Me Grow LA Pathways initiative to generate actionable learnings on implementation and outcomes	<p>a. Collaborate with TA Provider to implement and update the evaluation plan (including logic model) as needed.</p> <ul style="list-style-type: none"> <li>Inform the creation of data visualizations and other materials to support learning</li> </ul> <p>b. Maintain core data infrastructure (consent processes and data sharing agreements), updating and/or renewing as needed.</p>	A-B: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Data Analyst (DHHS)		<p>11a. Updated logic model and evaluation plan as needed Due: Ongoing</p> <p>11b. Confirm Data Sharing Agreements are current Due: March 30, 2024</p>
12. Generate ongoing learning and continuous quality improvement (CQI) processes to improve the implementation of HMG LA Pathways with the community and across communities	<p>a. Collect and submit program data, as specified in the Pathways logic model:</p> <ul style="list-style-type: none"> <li>Confirm process for sharing de-identified and/or aggregate data with TA provider</li> <li>Collect &amp; submit program data for Entry 1 (covering 4/1/23-3/31/24)</li> </ul>	A-C: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Data Analyst (DHHS), Contracted Agency (if in their contracted SoW)	Ongoing	<p>12a. Entry 1 Data submitted to TA Provider Due: April 30, 2024</p> <p>12b. Data sense-making meetings with collaborative Due: June 30, 2024</p>



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	b. Participate in data sense-making and analysis meetings with community collaboratives and TA Provider to learn and strengthen implementation. <ul style="list-style-type: none"> <li>• Including analysis &amp; discussion of data from an equity lens</li> </ul> c. Participate in cross-learning meetings and feedback opportunities (e.g., Biannual learning sessions, additional meetings as needed, optional UA Cafes)			12c. Cross-learning meetings & feedback opportunities Due: Ongoing
<b>Resource Mobilization</b>				
13. Map available resources and identify opportunities for strengthening referral pathways.	a. With collaborative, continue to identify ELL services and supports within community to inform resource mapping efforts, identify gaps, and adjust strategies as needed to strengthen referral pathways. <ul style="list-style-type: none"> <li>• Update resource map (Kumu map) if needed (optional)</li> <li>• With collaborative, discuss other available resources in the region and potential alignment opportunities (e.g. Best Start, DMH Innovation projects, etc.)</li> </ul>	A: HMG Coordinator (DHHS), VIVA (TA Provider)	Ongoing	13a. Update resource and referral map as needed Due: Ongoing

\*Template will be provided

\*\*\*Aligned with Entry 1 data collection due dates.



Budget Summary

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Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Cost Category		First 5 LA Funds	Matching Funds	Total Costs
1	Personnel	151,401	0	151,401
2	Contracted Svcs (Excluding Evaluation)	20,000	0	20,000
3	Equipment	0	0	0
4	Printing/Copying	3,000	0	3,000
5	Space	0	0	0
6	Telephone	0	0	0
7	Postage	0	0	0
8	Supplies	1,000	0	1,000
9	Employee Mileage and Travel	2,800	0	2,800
10	Training Expenses	1,000	0	1,000
11	Evaluation	0	0	0
12	Other Expenses (Excluding Evaluation)	9,000	25,000	34,000
13	*Indirect Costs	16,820	0	16,820
<b>TOTAL:</b>		<b>\$205,021</b>	<b>\$25,000</b>	<b>\$230,021</b>

Michelle Mel-Duch 3/23/2023  
Fiscal Contact Person Date  
Michelle.Mel-Duch@longbeach.gov  
Email Address  
(562) 570-4116  
Phone #

\*Indirect Cost CANNOT exceed 10% of total contract amount (excluding subcontractors, capital expenditures, equipment and depreciation expense)  
**Additional supporting documents may be requested**

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Section 1

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Personnel

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

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 Costs
Resource Connections Officer, Christina Boalwright	FT	10,512	5%	12	6,307	0	6,307
HMO Coordinator, Joannita Campos	FT	8,573	100%	12	78,874	0	78,874
Early Child Program Manager, Alejandra Albarran Moses	FT	3,691	5%	12	2,214	0	2,214
Financial Analyst, Michelle Mel-Duch	FT	7,198	4%	12	3,455	0	3,455
Data Analyst, Phoung Ngyuen	FT	6,672	4%	12	3,202	0	3,202
	0	0	0%	0	0	0	0

Total Direct Salaries 94,053 - 94,053

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

USE ADDITIONAL SHEETS IF NECESSARY

*Fringe Benefits:	Percentage			
FICA	6.20%	5,831	0	5,831
SUI	1.45%	1,364	0	1,364
Health	15.33%	14,414	0	14,414
WC	2.98%	2,799	0	2,799
Other	35.02%	32,940	0	32,940
	60.97%	57,348	-	57,348
<b>Total Personnel</b>		<b>151,401</b>	<b>\$0</b>	<b>\$151,401</b>

\*Fringe Benefits must be broken down by categories.

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**Section 2**

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**Contracted Services**

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Contracted/Consultant Services	Pay Rate	First 5 LA Funds	Matching Funds	Total Cost
Professional Development - Vendor TBD	Pay rate TBD - budget not to exceed \$20,000	20,000	0	20,000
		0	0	0
<b>Total Contracted Services:</b>		<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>

**DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED**  
USE ADDITIONAL SHEETS IF NECESSARY

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Section 3 & 4

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Equipment & Printing/Copying

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 - June 30, 2024 (12 months)

Equipment description of item	Quantity	Unit Cost	Total Equipment Cost	First 5 LA Funds	Matching Funds	Total Cost
	0	0.00	0	0	0	0
	0	0.00	0	0	0	0
<b>Total Equipment:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Printing/Copying include description	Quantity	Unit Cost	Total Printing Cost	First 5 LA Funds	Matching Funds	Total Cost
Printing of materials for HMG Collective meetings & marketing	1	3000.00	3,000	3,000	0	3,000
	0	0.00	0	0	0	0
<b>Total Printing/Copying:</b>			<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY

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Sections 5 & 6

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Space & Telephone

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

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
	0	0.00	0	0	0	0	0
	0	0.00	0	0	0	0	0
<b>Total Space:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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
	0	0.00	0	0	0	0	0
	0	0.00	0	0	0	0	0
<b>Total Telephone:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY

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Sections 7 & 8

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Postage & Supplies

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Postage Include description	Quantity	Unit Cost	Number of Months	Total Postage Cost	First 5 LA Funds	Matching Funds	Total Cost
	0	0.00	0	0	0	0	0
<b>Total Postage:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Supplies Include description	Quantity	Unit Cost	Number of Months	Total Supplies Cost	First 5 LA Funds	Matching Funds	Total Cost
General Office Supplies and Outreach materials	1	1,000.00	1	1,000	1,000	0	1,000
	0	0.00	0	0	0	0	0
<b>Total Supplies:</b>				<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY



Sections 9 & 10

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Employee Mileage/Travel & Training Expenses

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Employee Mileage/Travel include description	Mileage Quantity	Unit Cost per Mile	Total Mileage/Travel Cost	First 5 LA Funds	Matching Funds	Total Cost
Mileage & Parking	300	1.00	300	300	0	300
Travel (Air travel, hotel stay, meals, etc)	1	2,500.00	2,500	2,500	0	2,500
	0	0.00	0	0	0	0
<b>Total Employee Mileage/Travel:</b>			<b>\$2,800</b>	<b>\$2,800</b>	<b>\$0</b>	<b>\$2,800</b>

Training Expenses include description, # of people	Quantity	Unit Cost Per Training	Total Training Cost	First 5 LA Funds	Matching Funds	Total Cost
Various training opportunities for 2 staff related to collective impact, early childhood and early intervention work.	1	1,000.00	1,000	1,000	0	1,000
	0	0.00	0	0	0	0
<b>Total Training Expenses:</b>			<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY

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**Section 11**

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**Evaluation**

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Evaluation Contracted Services	Quantity	Rate of Pay	Total Evaluation Cost	First 5 LA Funds	Matching Funds	Total Cost
To be completed internally, cost included in personnel budget, Data Analyst, Phoung Nguyen.	0	0.00	0	0	0	0
	0	0.00	0	0	0	0
<b>Total Evaluation:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY.



Sections 12 & 13

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Other Expenses & Indirect Cost

Agency: City of Long Beach- Department of Health and Human Services

Project Name: Help Me Grow LA Pathways - Wave 2

Agreement Period: July 1, 2023 – June 30, 2024 (12 months)

Other Expenses include description	Quantity	Unit Cost	Total Other Cost	First 5 LA Funds	Matching Funds	Total Cost
Participation Incentives	1	9,000.00	9,000	9,000	0	9,000
Best Start Central Long Beach Network Building Grant Program	0	0.00	0	0	25,000	25,000
	0	0.00	0	0	0	0
	0	0.00	0	0	0	0
	0	0.00	0	0	0	0
	0	0.00	0	0	0	0
<b>Total Other Expenses:</b>			<b>\$9,000</b>	<b>\$9,000</b>	<b>\$25,000</b>	<b>\$34,000</b>

*Indirect Cost include general purpose for this cost	Total Indirect Cost	First 5 LA Funds	Matching Funds	Total Cost
Indirect Costs	16,820	16,820	0	16,820
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>Total Indirect Cost:</b>		<b>\$16,820</b>	<b>\$0</b>	<b>\$16,820</b>

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED  
USE ADDITIONAL SHEETS IF NECESSARY

## HELP ME GROW LONG BEACH BUDGET NARRATIVE

**Agency Name:** City of Long Beach, Department of Health and Human Services  
**Agreement/Contract Number:** 10339  
**Project Name:** Help Me Grow LA Pathways – Community 7 (Wave 2)  
**Agreement/Contract Period:** July 01, 2023 – June 30, 2024  
**Fiscal Contact Person:** Michelle Mel-Duch  
**Phone and Email:** (562) 570-4116, Michelle.Mel-Duch@longbeach.gov

### **Section 1 - Personnel:**

#### **Resource Connections Officer, Christina Boatwright (1-FTE 5% Total \$6,307)**

Employee is Master's level and is a macro Social Worker (MSW) with over 18 years of experience working in the field of social supportive services, early child systems collaboration, and collective impact facilitation. Employee is responsible for the supervision of staff working on this project, high level administrative tasks, relationship building, and the high-level implementation of this project.

#### **HMG Coordinator, Joanna Campos (1-FTE 100% Total \$78,874)**

Employee is Master's level with over 14 years of experience working in the field of early childhood education, social services, and supportive services for the developmental disability population. Employee is responsible for the full administration of the grant. This position will work on this project 100% of their time.

#### **Early Child Program Manager, Alejandra Albarran Moses (1-FTE 5% Total \$2,214)**

Employee has a PhD in early childhood development and previous experience as an early intervention specialist. This position will act as a liaison and internal consultant to the HMG Coordinator.

#### **Financial Analyst, Michelle Mel-Duch (1-FTE 4% Total \$3,455)**

Employee is responsible for reviewing, and submitting financial reports, invoices, and purchase orders into the City's financial system. This position will also support the HMG Coordinator in developing budgets for this project.

#### **Data Analyst, Phuong Nguyen (1-FTE 4% Total \$3,202)**

Employee is responsible for supporting with data collection, working with the TA provider, and when needed will pull relevant data and/or develop ways to measure and evaluate the impact of this project.

#### **Fringe Benefits (Total \$57,348)**

For all employees working on the HMG project. Benefits (60.97% of Total Salaries) include FICA, SUI, health, dental, vision, life and disability insurance, worker compensation, retirement plan and all government required taxes.

**Total Personnel is \$151,401**

**Total Personnel In-kind Match is \$0**

**Section 2- Contracted Services:**

**Professional Development, Vendor TBD**

Based off the approaches identified in the logic model, the HMG Long Beach Collaborative will provide professional development for the Early Childhood workforce on early development systems. The professional development will include providing a general understanding on children's development, the importance of EII, and understanding the local early developmental system (how and where to refer). The agency will be selected through a competitive selection process. Selected agency will demonstrate knowledge of best practices in EII, history of successful EII supportive services, and training expertise. The total budget is \$20,000. This budget was developed referencing other Health Department programs that contract out professional development. This cost will cover quarterly trainings which will include speaker stipends (if applicable), location fees (if applicable), refreshments, printing costs, and administrative costs for the organization responsible for the planning and implementation training.

The City will procure the subcontractor through a fair and equitable practices. The City will select vendors on their ability to provide meeting facilitation, implementation and learning strategies that align with the nature of this collaborative work.

**Total Contracted Services is \$20,000**

**Section 3- Equipment:**

No equipment is needed in this funding year. The total budget is \$0.

**Total Equipment is \$0**

**Section 4- Printing/Copying:**

Printing/Copying includes cost estimates for printing outreach materials for community events and for meeting materials for the HMG project. The total budget is \$3,000.

**Total Printing/Copying is \$3,000**

**Section 5-Space:**

Currently all staff related to this project are working remotely and there is no plan to return to the office. The total budget is \$0.

**Total Space is \$0**

**Section 6- Telephone:**

Cost of telephone is included in the City's technology equation. The total budget is \$0.

**Total Telephone is \$0**

**Section 7 - Postage:**

No costs are anticipated for this section during the agreement period. The total budget is \$0.

**Total Postage is \$0**

**Section 8 - Supplies:**

Outreach Supplies includes supplies for meetings, community engagement, shirts, and polos for staff for outreach. The total budget is \$400.

Office Supplies includes items such as manila folders, binders, file folders, pens, highlighters, post-its, paper clips, copy paper, printer ink and lamination supplies to ensure HMG project goals are met. The total budget is \$600.

**Total Supplies is \$1,000**

**Section 9 - Employee Mileage and Travel:**

Mileage includes mileage reimbursement cost (at the current IRS mandated rate) for any project related traveling by the HMG Coordinator and HMG support staff and parking cost of HMG Coordinator and HMG support staff attending meetings, trainings, or any HMG project activities. Travel cost include projected travel to the HMG National Forum 2023 in Dallas-Fort Worth, Texas for the HMG Coordinator. Travel expenses include air travel, hotel stay, meals, etc. The total budget is \$2,800.

**Total Employee Mileage and Travel is \$2,800**

**Section 10 - Training Expenses:**

Training and Staff Development includes cost for HMG Coordinator and HMG support staff to attend local conferences and training opportunities throughout the contract period, such as early childhood trainings, early identification and intervention workshops, collective impact institutes, cultural convenings, etc. Cost includes the projected admission of the HMG Coordinator to the HMG National Forum 2023 in Dallas-Forth Worth, Texas. The total budget is \$1,000.

**Total Training Expenses is \$1,000**

**Section 11-Evaluation:**

No costs are anticipated for this section during the agreement period. Evaluation will be covered in the Data Analyst's staffing costs. The total budget is \$0.

**Total Evaluation is \$0**

**Section 12- Other Expenses:**

Based off the approaches identified in the logic model, partners in the HMG Long Beach Collaborative will receive incentives to join the Unite Us platform to strengthen the local resource network for EII services. The total budget is \$9,000 (\$1,000 per agency within the HMG Collaborative)

Best Start Central Long Beach Network Building Grant Program will support with community outreach and family engagement efforts and will support BSCLB change goal of building community knowledge on child development and parenting skills by offering early developmental materials and resources to the community at the 2023 Celebration of the Young Child. The program will support with purchasing of swag bags for children ages 0-5, which will include early developmental/milestone materials and resources for parents/caregivers. The program will also be utilized to provide early developmental education, training, and screening materials to community partners and support resident engagement by offering gift card stipends to parents/caregivers who complete HMG LB parent/caregiver satisfaction surveys. The total In-kind match is \$25,000.

**Total Other Expenses is \$9,000**

**Total Other Expenses In-Kind Match is \$25,000**

**Section 13-Indirect Costs:**

Indirect cost is 10% of total contract amount excluding subcontractors, capital expenditures, equipment, and depreciation expense.

**Total Indirect Costs is \$16,820**

**TOTAL PROGRAM COST (FY 23-24): \$ \$205,021**

**TOTAL PROGRAM IN-KIND MATCH (FY 23-24): \$25,000**

# Exhibit H: Required Annual Reporting Data

Data Required from Contractors through Annual Reporting

For First 5 LA Use Only	
Agreement #: 10339	Type of Contract (select all that applies) <input checked="" type="checkbox"/> Systems Change <input type="checkbox"/> Children <input type="checkbox"/> Families <input type="checkbox"/> Providers <input type="checkbox"/> Evaluation

## Background on Annual Reporting Data

Each year, First 5 LA is required to submit Annual Reporting data to First 5 California as mandated by the California Children and Families Act (Proposition 10). Annual Reporting data consists of a summary of First 5 LA's fiscal and programmatic information which is used in a statewide summary. Programmatic information includes data on populations reached through direct services and their demographics, summary of evaluation efforts, and key highlights and accomplishments related to direct services and systems change.

First 5 LA collects data from contractors that are funded to: 1) provide direct services to children, families, and/or providers; 2) advance systems change; and 3) provide evaluation services. This document outlines the information that grantees and contractors are required to report each year in July and August through the Annual Reporting process.

## Data Required from Grantees and Contractors

The following table details the type of information that grantees and contractors must report, depending on the type of work they are funded to do. Please note that this exhibit details the minimum data First 5 LA requires of grantees and contractors subject to Annual Reporting.

The table consist of the following:

- **Information Required** refers to the type of information grantees/ contractors need to collect and report on
- **Description of the information required** refers to the data that is requested under each type of information, and how to categorize it (if applicable)
- **Contracts required to submit information** refers to the contract type(s) subject to reporting the information required
  - **Systems Change** refers to contracts intended to advance systems change
  - **Children** refers to contracts that provides direct services to children
  - **Families** refers to contracts that provides direct services to families
  - **Providers** refers to contracts that provides direct services to providers
  - **Evaluation** refers to contracts that include an evaluation

Information Required	Description of Information Required	Contracts Required to Submit Information				
		Systems Change	Children	Families	Providers	Evaluation
<b>Accomplishments</b>	At least one accomplishment which the grantee/contractor achieved in FY 23-24 with First 5 LA funding, and how the accomplishment benefited children and families.	X	X	X	X	
<b>Counts of Children</b>	The number of <b>unduplicated<sup>1</sup> children 0-5 years</b> served during the fiscal year		X			
<b>Age of Children 0-5</b>	The number of <b>unduplicated children 0-5 by "age"</b> served during the fiscal year <ul style="list-style-type: none"> <li>• Birth to 1st Birthday</li> <li>• 1 to 2nd Birthday</li> <li>• 2 to 3rd Birthday</li> <li>• 3 to 4th Birthday</li> <li>• 4 to 5th Birthday</li> <li>• 5 to 6th Birthday</li> </ul>		X			

<sup>1</sup> Unduplicated means that an individual is counted only once, no matter how many direct services the individual receives during a funding year.

Information Required	Description of Information Required	Contracts Required to Submit Information				
		Systems Change	Children	Families	Providers	Evaluation
<b>Race/ Ethnicity of Children 0-5</b>	<p>The number of <b>unduplicated children 0-5 by "race/ethnicity"</b> served during the fiscal year</p> <ul style="list-style-type: none"> <li>• American Indian/ Alaskan Native</li> <li>• Asian</li> <li>• Black/ African American</li> <li>• Latino/ Hispanic</li> <li>• Native Hawaiian/ Pacific Islander</li> <li>• White</li> <li>• Multiracial</li> <li>• Other (Specify:)</li> </ul>		X			
<b>Primary language spoken at home for Children 0-5</b>	<p>The number of <b>unduplicated children 0-5 by "primary language spoken at home"</b> served during the fiscal year</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Cantonese</li> <li>• Mandarin</li> <li>• Vietnamese</li> <li>• Korean</li> <li>• Hmong</li> <li>• Tagalog</li> <li>• Other (Specify:_____)</li> </ul>		X			
<b>Counts of Parents/ Guardians, Pregnant Women, and Other Family Members</b>	<p>The number of <b>unduplicated Parents/Guardians</b> served during the fiscal year</p> <p>The number of <b>unduplicated Pregnant Women</b> served during the fiscal year</p> <p>The number of <b>unduplicated Other Family Members</b> (includes older siblings) served during the fiscal year</p>			X		
<b>Race/ Ethnicity of unduplicated Parents/ Guardians, Pregnant Women, and Other Family Members</b>	<p>The number of <b>unduplicated Parents/ Guardians by "race/ethnicity"</b> served during the fiscal year</p> <p>The number of <b>unduplicated Pregnant Women by "race/ethnicity"</b> served during the fiscal year</p> <p>The number of <b>unduplicated Other Family Members</b> (includes older siblings) by <b>"race/ethnicity"</b> served during the fiscal year</p> <ul style="list-style-type: none"> <li>○ American Indian/ Alaskan Native</li> <li>○ Asian</li> <li>○ Black/ African American</li> <li>○ Latino/ Hispanic</li> <li>○ Native Hawaiian/ Pacific Islander</li> <li>○ White</li> <li>○ Multiracial</li> <li>○ Other (Specify:_____)</li> </ul>			X		

Information Required		Contracts Required to Submit Information				
		Systems Change	Children	Families	Providers	Evaluation
<b>Primary language spoken at home for unduplicated Parents/ Guardians, Pregnant Women, and Other Family Members</b>	<p>The number of <b>unduplicated Parents/ Guardians</b> by "<b>primary language spoken at home</b>" served during the fiscal year</p> <p>The number of <b>unduplicated Pregnant Women</b> by "<b>primary language spoken at home</b>" served during the fiscal year</p> <p>The number of <b>unduplicated Other Family Members</b> (includes older siblings) by "<b>primary language spoken at home</b>" served during the fiscal year</p> <ul style="list-style-type: none"> <li>o English</li> <li>o Spanish</li> <li>o Cantonese</li> <li>o Mandarin</li> <li>o Vietnamese</li> <li>o Korean</li> <li>o Hmong</li> <li>o Tagalog</li> <li>o Other (Specify: _____)</li> </ul>			X		
<b>Counts of Families Served (Only for Welcome Baby and Home Visiting contracts)</b>	<p>The number of <b>unique Families</b> served during the fiscal year</p> <p>First 5 California defines unique families as a distinct household, counting as one unit all children, parents, or primary caregivers within the household, even though one or more children, parents, or primary caregivers may have received services as an individual.</p>			X		
<b>Count of Providers</b>	The number of <b>unduplicated Providers</b> served during the fiscal year				X	
<b>Information on Evaluation</b>	<ul style="list-style-type: none"> <li>• Description of evaluation activities completed in the fiscal year</li> <li>• Key evaluation findings</li> <li>• Any policy impact from the evaluation during the fiscal year</li> <li>• If findings are published, citation and web link if available online</li> <li>• Additional evaluation information, such as: evaluation questions, timeframe of evaluation, and status of evaluation</li> </ul>					X

For more information or if you have any questions on Annual Reporting data, please contact [annualreport@firstla.org](mailto:annualreport@firstla.org).



## Cost Reimbursement Expense Narrative

**Submit Invoice To:** Jane Doe (jdoe@first5la.org)  
**Report Period:** Jan-00  
**Agency Name:** ABC Agency  
**Project Name:** XYZ Project

For First 5 LA Use Only	
Agreement #:	0
Agreement Period:	0
G/L Code:	100-xxxx-xxx-xxx
Project ID:	0
Vendor ID:	0

COST CATEGORIES	Expense Detail - Current Invoice Period Provide a brief description of what the invoiced amount encompasses
(1) Personnel	<i>Narrative not required - See Personnel Cost Worksheet</i>
(2) Contracted Services	Example: \$700 = 1 translator @ \$35/hr for 20 hours to translate at community meeting
(3) Equipment	Example: \$1200 = 1 plotter
(4) Printing/Copying	
(5) Space	
(6) Telephone	
(7) Postage	
(8) Supplies	
(9) Employee Mileage and Travel	
(10) Training Expense	
(11) Evaluation	
(12) Other Expenses	
(13) Indirect Cost	<i>Narrative not required</i>