



AGREEMENT # 10339

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

GRANT AGREEMENT

36311

For

EARLY IDENTIFICATION AND INTERVENTION Initiative

FOR THE PERIOD

July 1, 2022 to June 30, 2023

COMMISSIONERS

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A PUBLIC ENTITY

**GRANT AGREEMENT FOR  
EARLY IDENTIFICATION AND INTERVENTION INITIATIVE**

This Grant Agreement, made and entered into this      1st      day of      July      2022, 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: \$50,657.00  
GRANT NUMBER: 10339

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

EARLY IDENTIFICATION AND INTERVENTION INITIATIVE GRANT

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The Parties agree as follows:

1. **GRANT AGREEMENT DOCUMENTS**

1.1. **Entire Agreement.** This Grant Agreement and all exhibits referred to in this Grant Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Grant Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Grant Agreement.

1.2. **Exhibits.** The following exhibits constitute a part of this Grant Agreement and are incorporated into this Grant Agreement by this reference:

Exhibit A SCOPE OF WORK

Exhibit B BUDGET and BUDGET NARRATIVE

Exhibit C COMPLIANCE GUIDELINES

Exhibit E DATA USE APPROVAL FORM

Exhibit G STYLE GUIDE  
(Please see <https://www.first5la.org/article/branding>)

The following exhibits constitute a part of this Grant Agreement and are incorporated into this Grant Agreement upon receipt by COMMISSION from GRANTEE:

Exhibit D REPORTS AND SUSTAINABILITY PLAN

Exhibit F INVOICE(S)

1.3. **Precedence.** If any inconsistency exists or arises between a provision of this Grant Agreement and a provision of any exhibit, the provisions of this Grant Agreement shall control.

2. **COMMISSION OBJECTIVES AND PROGRAM PURPOSE**

2.1. **Objectives:** COMMISSION's objective in entering into this Agreement is to contract with GRANTEE to carry out the PROGRAM as defined in Exhibit A in a manner consistent with the California Children and Families Act of 1998, as amended ("Proposition 10") and other applicable laws so that all children in Los Angeles County enter kindergarten ready to succeed in school and life.

2.2. **Purpose of Funds.** COMMISSION is providing grant funds to GRANTEE for the programs and services described in **Exhibits A** and **B** in order to assist GRANTEE in improving service systems, changing policies, or providing programs in one or more of the established goals and outcomes outlined in the First 5 LA 2020-2028 Strategic Plan.

3. **CONDUCT OF PROGRAM**

3.1. GRANTEE shall abide by the terms and conditions of this Grant Agreement and any written amendment to this Grant Agreement.

3.2. GRANTEE shall in a professional, safe and responsible manner, operate and conduct the programs and services outlined in **Exhibit A** in accordance with this Grant Agreement, applicable

law, the general standards of care applicable to GRANTEE's business and the procedures set forth in **Exhibit C**.

- 3.3. If GRANTEE fails to achieve a performance objective by the due date set forth in **Exhibit A**, GRANTEE shall notify the COMMISSION staff designated to this Grant Agreement ("designated COMMISSION staff") of GRANTEE's failure within thirty (30) calendar days after the due date at which point the COMMISSION may modify **Exhibit A**, request from GRANTEE a written plan detailing the corrective action steps GRANTEE proposes to take to achieve the performance objective and the time period required for reporting and compliance ("Corrective Action Plan"), place GRANTEE in non-compliant status pursuant to the Compliance Guidelines or terminate this Agreement pursuant to Section 28 of this Agreement for breach of this Agreement. Corrective Action Plans are subject to COMMISSION's approval. If GRANTEE fails to comply with an approved Corrective Action Plan, COMMISSION may place GRANTEE in non-compliant status in accordance with the Compliance Guidelines, attached as **Exhibit C**. COMMISSION, at its sole discretion, may also place the GRANTEE into non-compliant status without a Corrective Action Plan. The rights and obligations created by the Compliance Guidelines, attached as **Exhibit C**, with respect to contract compliance, shall survive the expiration or termination of this Grant Agreement.

4. **TERM OF GRANT AGREEMENT**

The term of this Grant Agreement ("Grant Period") shall be from July 1, 2022 ("effective date") through June 30, 2023 ("expiration date"), unless sooner terminated pursuant to this Grant Agreement. COMMISSION may revise the term of this Grant Agreement prior to final execution of this Grant Agreement by all Parties.

5. **IMPLEMENTATION OF PROGRAM**

GRANTEE shall commence implementation of the programs and services outlined in **Exhibit A** within thirty (30) calendar days after the effective date of this Grant Agreement. GRANTEE shall conduct the programs and provide the services within the timelines indicated in **Exhibit A** in accordance with the procedures set forth in **Exhibit C**.

6. **RESTRICTED ACTIVITIES**

GRANTEE and subcontractors shall adhere to the following restrictions with funds appropriated by COMMISSION:

- 6.1. Funds appropriated by COMMISSION for the purpose of this Grant Agreement may not be used for the lobbying of any policymaker, local, state or federal legislative organization. While education regarding a policy issue is an eligible activity, funding may not support lobbying for specific policies or legislation.
- 6.2. Funds appropriated by COMMISSION for the purpose of this Grant Agreement may not be used to influence or mobilize voters to support or oppose any candidate, specific legislation, or ballot measure at any level of government.
- 6.3. Funds may not be used for any of these other restricted activities:
1. Direct services
  2. Election activity: Voter registration drives, public polling, candidate endorsement or fundraising
  3. Capital improvements
  4. Endowments
  5. Fundraising events
  6. Support solely for existing operations
  7. Activities with religious purposes
  8. Grants to individuals

9. Operating deficits or retirement of debt
10. Salary for new or existing staff to provide direct services
11. Development of curricula to be used for direct services
12. Organizational capacity building activities of public agencies or private foundations

7. **PROGRAM EVALUATION AND REVIEW**

- 7.1. COMMISSION may evaluate the **EARLY IDENTIFICATION AND INTERVENTION Initiative** and the program and services conducted by GRANTEE or GRANTEE's subcontractors under this Grant Agreement on an ongoing basis throughout the Grant Period. The GRANTEE or GRANTEE's subcontractors shall collaborate and coordinate evaluation efforts with the selected Technical Assistance Provider and any contractor(s)/consultant(s) hired by the COMMISSION for this initiative. Evaluations may include GRANTEE's or GRANTEE's subcontractors' compliance with the terms and conditions of this Grant Agreement, the effectiveness of GRANTEE's or GRANTEE's subcontractors' program planning and the effectiveness of the program's impact. GRANTEE shall participate in and cooperate with any such evaluation and, if applicable, activities related to an Institutional Review Board ("IRB") for the Protection of Human Subjects. GRANTEE shall ensure the cooperation of its subcontractors, employees, volunteers, staff and board members in any such evaluation to the extent permitted or required by law. COMMISSION shall protect the confidentiality of proprietary information made available to COMMISSION by GRANTEE during such evaluations. COMMISSION may modify the programs and services outlined in **Exhibit A** based upon evaluation results. COMMISSION may use evaluation results in its decisions regarding possible future agreements with GRANTEE.
- 7.2. GRANTEE and GRANTEE's subcontractors 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. GRANTEE shall be relieved of this participation obligation if GRANTEE provides COMMISSION with written notification that GRANTEE's participation would violate 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 GRANTEE policies related to the dissemination of confidential data. No release from the obligation to participate in statewide evaluations of Proposition 10 efforts shall release GRANTEE from its obligation to provide aggregate data or completed surveys about systems change and operations accomplished by GRANTEE, its lead agency or collaborative partners.
- 7.3. GRANTEE and GRANTEE's subcontractors shall, at its own expense, participate in and cooperate with any financial or program audit activities required by COMMISSION, the County of Los Angeles ("County") or the State of California ("State") during the four (4) calendar years immediately following the expiration or termination of this Grant Agreement. GRANTEE and GRANTEE's subcontractors shall maintain and keep confidential and secure, for a period of four (4) calendar years following the expiration or termination of this Grant Agreement, all records and documents associated with the programs and services conducted pursuant to this Grant Agreement, including case files and records, receipts, payroll records (including employee timesheets and timecards), client and user complaints, reports, other records required to be maintained by other provisions of this Grant Agreement and all fiscal records. GRANTEE and GRANTEE's subcontractors shall maintain the records and documents in a place and manner reasonably accessible to COMMISSION, the County or the State and their respective auditors. At any time during GRANTEE's and GRANTEE's subcontractors' business hours and upon twenty-four (24) hours' notice by COMMISSION to GRANTEE and/or GRANTEE's subcontractors, GRANTEE and/or GRANTEE's subcontractors shall allow COMMISSION, its staff, contractors or auditors, access to evaluate, audit, inspect and monitor GRANTEE's and GRANTEE's subcontractors' facilities and program operations and the records and documents maintained in connection with this Grant

Agreement. GRANTEE and GRANTEE's subcontractors shall ensure the cooperation of its subcontractors, employees, volunteers, staff and board members in COMMISSION's 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 by GRANTEE and GRANTEE's subcontractors during its evaluation, audit, inspection and monitoring efforts. COMMISSION's inspection methods may include: (i) on-site visits to GRANTEE's facilities; (ii) interviews of GRANTEE's and/or GRANTEE's subcontractors' staff and program participants; (iii) review, examination or audit of the records and documents; and (iv) inspection of GRANTEE's and/or GRANTEE's subcontractors' internal monitoring and evaluation system. COMMISSION may require that GRANTEE and/or GRANTEE's subcontractors provide supporting documentation to substantiate GRANTEE's and/or GRANTEE's subcontractors' reported expenses and basic service level estimates of work completed by GRANTEE and/or GRANTEE's subcontractors.

- 7.4. GRANTEE shall update the designated COMMISSION staff concerning the performance of services under this Agreement, including, if applicable, completing and submitting reports according to the time and manner required by COMMISSION. If required under the provisions of **Exhibit A**, GRANTEE shall submit reports and a Sustainability Plan, as applicable, to COMMISSION by the dates specified in **Exhibit A**. GRANTEE shall address reports and plans to the appropriate COMMISSION staff person and shall deliver them to the designated COMMISSION staff in hard copy, electronic format, or in such other format as requested by the designated COMMISSION staff. Reports and the Sustainability Plan, as applicable, are collectively incorporated into this Grant Agreement as **Exhibit D**. Reports shall contain basic service level estimates of work completed by GRANTEE per reporting period. Reports shall also detail the outcomes of the programs and services conducted by GRANTEE under this Grant Agreement. If required by COMMISSION, GRANTEE shall submit the reports through a secure Internet site provided by COMMISSION to GRANTEE. If applicable, the Sustainability Plan shall detail GRANTEE's sustainability activities pursuant to the programs and services conducted by GRANTEE under this Grant Agreement.
- 7.5. GRANTEE shall cause the performance of an annual financial statement and compliance audit by a certified public accountant licensed by the State of California, which audit shall cover the GRANTEE's fiscal year. GRANTEE shall make the audit available to COMMISSION on an annual basis within one hundred twenty (120) calendar days after the close of GRANTEE'S fiscal year and submit the audit to COMMISSION upon COMMISSION's request. If GRANTEE either fails to produce or submit an acceptable audit or make the audit available upon COMMISSION's request on or within one hundred twenty (120) calendar days after the close of GRANTEE'S fiscal year, or any COMMISSION approved extension of that one hundred twenty (120) calendar day period, COMMISSION may (i) require that GRANTEE take immediate corrective actions or (ii) cause the performance of the audit at GRANTEE's expense.
- 7.6. GRANTEE shall comply with COMMISSION's inquiries and requests for information arising out of such evaluations within the timeframe specified by COMMISSION in the inquiry or request.
- 7.7. GRANTEE shall respond to COMMISSION's inquiries and requests for information arising out of the performance of this Agreement within the timeframe specified by COMMISSION in its inquiry or request.

## 8. **DATA, INFORMATION AND RECORDS**

If GRANTEE's performance of services under this Grant Agreement includes, at COMMISSION's direction, gathering data and information, evaluating the data and information, or reporting to COMMISSION its conclusions and recommendations arising out of that collection and evaluation process, then the following limitations shall apply to GRANTEE's use of the data and information in addition to any other conditions and limitations imposed by this Grant Agreement:

- 8.1. Data and Information Ownership. The data and information collected by GRANTEE, in whatever form (including aggregated and disaggregated data), shall be the joint property of the Parties. To facilitate this joint ownership, GRANTEE shall provide data to COMMISSION at time intervals determined by the Parties to be appropriate for GRANTEE's performance of services under this Grant Agreement. COMMISSION may use research findings and results generated from the data and information for any purpose prior to GRANTEE's publication of the findings and results. Neither COMMISSION nor GRANTEE shall disseminate the data and information beyond its internal staff without the other Party's approval. Upon COMMISSION's request, GRANTEE shall deliver all forms of the data and information to COMMISSION, including raw individual-level data, data broken out by subpopulations, or both. Within thirty (30) calendar days of the expiration or termination of this Grant Agreement, GRANTEE shall deliver a copy of all collected data and information to the designated COMMISSION staff in hard copy, and electronic format, or in such other format as requested by the designated COMMISSION staff.
- 8.2. Dissemination of Data and Information. The Parties shall determine the timing, format and manner of the dissemination of the data and information and any report of GRANTEE's results, conclusions or recommendations for work specified in **Exhibit A**. If either Party desires to use the data and information for any purpose outside of the scope of this Grant Agreement, as set forth in **Exhibit A** or any other provision of this Grant Agreement, that Party shall request approval from the other Party by submitting the Data Use Approval Form, attached as **Exhibit E**, unless otherwise agreed upon by the Parties. If GRANTEE approves requests made by COMMISSION, GRANTEE shall notify COMMISSION and COMMISSION shall attribute the collection and evaluation of the data and information to GRANTEE upon dissemination. If COMMISSION approves requests made by GRANTEE, COMMISSION shall notify GRANTEE and inform GRANTEE of any attributions of work required by COMMISSION. The parties may enter into a royalty, licensing or reimbursement agreement, as appropriate, for either Party's use of the data and information. In published material arising out of academic or scientific activities, GRANTEE and GRANTEE's subcontractors shall acknowledge COMMISSION's participation and funding pursuant to Section 17 and shall provide COMMISSION with two (2) copies of the published material.
- 8.3. Confidential Data, Information and Records. GRANTEE shall design and maintain all data security and encryption necessary to secure confidential data and information collected in the performance of this Grant Agreement and confidential records, including records related to this Grant Agreement and client records. GRANTEE shall employ reasonable procedures to assure that the details of any advertising campaigns developed under this Grant Agreement adhere to applicable federal, state and local confidentiality laws. GRANTEE shall be liable for any infringement of or misconduct involving any confidential data and information. The Parties shall comply with HIPAA (Pub. L. 104-191), the HIPAA Administrative Simplification Regulations (45 C.F.R. Parts 160, 162, and 164) and the HITECH Act, which was enacted as part of ARRA (Pub. L. 111-5), as required, and implement adequate procedures to maintain confidential data and information. GRANTEE shall comply with all applicable state and federal laws governing the gathering, use and protection of personal information and the protection of human subjects, including the Family Educational Rights and Privacy Act (FERPA), the HIPAA Administrative Simplification Regulations and the HITECH Act and, as may be applicable to such data, (i) the California Confidentiality of Information Act, California Civ. Code Sec. 56.10 et seq., and (ii) the California Consumer Privacy Act of 2018, California Civ. Code Section 1798.100 et seq. CONTRACTOR may, at its option, comply with the foregoing by applying for and receiving Hitrust Certification as offered by the Hitrust Alliance and meeting its Common Security Framework in compliance with ISO/IEC 27000-series and HIPAA. Any health care provider, health plan or health care clearinghouse that transmits health information in an electronic manner is considered a Covered Entity under HIPAA. If GRANTEE is legally considered a Covered Entity and/or if GRANTEE conducts business with Covered Entities, GRANTEE shall comply with HIPAA, the HIPAA Administrative Simplification Regulations and the HITECH Act. GRANTEE shall add COMMISSION to all GRANTEE consent and release forms as the "LA Cty. Prop 10 Commn., its officials, officers, directors, agents, consultants and employees." GRANTEE shall immediately notify COMMISSION upon discovery of any breach of confidential



data and information and of GRANTEE's participation in legal or non-legal actions to remedy such breaches. A breach of confidential data and information shall constitute a material breach of this Grant Agreement. If GRANTEE is a "covered entity" or "business associate," as the terms are defined under HIPAA, GRANTEE shall comply with the requirements of HIPAA and the HIPAA Rules in protecting the privacy and security of health information and providing individuals with certain rights with respect to their health information, and shall comply with the Evaluation and Investigation of Alleged Noncompliance with Client Confidentiality Process set forth in **Exhibit C**.

- 8.4. GRANTEE shall require that its employees and agents conducting programs and services under this Grant Agreement comply with the confidentiality provisions of this Grant Agreement.

9. **MODIFICATION OF AGREEMENT DOCUMENTS**

9.1. **Modifications to Grant Agreement.** Except as otherwise provided in this Grant Agreement, this Grant Agreement may be supplemented, amended or modified only by a writing signed 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 Grant Agreement. COMMISSION shall not be deemed to have approved or consented to any alteration of the terms of this Grant Agreement, including its Exhibits, by virtue of COMMISSION's review and approval of, or failure to object to, contracts or other business transactions entered into by GRANTEE.

9.2. **Proposed Program Modifications.** GRANTEE shall submit proposed modifications to the programs and services conducted under this Grant Agreement, as outlined in **Exhibit A**, to COMMISSION for COMMISSION's prior approval.

9.3. **Proposed Personnel Changes.** GRANTEE shall not assign or change personnel performing services under this Grant Agreement without the prior written approval of the designated COMMISSION staff, which approval may be withheld in his or her sole and absolute discretion. GRANTEE shall submit requests for approval of or changes to personnel to the designated COMMISSION staff prior to such person's performance of services under this Grant Agreement.

9.4. **Proposed Budget Modifications.**

9.4.1. **Informal Budget Modifications.** GRANTEE may only make two (2) informal modifications to the budget, as set forth in **Exhibit B**, during the Grant Period at any time. Notwithstanding Section 9.1 of this Grant Agreement, GRANTEE may:

- a. Modify an originating cost category with a total of Five Thousand (\$5,000) or less dollars and incur expenses pursuant to an informal budget modification, provided that GRANTEE submits a memorandum to COMMISSION with the quarterly invoice required under Section 10 of this Grant Agreement that explains the informal modification; or
- b. Modify an originating cost category with a total that is greater than Five Thousand (\$5,000) dollars and incur expenses that are less than or equal to ten percent (10%) of the amount of the total cost category pursuant to an informal budget modification, provided that GRANTEE submits a memorandum to COMMISSION with the quarterly invoice required under Section 10 of this Grant Agreement that explains the informal modification.

9.4.2. **Formal Budget Modification.**

- a. Notwithstanding Section 9.1 of this Grant Agreement, prior to incurring any costs, GRANTEE shall obtain COMMISSION's prior written approval, pursuant to a formal budget modification.

- b. A formal budget modification is 1) any modification to an originating cost category with a total of more than Five Thousand Dollars (\$5,000), in which the modification will exceed ten percent (10%) of the total originating cost category; or 2) any modification to a cost category for which no dollar amount is budgeted.
- c. GRANTEE shall address and send a request for a formal budget modification to the designated COMMISSION staff, with the appropriate "Formal Budget Modification Summary" forms on or before the first (1<sup>st</sup>) of the month prior to the month in which the actual expenses will be incurred, unless otherwise authorized by the designated COMMISSION staff. GRANTEE shall not be permitted a formal budget modification during the first two (2) months or the last two (2) months of the Grant Period, unless authorized by COMMISSION staff.
- d. GRANTEE is only permitted two (2) approved formal budget modification requests during the Grant Period. COMMISSION's approval of a formal budget modification request will be contingent on GRANTEE's timely submission of documentation required by COMMISSION.

10. **QUARTERLY FINANCIAL REPORTING**

Not later than the last business day of the month following the close of each quarterly invoice period, GRANTEE shall submit to COMMISSION invoices detailing a schedule of quarterly and year-to-date expenses incurred and paid ("actual expenses") by GRANTEE during the invoice period in conducting the programs and services required under this Grant Agreement and based upon the budget set forth in **Exhibit B**. The invoice periods are as follows: (i) First quarter – July 1 to September 30; (ii) Second quarter – October 1 to December 31; (iii) Third quarter – January 1 to March 31; and (iv) Fourth quarter – April 1 to June 30. If required under the provisions of **Exhibit A**, GRANTEE shall attach any final reports to GRANTEE's final invoice. An officer of GRANTEE shall verify each invoice under penalty of perjury. All properly completed invoices submitted by GRANTEE are collectively incorporated into this Grant Agreement as **Exhibit F** upon COMMISSION's receipt of each invoice. GRANTEE shall address invoices to the COMMISSION staff per the instructions provided on the invoice form provided to GRANTEE from COMMISSION. If there are any errors contained in any invoice submitted to COMMISSION, GRANTEE shall describe and explain the error in GRANTEE's subsequent invoice submitted to COMMISSION. COMMISSION shall review the invoices and notify GRANTEE within ten (10) business days of any disputed amounts. If GRANTEE fails to timely submit a properly completed invoice in accordance with this Section 10, COMMISSION shall not be liable for payment of invoice amounts on any invoice received by the COMMISSION more than ninety (90) calendar days following the invoice due date. GRANTEE's submission of fraudulent invoices shall constitute a material breach of this Grant Agreement.

11. **MATCHING FUNDS, PAYMENTS AND EXPENDITURES**

- 11.1. **Matching Funds**. GRANTEE shall advise COMMISSION of the source and amount of all matching funds used to provide the programs and services required under this Grant Agreement. GRANTEE shall contribute to the HMG-LA Pathways investment through resource mobilization including in-kind support and/or leverage local, state and federal funds.
- 11.2. **Payments**. COMMISSION shall pay GRANTEE in accordance with the budget set forth in **Exhibit B** and the terms set forth in this Section 11. COMMISSION's total payments to GRANTEE shall not exceed the Grant Amount and GRANTEE shall not receive full payment of the Grant Amount prior to the expiration or termination of this Grant Agreement.
  - 11.2.1. Quarterly Payments to GRANTEE. Provided that GRANTEE is in full compliance with all provisions of this Grant Agreement and is not in material breach of this Grant Agreement, COMMISSION shall pay all undisputed actual expense invoice amounts within thirty (30) calendar days following COMMISSION's receipt of GRANTEE's properly completed invoice.

COMMISSION shall make checks payable to GRANTEE as listed in Section 31 or at CONTRACTOR's election, COMMISSION shall make payments through automated clearing house (ACH) in which funds are electronically deposited to the CONTRACTOR's bank account as specified in an authorization form. GRANTEE shall restrict its use of all payments made to GRANTEE by COMMISSION under this Grant Agreement to GRANTEE's conduct of the programs and services outlined in **Exhibit A**. GRANTEE shall use payments made to GRANTEE by COMMISSION under this Grant Agreement to supplement existing levels of service and not to fund existing levels of service.

11.2.2. Final Payment to GRANTEE. Provided that GRANTEE is in full compliance with all provisions of this Grant Agreement and is not in material breach of this Grant Agreement, COMMISSION shall pay all undisputed actual expense final invoice amounts within thirty (30) calendar days following COMMISSION's receipt of GRANTEE's properly completed final invoice minus the amount of any unmet matching funds, if applicable.

11.2.3. Accounting. If COMMISSION reasonably believes it has overpaid GRANTEE, or if GRANTEE fails to timely submit the documents required pursuant to this Grant Agreement, COMMISSION may seek a financial accounting of GRANTEE and avail itself of all legal remedies to seek compliance and the repayment of any amounts overpaid.

11.3. Expenditures by GRANTEE. GRANTEE shall make all expenditures under this Grant Agreement in accordance with the budget set forth in **Exhibit B** and this Section 11.

11.3.1. If applicable, GRANTEE shall complete all activities under the "Capital Improvement/Renovations" cost category within the first year of this project. GRANTEE shall submit all adjustment to this cost category to the designated COMMISSION staff for approval. GRANTEE shall be solely responsible for compliance with all applicable land use, permitting, environmental, contracting and labor laws, including, without limitation, the California Public Contracts Code and the California Labor Code. Any requests for exceptions to the requirements of this Section 11.3.1. shall require prior notification by GRANTEE to the designated COMMISSION staff and may be approved only in the discretion of the designated COMMISSION staff.

11.3.2. If applicable, GRANTEE shall complete all purchases under the "Equipment" cost category within year one of this project. Any requests for exceptions to the requirements of this Section 11.3.2. shall require prior notification by GRANTEE to the designated COMMISSION staff and may be approved only in the discretion of the designated COMMISSION staff.

11.3.3. If applicable, GRANTEE shall calculate all expenses under the "Space and Telephone" cost category based on a reasonable allocation methodology.

11.3.4. GRANTEE's indirect costs shall be limited to ten percent (10%) of GRANTEE's total Grant Amount, excluding costs related to subcontracts, capital expenditures, equipment and depreciation. Indirect costs exceeding the ten percent (10%) are GRANTEE's sole responsibility.

## 12. SUPPLANTING

12.1. GRANTEE, its officials, officers, directors, employees, agents, subcontractors or assignees shall not supplant state, county, local or other governmental general fund money with payments made by COMMISSION to GRANTEE under this Grant Agreement. GRANTEE may use payments made by COMMISSION to GRANTEE under this Grant Agreement to supplement existing efforts, support innovation, identify best practices and promote systems change.

- 12.2. No COMMISSION payments made under this Grant Agreement shall be used for any existing project or program funded by local general funds unless GRANTEE demonstrates to COMMISSION that the payments will be used to fund a program that has been terminated or to solely supplement an existing project or program, and not to supplant existing funding.

13. **ACCOUNTING**

- 13.1. GRANTEE shall establish and maintain on a current basis an adequate accounting system in accordance with Generally Accepted Accounting Principles ("GAAP").
- 13.2. GRANTEE shall provide timely notification to COMMISSION of any major changes to GRANTEE's financial system that may impact the programs or services conducted under this Grant Agreement.

14. **TANGIBLE REAL AND PERSONAL PROPERTY**

- 14.1. Records. GRANTEE and GRANTEE's subcontractors shall maintain a record for each item of tangible real or personal property valued in excess of Five Hundred Dollars (\$500.00) acquired with payments made by COMMISSION to GRANTEE pursuant to this Grant Agreement. The 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. COMMISSION may, on an annual basis, request updated records from GRANTEE and GRANTEE's subcontractors for all personal property acquired with payments made by COMMISSION to GRANTEE under this Grant Agreement.
- 14.2. Ownership. At COMMISSION's option, all items of tangible real or personal property purchased with payments made by COMMISSION to GRANTEE under this Grant Agreement project shall become COMMISSION's property upon the expiration or termination of this Grant Agreement. COMMISSION shall exercise its option to physically retain items of tangible real or personal property within the thirty (30) calendar days immediately preceding and or following the completion of the project or initiative that is the subject of this Grant Agreement, whether completed within the Term of this Grant Agreement or any other subsequent agreement executed by COMMISSION and GRANTEE. Notwithstanding the foregoing, GRANTEE may request, and COMMISSION may in its sole discretion approve or deny, that GRANTEE retain custody, control or sole ownership of specified items of tangible personal property acquired with payments made by COMMISSION to GRANTEE pursuant to this Grant Agreement following the expiration or termination of the project, so long as GRANTEE demonstrates that GRANTEE will use the tangible personal property for purposes consistent with COMMISSION's mission and statutory authority. The terms of this Section 14.2 shall survive the expiration or termination of this Grant Agreement.

15. **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 Grant Agreement. GRANTEE shall not, at any time, or in any manner, represent that it or any of its officials, officers, directors, agents or employees are in any manner employees of COMMISSION. GRANTEE and GRANTEE's subcontractors agree to pay all required taxes on amounts paid to GRANTEE and GRANTEE's subcontractors under this Grant Agreement, and to indemnify and hold COMMISSION harmless from any and all taxes, assessments, penalties, and interest asserted against COMMISSION by reason of the independent contractor relationship created by this Grant Agreement. GRANTEE and GRANTEE's subcontractors shall fully comply with the workers' compensation law regarding GRANTEE and GRANTEE's employees. GRANTEE and GRANTEE's subcontractors shall indemnify and hold COMMISSION harmless from any failure of GRANTEE and GRANTEE's subcontractors to comply with applicable workers' compensation laws. COMMISSION may offset against the amount of any fees due to GRANTEE under this Grant Agreement

any amount due to COMMISSION from GRANTEE as a result of GRANTEE's failure to promptly pay to COMMISSION any reimbursement or indemnification arising under this Section 15.

16. **CONFLICT OF INTEREST AND CONFIDENTIALITY**

GRANTEE and its officials, officers, directors, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to GRANTEE's services under this Agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, GRANTEE shall retain the right to perform similar services not related to the COMMISSION for other clients, but GRANTEE and its officials, officers, directors, employees, associates and subcontractors shall not provide evaluation, advice or technical assistance regarding the project or initiative that is the subject of this Agreement to any COMMISSION grantee, collaborator, partner or contractor with which the GRANTEE or its officials, officers, directors, employees, associates and subcontractors has a prior or existing business relationship without the prior written approval of COMMISSION's Executive Director or the Executive Director's designee. GRANTEE and its officials, officers, directors, employees, associates and subcontractors shall not accept work, income, compensation, employment or gifts, whether actual or promised, from another person or entity for whom GRANTEE is not currently performing work that would require GRANTEE or one of its officials, officers, directors, employees, associates or subcontractors to abstain from making, participating in or attempting to influence a governmental decision under this Agreement pursuant to a conflict of interest statute. GRANTEE shall maintain the confidentiality of any confidential information obtained from COMMISSION during the term of this Agreement and shall not use such information for personal or commercial gain outside of the scope of this Agreement. The term "confidential information" shall mean any and all information that is disclosed by COMMISSION to GRANTEE verbally, electronically, visually or in a written or other tangible form that is either identified or should be reasonably understood to be confidential or proprietary. GRANTEE shall not subsequently solicit or accept employment or compensation under any program, grant or service from COMMISSION that results from or arises out of the Help Me Grow Program without the prior written consent of COMMISSION's Executive Director or the Executive Director's designee.

17. **FUNDING ATTRIBUTION AND PROMOTIONAL MATERIALS**

17.1. GRANTEE and GRANTEE's subcontractors shall indicate prominently in every press release, public statement, electronic media, project signage or printed materials, including, brochures, newsletters, and reports, related to the programs and services conducted by GRANTEE and GRANTEE's subcontractors pursuant to this Agreement that the programs and services are funded by COMMISSION. GRANTEE shall ensure that the COMMISSION funding attribution in promotional materials, activities and publications developed in support of the program and services conducted by GRANTEE and GRANTEE's subcontractors pursuant to this Agreement conform to the formatting requirements outlined in **Exhibit G** (COMMISSION's Style Guide and other related style guides), including the appropriate display of COMMISSION's logo and a funding attribution statement. In all documents to be created and distributed by GRANTEE and/or GRANTEE's subcontractors pursuant to this Agreement, GRANTEE and/or GRANTEE's subcontractors shall include, in a prominent location that conforms to **Exhibit G**, the COMMISSION's logo and the statement "Funded in part by First 5 LA, a leading public grantmaking and child advocacy organization or "Funded in partnership with First 5 LA, a leading public grantmaking and child advocacy organization" and shall provide COMMISSION staff with material for review and approval prior to finalizing (the print publication or digital media).

17.2. If applicable to the performance of this Agreement, GRANTEE and GRANTEE's subcontractors shall also prominently display all COMMISSION supplied promotional materials, such as educational posters, banners, brochures and fliers at project and program sites.

18. **PROPRIETARY RIGHTS**

COMMISSION and GRANTEE agree that all literary, artistic and intellectual works, including software, materials, published documents or reports created by GRANTEE and GRANTEE's subcontractors in the performance of this Grant Agreement is jointly owned by the parties. GRANTEE represents and warrants that literary, artistic and intellectual works created by GRANTEE in the performance of this Agreement do not and will not infringe any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party. GRANTEE shall ensure that its subcontractors represent and warrant that literary, artistic and intellectual works created by GRANTEE's subcontractors in the performance of this Grant Agreement do not and will not infringe any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party. To the full extent permitted by law, GRANTEE and GRANTEE's subcontractors shall defend, indemnify and hold harmless Indemnitees, as defined in Section 20, from and against any liability, claim, damage, demand, suit, cause of action, proceeding, judgment, penalty, lien, loss, expense or cost of any kind, including reasonable fees of accountants, attorneys and other professionals, and all costs associated therewith, whether actual, alleged or threatened, arising out of, pertaining to, or relating to the literary, artistic and intellectual works' infringement of any patent, copyright, trademark or other proprietary rights, privacy rights or other rights of any third party. Any licensing, assignment, or transfer of the copyright of such works shall not be effective without the mutual consent of both the Parties.

19. **INSURANCE**

19.1. GRANTEE, at its own expense, shall obtain and maintain at all times during the term of this Grant Agreement the following policies of insurance with the minimum limits indicated below, unless otherwise approved in writing by COMMISSION's Executive Director or Executive Director's designee:

19.1.1. Commercial General Liability coverage with minimum limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) General Aggregate. Coverage shall be at least as broad as Insurance Services Office (ISO) Form CG 00 01 covering Commercial General Liability on an occurrence basis, including products and completed operations, property damage, bodily injury and personal and advertising injury. If the policy is on a claims-made basis, the retroactive and continuity dates must be before the effective date of this Grant Agreement or the beginning of GRANTEE'S performance of services under this Grant Agreement. If the policy is on a claims-made basis, GRANTEE shall maintain the insurance for three (3) years after the completion of GRANTEE'S services under this Grant Agreement and if the coverage is cancelled or non-renewed and not placed with another claims-made policy with a retroactive date prior to the effective date of this Grant Agreement or the beginning of GRANTEE'S performance of services under this Grant Agreement, GRANTEE must purchase extended reporting coverage for a minimum of three (3) years after the completion of GRANTEE'S services under this Grant Agreement.

19.1.2. If GRANTEE's performance under this Agreement will include services provided to persons under the age of 18, coverage for sexual misconduct (including by definition sexual molestation, abuse and harassment) with limits of no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the Aggregate. If the policy is on a claims-made basis, the retroactive and continuity dates must be before the effective date of this Agreement or the beginning of GRANTEE's performance of programs and services under this Agreement. GRANTEE shall maintain this insurance for five (5) years after the completion of GRANTEE's programs and services under this Agreement. If the coverage is cancelled or non-renewed and not replaced with another claims-made policy with a retroactive and continuity dates prior to the effective date of this Agreement or the beginning of GRANTEE's performance of programs and services under this Agreement, GRANTEE must purchase extended reporting coverage for a minimum of five (5) years after the completion of GRANTEE's programs and services under this Agreement.

- 19.1.3. Business Auto Liability coverage on ISO Business Auto Coverage forms with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Insurance shall cover liability arising out of GRANTEE's use of autos pursuant to this Contract, including owned, leased, hired, or non-owned autos, as each may be applicable. Coverage shall be as broad as Insurance Services Office (ISO) Form CA 00 01.
- 19.1.4. Workers' Compensation Insurance as required by the State of California and with minimum statutory limits and Employers' Liability Insurance with a minimum limit of one million dollars (\$1,000,000) per accident and per employee and in the Aggregate for disease.
- 19.1.5. When the law establishes a professional standard of care for GRANTEE's services or if the services or a portion of the services performed by GRANTEE involves the use of professional knowledge, Professional Liability coverage with a minimum limit of one million dollars (\$1,000,000) per occurrence or claim and two million dollars (\$2,000,000) in annual Aggregate. If the policy is on a claims-made basis, the retroactive and continuity dates must be before the effective date of this Agreement or the beginning of GRANTEE's performance of services under this Agreement. GRANTEE shall maintain the insurance for three (3) years after the completion of GRANTEE's services under this Agreement and if the coverage is cancelled or non-renewed and not placed with another claims-made policy with a retroactive date prior to the effective date of this Agreement or the beginning of GRANTEE's performance of services under this Contract, GRANTEE must purchase extended reporting coverage for a minimum of three (3) years after the completion of GRANTEE's services under this Agreement.
- 19.2. The policies of insurance required under this Section 19 shall be issued by insurers authorized to do business in the State of California, with a minimum A.M. Best's Insurance rating of A:VIII, unless otherwise approved in writing by COMMISSION's Executive Director or Executive Director's designee.
- 19.3. All insurance 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 of insurance.
- 19.4. The following endorsements are required by the COMMISSION:
  - 19.4.1. The Commercial General Liability and Business Auto Liability policies, are to contain or be endorsed to contain the "Los Angeles County Children and Families First – Proposition 10 Commission", or if abbreviated, "LA Cty Prop 10 Commn.", its officials, officers, directors, agents, consultants and employees as additional insureds with respect to liability and defense of claims arising from the operations and uses performed by or on behalf of GRANTEE.
  - 19.4.2. The Commercial General Liability and Auto Liability policies shall be or endorsed to be primary and non-contributing as respects the "Los Angeles County Children and Families First – Proposition 10 Commission", or if abbreviated, "LA Cty Prop 10 Commn.", its officials, officers, directors, agents, consultants and employees.
  - 19.4.3. No policies of insurance provided to comply with this Section 19 shall prohibit GRANTEE, or GRANTEE's employees or agents, from waiving the right of subrogation prior to a loss. GRANTEE waives any right of subrogation that GRANTEE or GRANTEE's insurer may acquire against COMMISSION. GRANTEE shall obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy as required by Section 19.1.4. shall include a waiver of subrogation endorsement as required in this Section 19.4.3. GRANTEE's failure to provide COMMISSION with a waiver of subrogation endorsement from GRANTEE's insurer(s) shall not relieve GRANTEE of its obligations under this Section 19.4.3.

- 19.5. Should the policies of insurance required under this Section 19 be suspended, voided, modified, terminated or non-renewed, GRANTEE will provide thirty (30) days' prior written notice to COMMISSION, excepting only for non-payment of premium, in which case GRANTEE shall provide ten (10) days' written notice to COMMISSION. If the policies of insurance required under this Section 19 are suspended, voided, modified, terminated or non-renewed, GRANTEE shall, within two (2) business days of notice from the insurer(s), notify COMMISSION by phone, fax or certified mail, return receipt requested of the suspension, voiding, modification, termination or non-renewal of the policies.
- 19.6. The requirements of specific coverage features or limits contained in this Section 19 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.
- 19.7. The requirements of this Section 19 shall supersede all other sections and provisions of this Grant Agreement to the extent that any other section or provision conflicts with or impairs this Section 19.
- 19.8. All insurance coverage and limits provided by GRANTEE and available and applicable to this Grant Agreement shall apply to the fullest extent of the policies. Nothing in this Grant Agreement shall be interpreted as limiting the application of insurance coverage as required under this Section 19.
- 19.9. GRANTEE or GRANTEE's insurance agent or broker shall deliver certificates or other evidence of insurance coverage and copies of all required endorsements to COMMISSION in accordance with this Section 19.9. COMMISSION utilizes myCOI Central, a software management system, to collect certificates of insurance and to track and verify or GRANTEE's insurance coverage. Upon or GRANTEE's receipt of this executed Agreement, or GRANTEE will receive an email from [ccd@first5la.org](mailto:ccd@first5la.org) with instructions for registration. GRANTEE shall follow the instructions contained in the email and complete the online registration within 10 business days after receipt of the registration email. Upon completion of registration, COMMISSION will request proof of insurance directly from or GRANTEE's insurance agent(s). Any actual or alleged failure on the part of COMMISSION or any other additional insured under these requirements to obtain evidence of insurance required under this Grant Agreement in no way waives any right or remedy of COMMISSION or any additional insured in this or any other regard.
- 19.10. Renewal Certificates shall be provided not less than ten (10) calendar days prior to GRANTEE's policy expiration dates. COMMISSION, at any time, may request and obtain from GRANTEE complete, certified copies of any insurance policies required of GRANTEE under this Section 19.
- 19.11. GRANTEE may submit evidence of adequate self-insurance as a substitute for the policies of insurance required under this Section 19 subject to the approval of COMMISSION's Executive Director's or his or her designee. Copies of GRANTEE's audited financial statements to support any self-insurance or other financial documents may be required by COMMISSION. GRANTEE shall submit to COMMISSION a copy of the self-insured certificate and evidence of the authorized third-party administrator of the self-insured program.
- 19.12. GRANTEE shall include all subcontractors as insureds under GRANTEE's own policies or shall require all subcontractors performing services under this Grant Agreement to comply with all insurance requirements set forth in this Section 19. GRANTEE shall obtain certificates or other evidence of insurance coverage and copies of all required endorsements from all subcontractors and assumes all responsibility for ensuring that coverage is provided by subcontractors in conformity with the requirements of this Section 19.
- 19.13. GRANTEE's failure to maintain the policies of insurance required under this Section 19, complete registration in myCOI Central, or submit compliant certificates of insurance shall constitute a



breach of this Grant Agreement for which COMMISSION may withhold payment to GRANTEE until such time as GRANTEE complies with the insurance requirements contained in this Section 19, terminate this Grant Agreement pursuant to Section 28 of this Grant Agreement or secure alternate insurance at GRANTEE'S expense

- 19.14. GRANTEE also shall promptly report to COMMISSION any injury or property damage accident or incident, including any injury to a GRANTEE's employee occurring at a COMMISSION sponsored event, and any loss, disappearance, destruction, misuse, or theft of COMMISSION property, monies or securities entrusted to GRANTEE. GRANTEE also shall promptly notify COMMISSION of any third party claim or suit filed against COMMISSION or any of its subcontractors which arises from or relates to this Grant Agreement, and could result in the filing of a claim or lawsuit against GRANTEE and/or COMMISSION.

20. **INDEMNIFICATION**

20.1. Indemnity for Professional Liability. When the law establishes a professional standard of care for the GRANTEE's or GRANTEE's subcontractors' services or if the services or a portion of the services performed by GRANTEE or GRANTEE's subcontractors involves the use of professional knowledge, and to the fullest extent permitted by law, GRANTEE shall defend, indemnify and hold harmless COMMISSION, its officials, officers, directors, employees, servants, designated volunteers and agents serving as independent contractors in the role of COMMISSION officials (collectively "Indemnitees"), from and against any liability, claim, damage, demand, suit, cause of action, proceeding, judgment, penalty, lien, loss, expense or cost of any kind, including reasonable fees of accountants, attorneys and other professionals, and all costs associated therewith (collectively, "damages"), whether actual, alleged or threatened, arising out of, pertaining to, or relating to any negligent or wrongful act, error or omission of GRANTEE, its officials, officers, directors, agents, employees, subcontractors, or any entity or individual that GRANTEE bears legal liability thereof, in the performance of professional services under this Grant Agreement. GRANTEE shall defend Indemnitees in any action or actions filed in connection with any such damages with counsel of COMMISSION's choice and shall pay all costs and expenses, including actual attorney's fees, incurred in connection with such defense.

20.2. Indemnity for Other than Professional Liability. To the fullest extent permitted by law, GRANTEE shall defend, indemnify and hold harmless Indemnitees from and against any liability, claim, damage, demand, suit, cause of action, proceeding, judgment, penalty, lien, loss, expense or cost of any kind, including reasonable fees of accountants, attorneys and other professionals, and all costs associated therewith (collectively, "claims"), whether actual, alleged or threatened, arising out of, pertaining to, or relating to GRANTEE's or GRANTEE's subcontractors' performance of this Grant Agreement, including the Indemnitee's active or passive negligence, except for claims arising from the sole negligence, recklessness or willful misconduct of Indemnitees, as determined by final arbitration or court decision. GRANTEE shall defend Indemnitees in any action or actions filed in connection with any such claims with counsel of COMMISSION's choice and shall pay all costs and expenses, including actual attorney's fees, incurred in connection with such defense.

20.3. Survival. The terms of this Section 20 shall survive the expiration or termination of this Grant Agreement.

21. **ASSIGNMENTS AND DELEGATION**

GRANTEE may not assign any of its rights or delegate any of its duties under this Agreement without COMMISSION's prior written consent, which consent may be withheld in COMMISSION's sole and absolute discretion. If COMMISSION consents to GRANTEE's subcontracting of all or a portion of this Agreement, GRANTEE shall submit to COMMISSION all proposed subcontractors and/or a copy of the subcontract or memorandum of understanding between GRANTEE and the subcontractor if required by the designated COMMISSION staff for COMMISSION's prior review and approval. GRANTEE shall

provide copies of executed subcontracts if requested by the designated COMMISSION staff. Despite COMMISSION's consent, COMMISSION shall not be liable for the actions of the subcontractors and no assignment or delegation will release GRANTEE from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this provision is void and will entitle COMMISSION to terminate this Agreement. As used in this Section 21, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance, subcontract or other transfer of all or any portion of the rights, obligations or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs or any change in GRANTEE's corporate structure, governing body or management.

22. **COMPLIANCE WITH APPLICABLE LAWS**

- 22.1. GRANTEE and GRANTEE's subcontractors shall conform to and abide by all applicable federal, state and local laws, ordinances, codes and regulations, and licensing and accrediting authorities, in the performance of this Grant Agreement. GRANTEE's or GRANTEE's subcontractors' failure to comply with such laws, ordinances, codes, regulations and authorities shall be deemed a material breach of this Grant Agreement.
- 22.2. GRANTEE and GRANTEE's subcontractors shall 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 or GRANTEE's subcontractors pursuant to this Grant Agreement.
- 22.3. If applicable to the provision of programs and services under this Grant Agreement, GRANTEE and GRANTEE's subcontractors shall comply with Public Contracts Code Section 3410, which requires preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so.
- 22.4. If applicable to the provision of programs and services under this Grant Agreement, GRANTEE and GRANTEE's subcontractors shall comply with Public Contracts Code Section 22150, which requires the purchase of recycled products, instead of non-recycled products, whenever recycled products are available at the same or lesser total cost than non-recycled items. GRANTEE may give preference to suppliers of recycled products and may define the amount of this preference.
- 22.5. GRANTEE shall ensure that GRANTEE, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

23. **NON-DISCRIMINATION IN EMPLOYMENT**

GRANTEE and GRANTEE's subcontractors 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. The terms of this Section 23 apply 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. GRANTEE shall treat its subcontractors, bidders and vendors without regard to or because of race, religion, color, national origin, political affiliation, marital

status, sex, age or handicap. Upon COMMISSION's request, GRANTEE and GRANTEE's subcontractors shall provide access to COMMISSION'S representatives to inspect GRANTEE's employment records during GRANTEE's and GRANTEE's subcontractors' regular business hours in order to verify compliance with the provisions of this Section 23.

24. **CRIMINAL CLEARANCE**

For the safety and welfare of any children to be served under this Grant Agreement, GRANTEE shall, as permitted by law, ascertain conviction records for all current and prospective employees, independent contractors, volunteers or subcontractors, especially for those listed in **Exhibits A and B**, including GRANTEE's administrative staff performing under this Grant Agreement who may come in contact with children in the course of GRANTEE's performance of the programs and services required under to this Grant Agreement, and maintain the records in each person's file. Within thirty (30) calendar days after GRANTEE ascertains a conviction record, GRANTEE shall notify COMMISSION of any arrest or subsequent conviction, excluding convictions for minor traffic offenses, of any employee, independent contractor, volunteer or subcontractor who comes into contact with children while conducting programs and services required under this Grant Agreement. GRANTEE shall not engage or continue to engage the services of any person convicted of any crime involving moral turpitude or harm to children, including the offenses specified in California Health and Safety Code Section 11590 (persons required to register as controlled substance offenders) and those crimes defined in the following California Penal Code sections or any future California Penal Code sections that address these crimes: (1) Section 261.5 (unlawful sexual intercourse with a minor); (2) Section 272 (causing, encouraging or contributing to delinquency of person under age 18); (3) Section 273a (willful harm or injury to child or child endangerment); (4) Section 273ab (assault resulting in death of child under 8 years of age); (5) Section 273d (infliction of corporal punishment or injury on child resulting in traumatic condition); (6) Section 273g (degrading, lewd, immoral or vicious practices in the presence of children); (7) Section 286 (sodomy); (8) Section 288 (lewd or lascivious acts upon the body of a child under age 14); (9) Section 288a (oral copulation); (10) Section 314 (indecent exposure); (11) Section 647 (disorderly conduct, including lewd conduct, prostitution, loitering and intoxication in a public place); and (12) Section 647.6 (annoyance of or molesting a child under age 18).

25. **GRANTEE RESPONSIBILITY AND DEBARMENT**

25.1. **Responsibility.** GRANTEE shall timely notify COMMISSION of any material changes in GRANTEE's primary funding sources or overall organization funding that may impact GRANTEE's ability to successfully conduct the programs and services required under this Grant Agreement. It is COMMISSION's intent to contract with responsible entities. GRANTEE shall notify COMMISSION if GRANTEE is debarred, suspended, proposed for debarment, or declared ineligible by any federal, state or local funding agency. GRANTEE shall notify COMMISSION if GRANTEE's license or certification, as applicable, has been revoked or suspended. GRANTEE shall notify COMMISSION within the (10) business days of receipt of notification that GRANTEE is subject to any proposed or pending debarment, suspension, indictments, termination or revocation of license or certificate.

25.2. **Debarment.**

25.2.1. If COMMISSION acquires information concerning GRANTEE's performance under this Grant Agreement that indicates to COMMISSION that GRANTEE is not responsible, COMMISSION may, in addition to other remedies provided under this Grant Agreement, debar GRANTEE from bidding on COMMISSION's requests for proposals for a specified period of time and terminate any or all existing agreements that GRANTEE may have with COMMISSION.

25.2.2. COMMISSION may debar GRANTEE pursuant to **Exhibit C** if it finds, in its reasonable discretion, that GRANTEE has done, without limitation, any of the following: (1) violated any significant terms or conditions of this Grant Agreement; (2) committed an act or omission that negatively reflects on GRANTEE's quality, fitness or capacity to perform under this Grant Agreement with COMMISSION or any other public entity, or engaged in a pattern or practice

that negatively reflects on the same; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against COMMISSION or any other public entity.

25.2.3. If there is evidence that GRANTEE may be subjected to debarment pursuant to **Exhibit C**, COMMISSION will notify GRANTEE in writing of the evidence that is the basis for the proposed debarment.

25.2.4. GRANTEE's debarment shall constitute a material breach of this Grant Agreement.

26. **NON-COMPLIANCE**

COMMISSION may impose sanctions on GRANTEE for GRANTEE'S non-compliance under this Grant Agreement in accordance with **Exhibit C**. COMMISSION shall deem GRANTEE non-compliant due to any of the following: 1) GRANTEE's failure to comply with the terms and provisions of this Grant Agreement; or 2) GRANTEE's failure to effectively implement and manage the COMMISSION-funded program or failure to submit a product or deliverable or provide a service, as described in **Exhibit A**.

27. **INTERPRETATION AND ENFORCEMENT OF GRANT AGREEMENT**

27.1. **Severability**. If a court or an arbitrator of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable or invalid for any reason, the validity and enforceability of the remaining provisions of this Grant Agreement shall not be affected.

27.2. **Governing Laws, Jurisdiction and Venue**. This Grant Agreement, and any dispute arising from the relationship between the Parties to this Grant Agreement, shall be interpreted and governed according to California law. Any dispute that arises under or relates to this Grant Agreement (whether contract, tort or both) shall be resolved in a state court in Los Angeles County, California.

27.3. **Waiver**. No delay or omission to exercise any right, power or remedy accruing to COMMISSION under this Grant Agreement shall impair any right, power or remedy of COMMISSION, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure or a condition or any right or remedy under this Grant Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver; (2) deemed to be a waiver of, or consent to, any other breach, failure of condition or right or remedy; or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

27.4. **Word Usage**. Unless the context clearly requires otherwise, (a) the words "shall" or "agrees" are mandatory, and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting.

27.5. **Headings**. The headings in this Grant Agreement are included solely for convenience or reference and shall not affect the interpretation of any provision of this Grant Agreement or any of the rights or obligations of the Parties of this Grant Agreement.

27.6. **Ambiguities**. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not be applied in interpreting this Grant Agreement.

27.7. **Attorney Fees**. In any litigation, arbitration or other proceeding by which one Party either seeks to enforce its rights under this Grant Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Grant Agreement, the prevailing Party shall be awarded reasonable attorney fees, together with any costs or expenses, to resolve the dispute and to enforce the final judgment.

28. **TERMINATION OF GRANT AGREEMENT**

- 28.1. Termination without Cause. COMMISSION may terminate this Grant Agreement by giving written notice to GRANTEE at least thirty (30) calendar days before the termination is to be effective. COMMISSION shall compensate GRANTEE for actual expenses incurred up to the effective date of termination in accordance with Sections 10 and 11 of this Grant Agreement. After receipt of notice of termination, and except as otherwise directed by COMMISSION, GRANTEE shall, to the extent possible, continue to conduct the programs and services required under this Grant Agreement until the effective date of termination. Within one (1) month after the termination of this Grant Agreement, GRANTEE shall submit to COMMISSION final reports. Neither Party shall be liable to the other for damages of any kind, including incidental or consequential damages, resulting from the termination of this Grant Agreement under this Section 28.1.
- 28.2. Termination for Non-Appropriation of Funds. Notwithstanding any other provision of this Grant Agreement, COMMISSION shall not be obligated for GRANTEE's performance under this Grant Agreement or by any provision of this Grant Agreement during any of COMMISSION's future fiscal years unless and until COMMISSION appropriates funds for this Grant Agreement in the COMMISSION's budget for each such future fiscal year. In the event that funds are not appropriated for this Grant Agreement, then this Grant Agreement shall terminate as of June 30<sup>th</sup> of the last fiscal year for which funds were appropriated. COMMISSION shall notify GRANTEE in writing of any such non-allocation of funds at the earliest possible date. COMMISSION shall not be liable to GRANTEE for damages of any kind, including incidental or consequential damages, resulting from the termination of this Grant Agreement under this Section 28.2.
- 28.3. Termination for Cause. COMMISSION may terminate this Grant Agreement for cause, effective immediately, by giving written notice to GRANTEE. For purposes of this Grant Agreement "cause" includes GRANTEE's material breach of this Grant Agreement, GRANTEE's failure to provide the programs and services required under **Exhibit A** in a satisfactory manner, or GRANTEE's, or its employees', subcontractors' or agents' mismanagement or misuse of funds paid to GRANTEE by COMMISSION under this Grant Agreement. COMMISSION shall compensate GRANTEE for actual expenses incurred up to the effective date of termination in accordance with Sections 10 and 11 of this Grant Agreement. Within one (1) month after the termination of this Grant Agreement, GRANTEE shall submit to COMMISSION final reports. Neither Party shall be liable to the other for damages of any kind, including incidental or consequential damages, resulting from the termination of this Grant Agreement under this Section 28.3.

29. **SURVIVAL CLAUSE**

Notwithstanding the Term of this Grant Agreement, all terms and conditions set forth in Exhibit A related to the delivery of any required report to COMMISSION by GRANTEE shall survive the expiration or termination of this Grant Agreement. GRANTEE shall prepare and provide to COMMISSION all reports required under Exhibit A at no additional cost to COMMISSION.

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

- 30.1. COMMISSION's payment obligations pursuant to this Grant Agreement are payable solely from funds appropriated by COMMISSION for the purpose of this Grant Agreement. GRANTEE shall have no recourse to any other funds allocated to or by COMMISSION. GRANTEE acknowledges that the funding for this Grant Agreement is limited to the Grant Period only, with no future funding promised or guaranteed.
- 30.2. COMMISSION and GRANTEE expressly agree that full funding for this Grant Agreement over the Grant Period is contingent on the continued collection of tax revenues pursuant to Proposition 10 and the continued allocation of Los Angeles County's share of those revenues to 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 COMMISSION's revenues, COMMISSION may reduce or eliminate funding for this Grant Agreement at a level that is generally proportionate to the elimination or reduction in the COMMISSION's receipt of Proposition 10 tax revenues.

31. **NOTICES**

31.1. Notices. Except as otherwise required of GRANTEE by COMMISSION, all notices, consents, requests, demands, reports, invoices or other communications required under this Grant Agreement shall be in writing and shall conclusively be deemed effective (1) on personal delivery, (2) on confirmed delivery by courier service, (3) on the first business day after transmission is sent by facsimile, (4) three business days following deposit in the United States mail, by first class mail, postage prepaid, addressed to the Party to be notified as set forth below, or to such other addresses as the Parties may, from time to time, designate in writing or (5) on the first business day after transmission is sent by email, if permitted by the designated COMMISSION staff. E-mails shall be confirmed in hard copy by United States mail, overnight courier or facsimile, as required by the designated COMMISSION staff.

To GRANTEE:

City of Long Beach  
411 West Ocean Blvd  
Long Beach, CA 90802

<i>Primary Contact</i>	<i>Fiscal Contact</i>
Christina Boatwright	Michelle Mel-Duch
(562) 570-4209	(562) 570-4116
Christina.Boatwright@longbeach.gov	Michelle.Mel-Duch@longbeach.gov

To COMMISSION:

FIRST 5 LA, Contract Administration and Purchasing Department  
Attention: Abigail Proff, Contract Compliance Officer  
750 North Alameda Street, Suite 300  
Los Angeles, California 90012

31.2. 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 Grant Agreement, that Party shall, within three (3) business days, give written notice, including relevant information, to the other Party.

32. **TIME OF ESSENCE**

Time is of the essence in respect to all provisions of this Grant Agreement that specify a time for performance; provided, however, that the foregoing may not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Grant Agreement.

33. **AUTHORIZATION WARRANTY**

GRANTEE represents and warrants that the signatories to this Grant Agreement are fully authorized to obligate GRANTEE under this Grant Agreement and that GRANTEE has accomplished all corporate acts necessary for the execution of this Grant Agreement.

[SIGNATURE PAGE FOLLOWS]

34. **AGREEMENT SIGNATURES**

The Parties, through their respective duly authorized signatories, are signing this Grant Agreement on the date set forth above.

**GRANTEE:**

City of Long Beach  
411 West Ocean Blvd  
Long Beach, CA 90802

**Agreed & Accepted:**

**Thomas B. Modica, City Manager**

PRINT NAME and TITLE of AUTHORIZED SIGNATORY

*Linda F. Tatum for*

SIGNATURE

*LINDA F. TATUM*

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

AND

**COMMISSION:**

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

**Agreed & Accepted:**

DocuSigned by:

*John Wagner*

JOHN WAGNER, EXECUTIVE VICE PRESIDENT

**Approved as to Form:**

DocuSigned by:

*Serita R. Young*

SERITA R. YOUNG, LEGAL COUNSEL

APPROVED AS TO FORM

*5-23*, 20*22*

CHARLES PARRIN, City Attorney

By

*[Signature]*  
RICHARD ANTHONY  
DEPUTY CITY ATTORNEY



## EXHIBIT A – SCOPE OF WORK

Agreement Number: **10339**      Agreement Period: **July 1, 2022 – June 30, 2023 (12 months)**  
 Agency Name: **City of Long Beach- Department of Health and Human Services**      Revision Date:  
 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 (EII) 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 EII 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

<b>Objectives</b> Include who, what, when, where, how and how much for each objective.	<b>Activities and Subtasks</b> 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.	<b>Staff Assignment</b> Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.	<b>Timeline</b> Indicate start and end period.	<b>Deliverables</b> 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. <ul style="list-style-type: none"> <li>• Including kickoff meeting with First 5 LA contracts &amp; program staff</li> </ul> b. Provide written progress updates on scope of work via semi-annual progress reports	A-D: HMG Coordinator (DHHS)	Ongoing	1a. Meetings scheduled <b>Due: July 31, 2022</b>  1b. Semi-Annual Progress Reports <b>Due: January 31, 2023 and July 31, 2023</b>



Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
<p>2. Secure Collaborative Agencies and Supporting Partners to form a community collaborative of cross-sector and community representatives that reflect the demographics of the community</p>	<p>c. Participate in First 5 LA State Annual Report survey ("Online Year End Report" administered to all First 5 LA grantees).</p> <p>d. Use Microsoft Teams to obtain latest project updates and upload deliverables and invoices.</p> <p>a. Identify and invite collaborative partners, including community representatives.</p> <ul style="list-style-type: none"> <li>Hold collaborative kickoff to establish ground rules &amp; expectations</li> </ul> <p>b. Develop and manage subcontracts with funded Collaborative Agencies and other subcontractors, including the establishment of clear roles and responsibilities related to performance and adherence to the project's scope of work.</p> <p>c. Create MOUs or letters of support with non-funded Collaborative Agencies and Supporting Partners, including details on roles and responsibilities, as appropriate.</p>	<p>A-C: HMG Coordinator (DHHS), City Staff in other departments to ensure contracts are created accurately</p>	<p>July – September 2022</p>	<p>1c. Online Year End Report <b>Due: August 31, 2022</b></p> <p>2ai. Collaborative kickoff &amp; meeting materials <b>Due: January 31, 2023 and July 31, 2023*</b></p> <p>2aii. Collaborative status update (including collaborative roster)** <b>Due: January 31, 2023 and July 31, 2023*</b></p> <p>2b. Contracts for subcontractors <b>Due: September 30, 2022</b></p> <p>2c. MOUs/letters of support for non-funded Collaborative Agencies and Supporting Partners (if applicable) <b>Due: September 30, 2022</b></p>
<p>3. Maintain effective fiscal oversight and resource allocation</p>	<p>a. Submit invoices on a quarterly basis</p> <p>b. Submit Expense Validation Report as requested or randomly selected to provide additional information to validate invoiced amounts</p>	<p>A-B: Financial Analyst (DHHS)</p>	<p>Ongoing</p>	<p>3a. Invoices <b>Due: Last business day of month for previous quarter</b></p> <p>3b. Expense Validation Report <b>Due: As requested</b></p>
<p>4. Assess the capacity needs of the community collaborative and develop TA and Training Plan.</p>	<p>a. Collaborate with TA Provider to inform and implement TA and Training Plan</p> <ul style="list-style-type: none"> <li>Coordinate meeting schedule with TA Provider</li> </ul>	<p>A: HMG Coordinator (DHHS)</p>	<p>TBD</p>	<p>4a. TA provider orientation and planning meeting <b>Due: August 31, 2022</b></p>

Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	b. Complete TA and Training Prioritization Worksheet to inform TA & Training Plan  c. Review and finalize TA & Training Plan drafted by VIVA			4b. TA and Training Plan <b>Due: November 30, 2022</b>
<b>Multi-level Community Coordination</b> 5. Engage Collaborative Agencies and Supporting Partners; attract & leverage local resources (funding, staff, services, resources, etc.)	a. Establish meeting schedules with Collaborative Agencies and Supporting Partners (“collaborative”)  b. Hold meetings with collaborative	A-B: Contractor and HMG Coordinator (DHHS)	Ongoing	5a. Meeting schedule <b>Due: July 31, 2022</b>  5b. Meeting materials <b>Due: January 31, 2023 and July 31, 2023*</b>
6. Engage families and support equity in Pathways planning and implementation.	a. Develop and implement method for collecting ongoing feedback from families about their experience (aligned with logic model planning).  b. Capture families’ current experience with early intervention systems, for example through family journey mapping. <ul style="list-style-type: none"> <li>Including communities that have historically faced barriers to EII services.</li> </ul>	A-B: HMG Coordinator (DHHS) and contracted engagement agency	Ongoing	6a. Plan for collecting ongoing input from families <b>Due: January 31, 2023</b>  6b. Documentation of baseline family experiences with EII <b>Due: April 30, 2023***</b>
7. Coordinate efforts with the HMG LA rollout	a. Complete a Partner Profile Form and create a One Degree Organization Page for the HMG LA Centralized Access Point (CAP)  b. Participate in training regarding the HMG LA CAP.  c. Participate in HMG LA learning opportunities and/or provide feedback regarding HMG LA implementation.	A-C: Resource Connections Officer (DHHS)	Ongoing	7a. CAP Partner Profile Form and Organization Page <b>Due: June 30, 2023</b>  7b. CAP training <b>Due: TBD</b>  7c. HMG LA learning and feedback opportunities <b>Due: Ongoing</b>
8. 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>Customize feedback tool template as needed to meet collaborative needs</li> </ul>	A-B: HMG Coordinator (DHHS)	Ongoing	8a. Administer collaborative feedback tool** <b>Due: March 31, 2023</b>

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 themes by provider type and community members</li> </ul>			8b. Feedback tool results <b>Due: April 30, 2023***</b>
<b>Resource Mobilization</b>	<p>9. Map available resources and identify opportunities for strengthening referral pathways.</p>	A-B: HMG Coordinator (DHHS) and HMG LA Pathways TA Provider	Ongoing	<p>9a. Baseline resource mapping activity (Kumu map) <b>Due: March 31, 2023</b></p> <p>9b. Learning &amp; implementation planning based on resource maps <b>Due: Ongoing</b></p>
<b>Pilot Collaborative Identified Strategies</b>	<p>10. Support the HMG LA Pathways community with ongoing planning of strategies</p>	A-B: HMG Coordinator (DHHS), Resource Connections Officer, Early Childhood Program Manager (DHHS)	Ongoing	<p>10a. High-level approaches shared with VIVA <b>Due: October 31, 2022</b></p> <p>10b. Initial logic model <b>Due: January 31, 2023*</b></p>
<b>Communication &amp; Outreach</b>	<p>11. Facilitate implementation of communication strategies designed to build and maintain awareness of child development and available HMG LA resources.</p>	A-C: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Contracted agency	Ongoing	<p>11a. Brand and style guidelines training <b>Due: August 31, 2022</b></p> <p>11b. Communication plan <b>Due: June 30, 2023</b></p>

Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
	<ul style="list-style-type: none"> <li>Including plan to intentionally engage communities that have historically faced barriers to EII services.</li> </ul> <p>c. Provide input on the development of HMG LA communications material when feasible/appropriate, including development of culturally and linguistically appropriate materials</p>			<p>11c. Input on HMG LA communication materials such as flyers, newsletters, booklets, etc.  <b>Due: Ongoing as needed</b></p>
<b>Regional Learning</b>				
<p>12. Support the evaluation of the Help Me Grow LA Pathways initiative to generate actionable learnings on implementation and outcomes</p>	<p>a. Work with TA Provider and First 5 LA to develop evaluation and data collection plan, including core outcome indicators, disaggregated by key characteristics when appropriate.</p> <ul style="list-style-type: none"> <li>Include process to share de-identified, person-level dataset with key program indicators</li> </ul> <p>b. Establish data sharing infrastructure, including consent processes and data sharing agreements with subcontractors</p> <p>c. Gather baseline data (covering 4/1/22 - 3/31/23)</p> <ul style="list-style-type: none"> <li>Sign BAA with First 5 LA and VIVA before sharing data</li> </ul> <p>d. Participate in data sense-making and analysis with community collaborators to learn and strengthen implementation</p>	<p>A-D: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Data Analyst (DHHS)</p>	<p>Ongoing</p>	<p>12a. Evaluation plan input  <b>Due: May 31, 2023</b></p> <p>12b. Example consent forms and data sharing agreements  <b>Due: July 31, 2023*</b></p> <p>12c. Baseline data report  <b>Due: April 30, 2023</b></p> <p>12c. Sense-making and analysis with collaborative  <b>Due: Ongoing</b></p>
<p>13. Generate ongoing learning and continuous quality improvement (CQI) processes to improve the implementation of HMG LA Pathways (method: PDSA)</p>	<p>a. Develop Plan, Do, Study, Act (PDSA) continuous quality improvement plan (part of evaluation planning)</p> <p>b. Participate in cross-learning meetings and feedback opportunities with other Pathways Communities (e.g., Biannual Learning Sessions, UA Cafes)</p>	<p>A-D: HMG Coordinator (DHHS), Resource Connections Officer (DHHS), Data Analyst (DHHS), Contracted agency</p>	<p>Ongoing</p>	<p>13a. PDSA discussion  <b>Due: May 31, 2023</b></p> <p>13b. Cross-learning meetings &amp; feedback opportunities  <b>Due: Ongoing</b></p>

\*Due with Semi-Annual Progress Report

\*\*Template will be provided

\*\*\*Aligned with baseline data collection



Budget Summary

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

Cost Category	First 5 LA Funds	Matching Funds	Total Costs
1 Personnel	27,987	56,924	84,911
2 Contracted Svcs (Excluding Evaluation)	9,000	0	9,000
3 Equipment	7,241	0	7,241
4 Printing/Copying	1,000	0	1,000
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	300	0	300
10 Training Expenses	1,000	0	1,000
11 Evaluation	0	0	0
12 Other Expenses (Excluding Evaluation)	0	5,000	5,000
13 *Indirect Costs	3,129	0	3,129
<b>TOTAL:</b>	<b>\$50,657</b>	<b>\$61,924</b>	<b>\$112,581</b>

Michelle Mel-Duch 4/5/2022

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**



**first 5 la**  
Giving kids the best start

**Personnel**

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

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 Boatwright	FT	\$ 10,198	5%	12	\$ 6,119	\$ -	\$ 6,119
HIMG Coordinator, TBH	FT	\$ 6,002	0%	12	\$ -	\$ 36,012	\$ 36,012
Early Child Program Manager, Alejandra Albarran Moses	PT	\$ 7,529	5%	12	\$ 4,517	\$ -	\$ 4,517
Financial Analyst, Michelle Miel-Duch	FT	\$ 7,921	4%	12	\$ 3,802	\$ -	\$ 3,802
Data Analyst, Phoung Nguyen	FT	\$ 6,806	4%	12	\$ 3,267	\$ -	\$ 3,267
	0	\$ -	0%	0	\$ -	\$ -	\$ -
<b>Total Direct Salaries</b>					<b>17,705</b>	<b>36,012</b>	<b>53,717</b>

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%	1,098	2,233	3,330
SUI	1.45%	257	522	779
Health	13.24%	2,344	4,768	7,112
WC	2.93%	519	1,055	1,574
Other	34.25%	6,064	12,334	18,398
	58.07%	10,282	20,912	31,194
<b>Total Personnel</b>		<b>27,987</b>	<b>\$56,924</b>	<b>84,911</b>

\*Fringe Benefits must be broken down by categories.



**Contracted Services**

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

Contracted/Consultant Services	First 5 LA Funds	Matching Funds	Total Cost
Meeting Facilitation	3,000	0	3,000
Professional Development	6,000	0	6,000
	0	0	0
	0	0	0
<b>Total Contracted Services:</b>			<b>\$9,000</b>
			<b>\$0</b>
			<b>\$9,000</b>

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



Section 3 & 4

Equipment & Printing/Copying

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

Equipment description of item	Quantity	Unit Cost	Total Equipment Cost	First 5 LA Funds	Matching Funds	Total Cost
Technology for HMG Coordinator, TBH	1	7241.00	7,241	7,241	0	7,241
	0	0.00	0	0	0	0
<b>Total Equipment:</b>				<b>\$7,241</b>	<b>\$0</b>	<b>\$7,241</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	1000.00	1,000	1,000	0	1,000
	0	0.00	0	0	0	0
<b>Total Printing/Copying:</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 5 & 6

Space & Telephone

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

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

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

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



**Sections 7 & 8**  
**Postage & Supplies**

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

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
	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

Employee Mileage/Travel & Training Expenses



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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

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
	0	0.00	0	0	0	0
<b>Total Employee Mileage/Travel:</b>				<b>\$300</b>	<b>\$0</b>	<b>\$300</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.	4	250.00	1,000	1,000	0	1,000
	0	0.00	0	0	0	0
<b>Total Training Expenses:</b>				<b>\$1,000</b>	<b>\$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

**Section 11**

**Evaluation**



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

**Project Name:** Help Me Grow LA Pathways - Community 7 (Wave 2)

**Agreement Period:** July 1, 2022-June 30, 2023

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



Other Expenses & Indirect Cost

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

Project Name: Help Me Grow LA Pathways - Community 7 (Wave 2)

Agreement Period: July 1, 2022-June 30, 2023

Other Expenses include description	Quantity	Unit Cost	Total Other Cost	First 5 LA Funds	Matching Funds	Total Cost
Resident Engagement	1	5,000.00	5,000	0	5,000	5,000
	0	0.00	0	0	0	0
<b>Total Other Expenses:</b>			<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>

*Indirect Cost include general purpose for this cost	Total Indirect Cost	First 5 LA Funds	Matching Funds	Total Cost
Indirect Costs	3,129	3,129		3,129
	0	0	0	0
<b>Total Indirect Cost:</b>		<b>\$3,129</b>	<b>\$0</b>	<b>\$3,129</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, 2022 – June 30, 2023

**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 \$6,119)**

Employee is Master's level and is a macro Social Worker (MSW) with over 17 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, TBH (1-FTE 0% Total \$0) (In-kind for Year 1 - July 01, 2022 – June 30, 2023, 1-FTE 50% Total \$36,012)**

This current position is vacant, and will be staffed by someone with a Bachelor's Degree or greater in Social Work, Sociology, Psychology, Public health, Public Administration or a closely related field. This position will work on this project 50% of their time, and their salary will be covered by another grant for the first year of this project. Selected candidate will have specialized training in collective impact models, and versed in early developmental screenings, and supportive services.

**Early Childhood Program Manager, Alejandra Albarran Moses (1-FTE 5% Total \$4,517)**

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 \$3,802)**

Position 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, Phoung Nguyen (1-FTE 4% Total \$3,267)**

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

**Fringe Benefits (Total \$10,282) (In-kind for Year 1 - July 01, 2022 – June 30, 2023, Total \$20,912)**

For all employees working on the HMG program. Benefits (58.07% 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 \$27,987**

**Total Personnel In-kind Match is \$56,924**

**Section 2- Contracted Services:**

As this grant is new and now already an established program, the City cannot identify these potential contractors, and will have to go to bid through 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.

**Strategy Design/Meeting Facilitation, Vendor TBD**

The facilitator will run the HMG meetings, take notes, and support the development of the local Long Beach HMG implementation plan. The facilitator will be selected through a competitive selection process. Selected facilitator will demonstrate knowledge of Long Beach area providers and early identification and intervention (EII) ecosystem. The total budget is \$3,000.

**Regional Learning/Professional Development, Vendor TBD**

During the first quarter of HMG year 1, the HMG Coordinator and selected facilitator will access the needed professional development of the partners in the Long Beach HMG network. Based on this needs assessment, DHHS will select a vendor that will be able to provide the professional development trainings, workshops or technical assistance to improve the service delivery system in the network. This professional development may include, trauma informed and resiliency training, Medi-Cal reimbursement trainings, emerging best practices in the EII field, etc. Within Long Beach, there are several agencies that would be a good fit to provide those trainings. 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 \$6,000.

**Total Contracted Services is \$9,000**

**Section 3- Equipment:**

This line item includes equipment and/or other assets leases, equipment service contracts, computer and software maintenance. In addition, this line item will support the purchase, as well as maintenance, of the HMG coordinator's computer and or miscellaneous items needed to work remotely to support the scope of work for HMG LB.

**HMG Coordinator, TBH computer and programs, used to conduct work related to the role of Unifying Agency in the HMG LB collaborative. The total budget is \$7,241.**

**Total Equipment is \$7,241**

**Section 4- Printing/Copying:**

Printing/Copying includes cost estimates for printing outreach materials and for copying meeting materials for the HMG program. The total budget is \$1,000.

**Total Printing/Copying is \$1,000**

**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, client file folders, pens, pencils, post-its, paper clips, copy paper, printer ink and lamination supplies to ensure HMG program goals are met. The total budget is \$600.

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

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

Mileage includes mileage reimbursement costs (at the current IRS mandated rate) for any program related traveling by all HMG staff and parking costs HMG staff attending meetings, trainings, or any program HMG activities. As much of this work will be done remotely for the foreseeable future, minimal funding has been allocated to mileage and travel. The total budget is \$300.

**Total Employee Mileage and Travel is \$300**

**Section 10 - Training Expenses:**

Training and Staff Development includes cost for HMG program staff to attend various conferences and training opportunities throughout the contract period such as, early childhood trainings, national or local early intervention/developmental screening convenings, collective impact institutes, cultural proficiency, child abuse prevention, etc. 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:**

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

Resident engagement is essential to the development of all community focused interventions such as HMG. It will be vital to uplift the voice of the families with children connected to the EII system to ensure that the system that is being built is responsive to the needs of those who interact with the system. The in-kind will cover the cost of incentives for participation in either the HMG Steering Committee or listening sessions. In-kind will also cover contracted vendor to do resident engagement. If meetings are held in-person, this will also cover the cost of food, child watch services, translation and interpretation. The total In-kind match is \$5,000.

**Total Other Expenses is \$0**

**Total Other Expenses In-Kind Match is \$5,000**

**Section 13-Indirect Costs:**

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

**Total Indirect Costs is \$3,129**

**TOTAL PROGRAM COST (FY 22-23): \$50,657**

**TOTAL PROGRAM IN-KIND MATCH (FY 22-23): \$61,924**



## 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>