

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

147



**FROM :** Office on Aging

**SUBMITTAL DATE:**  
January 11, 2011

**SUBJECT:** FY 2010-2011 Agreement between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging, Grandparents Raising Grandchildren Program.

**RECOMMENDED MOTION:** That your Honorable Board:

- 1) Approve and authorize the Chairman of the Board to execute and sign the First Amendment to Contract #1242 OP-11 (July 1, 2010 to June 30, 2011) with the Riverside County Children and Families Commission (First 5 Riverside)
- 2) Direct the Auditor-Controller to increase Estimated Revenue and Appropriations by \$1,259 as outlined in Attachment A, attached.
- 3) Direct the Clerk of the Board to retain one (1) original copy and return (2) copies to the Office on Aging for further processing.

**BACKGROUND:** The Grandparents Raising Grandchildren Task Force was created by the Board of Supervisors and first convened by the Office on Aging and the Advisory Council on Aging in October 1998. The goal and objective of the Task Force is to address the multiple and complex issues of grandparents raising grandchildren in Riverside County.

See page 2

*Edward F. Walsh*

Edward F. Walsh, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 1,259	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

<b>SOURCE OF FUNDS:</b> State Proposition 10 (100%)	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Lani Sioson*  
Lani Sioson

**County Executive Office Signature**

- Policy
- Policy
- Consent
- Consent

300-12-11-11:53

Prev. Agn. Ref: 3.647/13/2010 District: All Agenda Number:

**3.61**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO CPA AUDITOR-CONTROLLER  
 BY: Samuel Wong 12/23/10  
 SAMUEL WONG  
 Departmental Concurrence  
 FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS DATE: 1/6/11

SUBJECT: FY 2010-2011 Agreement between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging, Grandparents Raising Grandchildren Program.

Under the terms of this agreement, the Riverside County Office on Aging will utilize funds from First 5 Riverside provided through State Proposition 10 to provide full time and respite subsidized child care to the underserved community of grandparents raising grandchildren ages 0-5.

The FY 2010-2011 Agreement between Riverside County Children and Families Commission and Riverside County Office on Aging was approved by the Board on July 13, 2010, item 3.64. This amendment adds \$1,259.00 revenue to that original budget to be expensed by the same amount on additional child costs.

An adjustment of \$1,259.00 is needed in our budget as shown in Attachment A.

There is no impact to County General Fund and we are requesting no additional matching requirements.

Office on Aging  
Attachment A  
FY 2010-2011

INCREASED ESTIMATED REVENUE

5300100000-21450-754000	CA Tobacco Tax Prop 10	<u>\$ 1,259</u>
	Total	<u>\$ 1,259</u>

INCREASE APPROPRIATION

5300100000-21450-525440	Professional Services	<u>\$ 1,259</u>
	Total	<u>\$ 1,259</u>

Attachment A: FY 2010-2011 Agreement between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging, Grandparents Raising Grandchildren Program.

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION  
CONTRACT – INVESTMENT OF FUNDS 2010/2011  
FIRST AMENDMENT- CONTRACT # 1242 OP-11

CONTRACTOR: **Riverside County Office on Aging**      **RCCFC Award 1242 OP-11**  
**Grandparents Raising Grandchildren**

Address:            6296 River Crest Drive, Suite K  
                         Riverside, CA 92507

WHEREAS, the Riverside County Children and Families Commission, also known as "First 5 Riverside," hereafter referred to as "RCCFC" entered into an Investment of Funds Contract ("Contract") with **RIVERSIDE COUNTY OFFICE ON AGING**, hereinafter referred to as CONTRACTOR, for the provision of services, and both parties now agree to amend the Contract, to be effective as of **July 1, 2010**.

Now, therefore, the parties agree as follows:

A. Paragraph one is deleted in its entirety and replaced with the following:

"The CONTRACTOR designated above is hereby certified for an investment of funds in an amount not to exceed the amount listed below.

**Funding Period:            07/01/10 - 06/30/11            \$576,019.00**

**Compensation:** The maximum reimbursable amount over the life of the contract is **\$576,019.00** as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10, to provide services and results as set forth in Attachments A, B and C attached hereto as incorporated herein by reference, subject to the following terms and conditions:

- B. Attachment B. Budget is deleted in its entirety and replaced as attached.
- C. Attachment C. Payment Provisions is deleted in its entirety and replaced as attached.
- D. All other terms and conditions of the Contract shall remain in full force and effect.
- E. CONTRACTOR certifies that the individual signing below has authority to execute this document on behalf of Contractor, and may legally bind CONTRACTOR to the Terms and Conditions of this Contract, as amended.

2010 SEP 29 PM 2:51

CHILDREN/FAMILIES COMM

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this First Amendment to the Investment of Funds Contract.

CONTRACTOR:

Riverside County Children and Families Commission:

By: Harriet Clarke

By: Harry Freedman  
Harry Freedman, Executive Director

Date: 9/23/10

Attest: [Signature]  
By: [Signature]  
Commission Secretary

Date: 10/6/10

Authorized Signature of CONTRACTOR

By: \_\_\_\_\_

Printed Name of Person Signing

Title

Attest:

By: \_\_\_\_\_

Date: \_\_\_\_\_

FORM APPROVED COUNTY COUNSEL  
BY: Neal R. Kipnis DATE 10/6/10

**ATTACHMENT B**



RIVERSIDE COUNTY OFFICE ON AGING  
GRANDPARENTS RAISING GRANDCHILDREN

Agency Name:

Contract Number: 1242 OP-11

Program Name: CHILD CARE ACCESS AND LINKAGES

FISCAL YEAR: 2010/2011

F5R Funds (Base Amt) FY 10/11: \$447,560

Expansion Dollars FY 10/11: \$127,200

Rollover Expansion Dollars from FY 09/10 (To Be Determined): \$1,259

**TOTAL F5R FUNDS: \$576,019**

**List Other Program Source(s) below:**

EX: Parent and/or Client Fees, General Funds, Fundraising, etc . . .

**\$576,019**

**total ck \$0**

**First 5 Riverside Program Budget: JULY 1, 2010 - JUNE 30, 2011  
(REVISED September 2010cba)**

Personnel (Title and Name of Employee)	Annual Salary	FTE Funded by Program		(A) Total F5 Program Costs	(A) FY 10/11 Expansion Dollars Only	(A) FY 09/10 Expansion Rollover	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.
		F5R	Other						
<b>1 Program Specialist II - Stephen Geist</b>	\$47,195	20%	0%	\$9,439	\$0	\$0	\$0	\$9,439	\$37,756
<b>2 Deputy Director - Michele Haddock</b>	\$106,826	3%	0%	\$2,671	\$0	\$0	\$0	\$2,671	\$104,155
<b>3 Program Specialist I - Donna Pierce</b>	\$54,391	100%	0%	\$54,391	\$0	\$0	\$0	\$54,391	\$0
<b>4 Office Assistant - Carmen Cornejo</b>	\$31,048	35%	0%	\$10,867	\$0	\$0	\$0	\$10,867	\$20,181
<b>Subtotal Personnel:</b>				<b>\$77,367</b>	<b>\$0</b>		<b>\$0</b>	<b>\$77,367</b>	<b>\$162,093</b>
Employee Benefits	Total Annual Benefits	FTE Funded by Program		(A) Total F5 Program Costs	(A) FY 10/11 Expansion Dollars Only	(A) FY 09/10 Expansion Rollover	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.
		F5R	Other						
<b>1 Program Specialist II - Stephen Geist</b>	\$22,654	20%	0%	\$4,531	\$0	\$0	\$0	\$4,531	\$18,123
<b>2 Deputy Director - Michele Haddock</b>	\$46,433	3%	0%	\$1,161	\$0	\$0	\$0	\$1,161	\$45,272
<b>3 Program Specialist I - Donna Pierce</b>	\$26,335	100%	0%	\$26,335	\$0	\$0	\$0	\$26,335	\$0
<b>4 Office Assistant - Carmen Cornejo</b>	\$14,057	35%	0%	\$4,920	\$0	\$0	\$0	\$4,920	\$9,137
<b>Subtotal Benefits:</b>				<b>\$36,947</b>	<b>\$0</b>		<b>\$0</b>	<b>\$36,947</b>	

**ATTACHMENT B**



Riverside County Children & Families Commission

RIVERSIDE COUNTY OFFICE ON AGING  
GRANDPARENTS RAISING GRANDCHILDREN

Agency Name:

Contract Number:

Program Name:

FISCAL YEAR:

F5R Funds (Base Amt) FY 10/11:

Expansion Dollars FY 10/11:

Rollover Expansion Dollars from FY 09/10 (To Be Determined):

**TOTAL F5R FUNDS:**

List Other Program Source(s) below:

EX: Parent and/or Client Fees, General Funds, Medi-Cal, Grants, Fundraising, etc . . .

1242 OP-11

CHILD CARE ACCESS AND LINKAGES

2010 / 2011

\$447,560

\$127,200

\$1,259

**\$576,019**

total ck

**\$576,019**

\$0

\$0

\$0

**First 5 Riverside Program Budget: JULY 1, 2010 - JUNE 30, 2011**  
*(REVISED September 2010cba)*

Operational Expenses (Materials and Supplies)	(A) Total F5 Program Costs	(A) FY 10/11 Expansion Dollars Only	(A) FY 09/10 Expansion Rollover	(B) Total Other Program Funds	(C) Total Program (A+B=C)
1 Office Supplies/equipment (< \$1000)	\$938			\$0	\$938
2 Postage & Printing	\$1,520			\$0	\$1,520
3 Advertising / Outreach Marketing	\$2,280			\$0	\$2,280
5 Program Materials and Incentives	\$2,400			\$0	\$2,400
7 Scholarships (PROVIDER REIMBURSEMENTS - @ 71% OF TOTAL F5 PROGRAM COSTS)	\$318,087			\$0	\$318,087
7A EXPANSION PROVIDER REIMBURSEMENTS	\$0	\$127,200	\$1,259	\$0	\$128,459
8 Insurance	\$98			\$0	\$98
12 Travel (airfare, mileage, meals, hotel)	\$620			\$0	\$620
14 Rent/Lease	\$341			\$0	\$341
15 Utilities	\$11			\$0	\$11
19 (1) Other: OASIS Financial & HRMS	\$847			\$0	\$847
20 (2) Other: Personnel Services	\$81			\$0	\$81
21 (3) Other: COWCAP	\$5,423			\$0	\$5,423
<b>Subtotal Operational Expenses (Material and Supplies):</b>	<b>\$333,245</b>	<b>\$127,200</b>	<b>\$1,259</b>	<b>\$0</b>	<b>\$461,705</b>
Subcontractors	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Subcontractors:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Capital Expenditure (Equipment) \$k Per Unit					
1 N/A	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Capital Expenditure (Equipment):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Subtotal Indirect Expense Limit Not to Exceed 10% of Allowed Expenses</b>					
1 Indirect Percentage Paid by F5R	0%				
2 Indirect Paid By Other Funds					
<b>Subtotal Indirect:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$447,560</b>	<b>\$127,200</b>	<b>\$1,259</b>	<b>\$0</b>	<b>\$576,019</b>

## ATTACHMENT B

### BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS

Agency Name: RIVERSIDE COUNTY OFFICE ON AGING GRANDPARENTS RAISING GRANDCHILDREN  
 Contract Number: 1242 OP-11  
 Program Name: CHILD CARE ACCESS AND LINKAGES  
 Fiscal Year: 2010 / 2011

First 5 Riverside Program Budget: JULY 1, 2010 - JUNE 30, 2011  
 (REVISED September 2010cba)

*(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)*

**Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits \$ Amounts from Draft Budget Tab)**

Program Specialist II - Stephen Geist	\$13,970	Provides general program coordination, outreach and oversight to the program.
Deputy Director - Michele Haddock	\$3,831	Provides oversight and ensures full compliance with the contract.
Program Specialist I - Donna Pierce	\$80,720	Coordinates the child care program, handling enrollments, communicating with grandparents, contracting with providers, and monitoring monthly invoicing
Office Assistant - Carmen Cornejo	\$15,787	Provides clerical support to the program.
<b>SUBTOTAL</b>	<b>\$114,314</b>	

**Operational Expenses (Materials and Supplies)**

Office Supplies/equipment (< \$1000)	\$938	paper, files and general office supplies
Postage & Printing	\$1,520	correspondence with grandparents and providers, promotional flyers and newsletters
Advertising / Outreach Marketing	\$2,280	paid advertising, events and packets for community partners
Program Materials and Incentives	\$2,400	educational materials on parenting and child development toys/activities
Scholarships (PROVIDER REIMBURSEMENTS-- @ 71% OF TOTAL F5 PROGRAM COSTS)	\$318,687	Direct cost of child care services from a variety of contracted providers.
EXPANSION PROVIDER REIMBURSEMENTS	\$128,459	FY10-11 Expansion funds for direct cost of child care services from a variety of providers.
Insurance	\$96	Allocation of liability and property insurance
Travel (airfare, mileage, meals, hotel)	\$620	Mileage and car pool expenses incurred for program activities and outreach
Rent/Lease	\$341	10 % allocation of lease charges for the program
Utilities	\$11	10% allocation of utility charges for the program
(1) Other: OASIS Financial & HRMS	\$847	County charges for processing invoices and payroll
(2) Other: Personnel Services	\$81	County charges for personnel services
(3) Other: COWCAP	\$5,423	County-Wide Cost Allocation Plan
<b>SUBTOTAL</b>	<b>\$461,705</b>	



**ATTACHMENT B**

<b>Agency Name:</b>	RIVERSIDE COUNTY OFFICE ON AGING GRANDPARENTS RAISING GRANDCHILDREN
<b>Contract Number:</b>	1242 OP-11
<b>Program Name :</b>	CHILD CARE ACCESS AND LINKAGES
<b>Fiscal Year:</b>	2010 / 2011

First 5 Riverside Program Budget: JULY 1, 2010 - JUNE 30, 2011  
(REVISED September 2010cba)

*(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)*

**Subcontractors**

N/A	\$0
<b>SUBTOTAL</b>	\$0

**Capital Expenditure (Equipment) 5K Per Unit**

N/A	\$0
<b>SUBTOTAL</b>	\$0

**Indirect**

Indirect costs paid by F5R	\$0
<b>TOTAL F5R FUNDS</b>	\$576,019



Riverside County Children & Families Commission

A division of the Riverside County Department of Public Social Services

## ATTACHMENT C: PAYMENT PROVISIONS

### A. FISCAL

The maximum reimbursable amount over the life of this contract, excluding any extensions, is **\$576,019.00** as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10.

#### 1. Maximum Reimbursable Amount

Total payment under this contract shall not exceed:

**Funding Period: 07/01/10 – 06/30/11 \$576,019.00**

#### 2. Method, Time and Schedule Conditions of Payment

- a. Initial advance payment will be one-quarter of the current funding period total contract amount and shall be disbursed at the commencement of the contract so long as all of the following conditions have been met:
  - 1) The contract has been approved by the Commission.
  - 2) The contract has been fully executed by all parties.
  - 3) All applicable licenses in order to comply with the terms of the Scope of Work (Attachment A) are current and valid.
  - 4) Commission staff reviewed and approved Cost Allocation Plan.
- b. Subsequent disbursements will be reconciled and paid based on actual program expenditures, and a projection of those expenses through the next quarter ending date, minus funds already paid year-to-date. However, in no instance shall the quarterly payment exceed one-quarter (1/4) of the contract total. All disbursements must also be in compliance with the Fiscal Requirements of Section 13 of the Contract.
- c. Under special circumstances, CONTRACTOR may request additional funding for quarterly disbursement. A supplemental disbursement request along with justification must be submitted, in writing, to the Executive Director or designee. If approved, total funding disbursed shall not exceed total contract amount for the contract term. The

Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if Contractor fails to: 1) comply with all monthly program data and financial input requirements and quarterly reports by the indicated due date as set forth in Section 11 of the Contract, 2) if results achieved are not as projected and no Commission approved plan is in place for improvement or 3) if the Contractor is not in compliance with any provision contained within this Contract.

- d. (For Child Care Contracts reimbursed for spaces only.) Reimbursement for child care spaces will be based on the actual unduplicated enrollment as of the last working day of the reporting month and as input into the data management system by the 20th day of the following month. Payment is based on the per child monthly reimbursement rate as specified within the scholarship line item in the budget, Attachment B as attached hereto.