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

**FROM:** Riverside University Health System-Public Health

**SUBMITTAL DATE:**

September 7, 2016

**SUBJECT:** Ratify the Sixth Amendment to the First 5 Agreement 13104 NP between Riverside County Children and Families Commission and the Riverside County Department of Public Health. All Districts. [\$1,020,000] 100 % funded by Riverside County Children and Families Commission.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify the Sixth Amendment to the First 5 Agreement 13104 NP between Riverside County Children and Families Commission (RCCFC) and the County of Riverside, Department of Public Health, Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) program for an additional extension year of July 1, 2016 through June 30, 2017 and additional funding in the amount of \$1,020,000 for a total contract of \$3,720,000; and
2. Authorize the Director of Public Health or designee to sign subsequent amendments with RCCFC that do not change the substantive terms of the agreements, as approved by County Counsel; and

**RECOMMENDED MOTION:**

(Continued on page 2)

GH:la/ag

*Sarah S. Mack*  
 \_\_\_\_\_  
 Sarah S. Mack, Director  
 RUHS – Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 1,020,000	\$ 0	\$ 1,020,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

**SOURCE OF FUNDS:** 100% funded by the Riverside County Children and Families Commission

Budget Adjustment: No  
 For Fiscal Year: 16/17

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

**APPROVE**

BY: *Christopher M. Hans*  
 \_\_\_\_\_  
 Christopher M. Hans

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: September 27, 2016  
 xc: RUHS-Public Health

Kecia Harper-Ihem  
 Clerk of the Board  
 BY: *Kecia Harper-Ihem*  
 \_\_\_\_\_  
 Deputy

Prev. Agn. Ref.: 12/18/12, 3.64 | District: All | Agenda Number:

**3-26**

PURCHASING & FLEET SERVICES: Lisa Brandl, Director  
 FORM APPROVED COUNTY COUNSEL: Karin L. Watts-Bazan, DATE: 9/14/16  
 Departmental Concurrence

A-30  
 4/5 Vote  
 Positions Added  
 Change Order

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

**FORM 11:** Ratify the Sixth Amendment to the First 5 Agreement 13104 NP, between Riverside County Children and Families Commission and the Riverside County Department of Public Health. All Districts. [\$1,020,000] 100 % funded by Riverside County Children and Families Commission

**DATE:** September 7, 2016

**PAGE:** 2 of 2

3. Ratify Amendment # 4 to the agreement #13-015 with University of California Riverside (UCR) to increase the amount by \$100,000 for a total contract amount of \$400,000 and extend the period of performance of July 1, 2012 through June 30, 2017; and
4. Ratify Amendment #1 to the agreement #03-016 with Riverside County Child Care Consortium (RCCC) to increase the amount by \$100,000 for a total amount of \$500,000 and extend the period of performance of July 1, 2012 through June 30, 2017; and
5. Authorize the Chairman of the Board of Supervisors to sign five (5) originals of the Sixth Amendment with First 5 Riverside, three (3) originals of the amendment #1 with UCR and three (3) originals of Amendment # 1 with RCCC.

**BACKGROUND:**

**Summary (continued)**

The Riverside County Children and Families Commission has awarded the County of Riverside Department of Public Health Nutrition and Health Promotion Branch an extension year, fiscal year 16/17, and additional funding of \$1,020,000 for a total amount of \$3,720,000 for the Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) program.

NAP SACC is a research based intervention with significant focus on developing policies and practices which promote optimal nutrition for children 0-5 years and their families. This program provides on-site training to child care providers in relation to obesity prevention and intervention.

The County of Riverside Department of Public Health is requesting to extend the sole source agreements with UCR for its unique capability to provide NAP SACC training to child care providers within Riverside County and to RCCCC as the only local organization approved by RCCFC with the infrastructure to provide outreach to child care providers throughout the county via four Regional Child Care Councils that assess child care needs at the local level. Annual funding awards to both vendors were negotiated and are based on level of services as justified by a detail budget. Prices are comparable to other vendors providing similar services.

**Impact on Residents and Businesses**

The NAP SACC program is offered county-wide and geared for child care providers in relation to obesity prevention and intervention focusing on the developing policies and practices which promote nutrition for children 0-5 years of age and their families.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The Riverside County Children and Families Commission awarded the County of Riverside, Department of Public Health additional funding in the amount of \$1,020,000 for county fiscal year 16/17.

County Fiscal Year	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	Total
Contract Amount	\$490,301	\$632,793	\$779,403	\$797,503	\$1,020,000	\$3,720,000

Thank you.

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION  
CONTRACT  
INVESTMENT OF FUNDS  
SIXTH AMENDMENT AND RESTATED CONTRACT

CONTRACTOR: **Riverside University Health System – Public Health**

RCCFC Award: **13104 NP**

Address: **P.O. Box 7600, Riverside, CA 92503**

WHEREAS, the Riverside County Children and Families Commission, also known as "First 5 Riverside" ("Commission") and **County of Riverside, Department of Public Health** ("Contractor") entered into an Investment of Funds Contract, RCCFC Award no. **13104 NP** (the "Contract") for the provision of services.

Now, therefore, the parties agree to amend the Contract as follows:

- A. The Contract shall be amended to correct the name of the Contractor to "**Riverside University Health System - Public Health (RUHS-PH)**" rather than "County of Riverside, Department of Public Health."
- B. The first page of the Contract shall be amended to reflect the maximum reimbursable amount, funding periods, and compensation as listed below:

Initial Funding Period: 07/01/12 – 06/30/13 <sup>1</sup>	\$ 490,301.00
Second Funding Period: 07/01/13 – 06/30/14 <sup>1</sup>	\$ 632,793.00
Third Funding Period: 07/01/14 – 06/30/15	\$ 779,403.00
Fourth Funding Period: 07/01/15 – 06/30/16	\$ 797,503.00
<u>Fourth Funding Period: 07/01/16 – 06/30/17<sup>2</sup></u>	<u>\$1,020,000.00</u>
Maximum Reimbursable Amount:	\$3,720,000.00

<sup>1</sup>Actual reimbursed expenses.

<sup>2</sup>Commission Action Item 15-32, October 28, 2015.

- C. Attachment A-4, Scope of Work for July 1, 2016 – June 30, 2017 is added as outlined in Attachment A-4, and attached hereto. Attachment A, A-1, A-2 and A-3 remain a part of the Contract.

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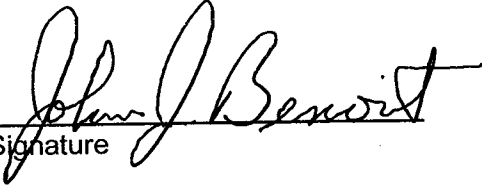
SEP 27 2016 3-26

- D. Attachment B-5. Budget for July 1, 2016 – June 30, 2017 is added as outlined in Attachment B-5 and attached hereto. Attachment B-2 for FY14/15 is deleted in its entirety. Attachment B for FY12/13, B-1 for FY13/14, B-3 for FY14/15, and B-4 for FY15/16 remain part of the Contract.
- E. Attachment C-1, Payment Provisions are added as outlined in Attachment C-1, and attached hereto. Attachment C is deleted in its entirety.
- F. Attachment D. Comprehensive Tobacco Control Policy attached hereto.
- G. All changes to this Contract referenced herein shall supersede the comparable sections within the Contract. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

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

CONTRACTOR:

Riverside County Children and Families Commission:

By:   
Signature

By: \_\_\_\_\_  
Tammi Graham, Executive Director

By: **JOHN J. BENOIT**  
**CHAIRMAN, BOARD OF SUPERVISORS**  
Print Name and Title

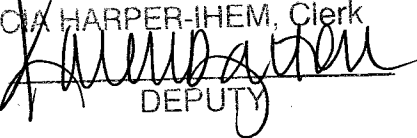
Attest:

Date: SEP 27 2016

By: \_\_\_\_\_  
Lynn M. Stephens, Commission Secretary

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

FORM APPROVED COUNTY COUNSEL  
BY:   
MELVIN P. KIPNIS DATE

ATTEST  
KECIA HARPER-IHEM, Clerk  
By:   
DEPUTY

## **ATTACHMENT A-4: Scope of Work**

### **Riverside University Health Systems-Public Health**

### **Nutrition Services and Health Promotion Program (NAP SACC)**

**July 1, 2016 – June 30, 2017**

**Contract: 13104 NP**

#### **Program Overview:**

The Riverside County Nutrition Services and Health program provides on-site training in relation to Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC). The training is geared for child care providers in relation to obesity prevention and intervention. The program will be delivered countywide. NAP SACC is a research-based intervention with significant focus on developing policies and practices which promote optimal nutrition for children 0 through 5 years of age and their families. Riverside County Nutrition Services and Health Promotion branch subcontracts with 2 other entities, including, Riverside County Child Care Consortium (RCCCC) and the University of California, Riverside (UCR) and the integral partner, Riverside County Office of Education (RCOE) Resource and Referral Program. This coalition will be instrumental in the implementation of the county-wide services and imperative to the success of the NAP SACC programs.

Trainings are provided for child-care providers in a linguistically appropriate way and a certification process qualifies provider facilities to be NAP-SACC designated. This is achieved through extensive training sessions, organizational self-assessment, action planning, and continuing education for child-care providers including technical assistance, consultation and follow-up.

Riverside University Health Systems-Public Health, in collaboration with the Riverside County Child Care Consortium will participate in the County Nutrition Action Partnership (CNAP) quarterly meetings to provide key input into the nutrition and physical activity aspects of child care services in Riverside County. Riverside University Health Systems- Public Health will report roundtable updates and information; long-term sustainability and public awareness/policy change activities in the PPR.

IMPACT (Improve and Maximize Programs So All Children Thrive) is an innovative approach for programs to begin identifying and implementing some of the principles of quality early learning experiences for children. The goal of this approach is to help children 0 through 5 years of age and their families thrive, by increasing the number of high-quality early learning settings. This consists of providing family support and engaging families in the early learning process.

Additionally, aligning child health to sustain early learning outcomes to achieve high-quality standards that will help ensure more children enter school with the skills, knowledge, and dispositions necessary to be successful. This provides families the information and support they need to promote and optimize their children's development and learning, both inside and outside the home. Riverside University Health Systems- Public Health (NAP SACC) will collaborate with First 5 Riverside to establish potential partnerships and opportunities established by the Riverside County QRIS Consortia in which IMPACT can begin to be embedded in program delivery throughout Riverside County.

**TARGETS: Aggregate**

**Outreach to Centers and Family Child Care Homes:**


1. By June 30, 2017, Riverside University Health Systems-Public Health will provide training to 120 child care sites.
2. By June 30, 2017, Riverside University Health Systems-Public Health will train 350 child care providers.

**NAP SACC Training and Protocol**

3. By June 30, 2017, Riverside University Health Systems-Public Health will document the number of sites in the process of becoming NAP SACC designated.
4. By June 30, 2017, Riverside University Health Systems-Public Health will document the number of sites that have implemented nutrition and physical activity policies.
5. By June 30, 2017, Riverside University Health Systems-Public Health will document the number of sites that have implemented menu changes.
6. By June 30, 2017, Riverside University Health Systems-Public Health will ensure that 30 sites become NAP SACC designated.
7. By June 30, 2017, Riverside University Health Systems-Public Health will document the number of sites which maintained their NAP SACC designation.

### **Support for CACFP Participation**

8. By June 30, 2017, Riverside University Health Systems-Public Health will document the number of new providers who access CACFP resources as a result of NAP SACC training.

	Agency Name:	Riverside University Health System - Public Health				
	Contract Number:	13104 NP				
	Program Name:	First 5 Self Assessment for Child Care (NAP-SACC) Program Services				
F5R Funds (Extension Amount) FY 2016-2017:		\$1,020,000				
List Other Funding Source(s) below:		List Other Program Fund(s) below:				
County General Funds:		\$8,499				
Other Funding Source Subtotal:		\$8,499				
Total Funding from All Sources:		\$1,028,499				
<b>First 5 Riverside Program Budget: July 1, 2016 - June 30, 2017</b>						
<b>PERSONNEL</b>						
Personnel Title	Total Annual Salary for Position at Full Time Equivalent	FTE Funded by Program *Rounded		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)
		F5R	Other			
1 Program Coordinator/Sup Nutritionist (Stewart)	\$96,752	0.85	0.00	\$82,239.00		\$82,239
2 Sr. Nutritionist (Blucher)	\$82,531	1.00	0.00	\$82,531.00		\$82,531
3 Health Educator Assistant II (vacant)	\$62,653	0.70	0.00	\$43,857.00		\$43,857
4 Health Educator Assistant II (Hernandez)	\$62,653	0.75	0.00	\$46,990.00		\$46,990
5 Health Education Assistant II (Rathbun)	\$61,132	0.90	0.00	\$55,019.00		\$55,019
6 Office Assistant III (Bostick/Various)	\$52,680	0.90	0.00	\$47,412.00		\$47,412
7 Administrative Services Assistant (Gutierrez)	\$55,453	0.30	0.00	\$16,636.00		\$16,636
8 Public Information Specialist (Arballo)	\$89,283	0.02	0.00	\$1,786.00		\$1,786
9 Accountant II (Enriquez)	\$63,614	0.10	0.00	\$6,361.00		\$6,361
10 Health Education Assistant II (Gomez)	\$56,302	0.75	0.00	\$42,227.00		\$42,227
11 Health Education Assistant II (Perry)	\$62,653	0.75	0.00	\$46,990.00		\$46,990
12 CHA Program Chief II (Hoxter)	\$144,557	0%	2%		\$2,891	\$2,891
13 Administrative Services Officer (Aldana)	\$105,114	0%	2%		\$2,102	\$2,102
<b>SUBTOTAL PERSONNEL:</b>				<b>\$472,048</b>	<b>\$4,993</b>	<b>\$477,041</b>
<b>BENEFITS</b>						
Employee Benefits	Total Annual Benefits	Percentage paid by funding source		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)
		F5R	Other			
1 Program Coordinator/Sup Nutritionist (Stewart)	\$34,908	0.85	0.00	\$29,672		\$29,672
2 Sr. Nutritionist (Blucher)	\$29,975	1.00	0.00	\$29,975		\$29,975
3 Health Educator Assistant II (vacant)	\$29,804	0.70	0.00	\$20,863		\$20,863
4 Health Educator Assistant II (Hernandez)	\$25,280	0.75	0.00	\$18,960		\$18,960
5 Health Education Assistant II (Rathbun)	\$27,950	0.90	0.00	\$25,155		\$25,155
6 Office Assistant III (Bostick/Various)	\$27,378	0.90	0.00	\$24,640		\$24,640
7 Administrative Services Assistant (Gutierrez)	\$28,824	0.30	0.00	\$8,647		\$8,647
8 Public Information Specialist (Arballo)	\$36,392	0.02	0.00	\$728		\$728
9 Accountant II (Enriquez)	\$30,414	0.10	0.00	\$3,041		\$3,041
10 Health Education Assistant II (Gomez)	\$23,506	0.75	0.00	\$17,630		\$17,630
11 Health Education Assistant II (Perry)	\$29,804	0.75	0.00	\$22,353		\$22,353
12 CHA Program Chief II (Hoxter)	\$53,096	0%	2%		\$1,062	\$1,062
13 Administrative Services Officer (Aldana)	\$42,771	0%	2%		\$855	\$855
<b>SUBTOTAL BENEFITS:</b>				<b>\$201,664</b>	<b>\$1,917</b>	<b>\$203,581</b>
<b>OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)</b>						
1 Office Supplies/equipment \$1000 or less	\$2,663			\$2,663		\$2,663
2 Postage & Printing	\$6,500			\$6,500		\$6,500
3 Advertising / Outreach Marketing	\$2,550			\$2,550		\$2,550
4 Equipment More Than \$1000 and Less Than \$5000	\$0			\$0		\$0
5 Program Materials and Incentives	\$7,700			\$7,700		\$7,700
6 Program Nutrition/Food	\$2,500			\$2,500		\$2,500
7 Scholarships	\$0			\$0		\$0
8 Insurance	\$1,500			\$1,500		\$1,500
9 Maintenance and Repairs	\$0			\$0		\$0
10 Equipment Lease	\$0			\$0		\$0
11 Licenses & Fees	\$120			\$120		\$120
12 Travel (airfare, mileage, meals, hotel)	\$9,400			\$9,400		\$9,400
13 Training / Conferences for Program Staff	\$2,340			\$2,340		\$2,340
14 Rent/Lease	\$25,310			\$25,310		\$25,310
15 Utilities	\$1,460			\$1,460		\$1,460
16 Temporary Help	\$0			\$0		\$0
17 Professional Services	\$0			\$0		\$0
18 Vehicle Maintenance/Repairs	\$0			\$0		\$0
19 (1) Other Cell phones	\$9,700			\$9,700		\$9,700
<b>SUBTOTAL MATERIALS AND SUPPLIES:</b>				<b>\$71,743</b>	<b>\$0</b>	<b>\$71,743</b>
<b>SUBCONTRACTORS</b>						
1 Riverside County Child Care Consortium	\$100,000			\$100,000		\$100,000
2 UCR Early Childhood Care Education (ECE) Program	\$100,000			\$100,000		\$100,000
<b>SUBTOTAL SUBCONTRACTORS:</b>				<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>
<b>CAPITAL EXPENDITURES</b>						
1 None	\$0			\$0		\$0
<b>SUBTOTAL CAPITAL EXPENDITURES:</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INDIRECT COSTS</b>						
1 Indirect Percentage Paid by F5R:	10.00%			\$74,545		\$74,545
2 Indirect Paid By Other Funds:				\$1,589		\$1,589
<b>SUBTOTAL INDIRECT COSTS:</b>				<b>\$74,545</b>	<b>\$1,589</b>	<b>\$76,134</b>
<b>Total Budget:</b>				<b>\$1,020,000</b>	<b>\$8,499</b>	<b>\$1,028,499</b>



BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS		
Agency Name: Riverside University Health System - Public Health		
Contract Number: 13104 NP		
Program Name: First 5 Self Assessment for Child Care (NAP-SACC) Program Services		
First 5 Riverside Program Budget: July 1, 2016 - June 30, 2017		
(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)		
PERSONNEL AND BENEFITS		
(The Cells below auto-populate from the combined Personnel and Benefits dollar amounts from "Budget Tab")		
Program Coordinator/Sup Nutritionist (Stewart)	\$111,911	Project supervision and management. Coordination of the DOPH NAP SACC program. Provision of technical assistance and consultations.
Sr. Nutritionist (Blucher)	\$112,506	Assesses all menus prior to certification and recertification. Available to consult for food allergies and intolerance. Consults with food service managers regarding menu changes. Develops and conducts staff, provider and parent training for certification. Participates in outreach activities. Coordinating consultant manual. Updating 5 hour NAP SACC training. Ongoing quality assurance for NAP SACC consultant staff to maintain best practice standards.
Health Educator Assistant II (vacant)	\$64,720	Distribution and collection of Organizational Self assessments, assisting participating facilities in setting goals for organizational change and implementing plans for improving areas of greatest need. Assist in promoting problem solving and linking child care facilities to community resources, assist staff as needed and support organizational change. Provision of technical assistance to allow staff to increase their confidence to make both personal and organizational changes. Provision of technical assistance and consultations. Conduct follow up with child care facilities to assess progress and document/reinforce positive changes.
Health Educator Assistant II (Hernandez)	\$65,950	Distribution and collection of Organizational Self assessments, assisting participating facilities in setting goals for organizational change and implementing plans for improving areas of greatest need. Assist in promoting problem solving and linking child care facilities to community resources, assist staff as needed and support organizational change. Provision of technical assistance to allow staff to increase their confidence to make both personal and organizational changes. Provision of technical assistance and consultations. Conduct follow up with child care facilities to assess progress and document/reinforce positive changes.
Health Education Assistant II (Rathbun)	\$80,174	Distribution and collection of Organizational Self assessments, assisting participating facilities in setting goals for organizational change and implementing plans for improving areas of greatest need. Assist in promoting problem solving and linking child care facilities to community resources, assist staff as needed and support organizational change. Provision of technical assistance to allow staff to increase their confidence to make both personal and organizational changes. Provision of technical assistance and consultations. Conduct follow up with child care facilities to assess progress and document/reinforce positive changes.
Office Assistant III (Bostick/Various)	\$72,052	Provides translation support services, scheduling and other clerical support functions.
Administrative Services Assistant (Gutierrez)	\$25,283	Assists in the preparation and maintenance of a program budget, the establishment of fiscal control, and monitoring of subcontractors.
Public Information Specialist (Arballo)	\$2,514	Develops and determines effectiveness of distribution and outreach media plan; makes recommendations for modifications as required. Writes feature articles and press releases on organization's activities, services, programs, and functions; edits print materials. Coordinates release distribution to the media; organizes and arranges public information campaigns to promote program.
Accountant II (Enriquez)	\$9,402	Prepares invoices, monitors budget, performs line transfers and reports Fiscal information in Persimony.
Health Education Assistant II (Gomez)	\$59,857	Distribution and collection of Organizational Self assessments, assisting participating facilities in setting goals for organizational change and implementing plans for improving areas of greatest need. Assist in promoting problem solving and linking child care facilities to community resources, assist staff as needed and support organizational change. Provision of skill-building activities to allow staff to increase their confidence to make both personal and organizational changes. Provision of technical assistance and consultations. Conduct follow up with child care facilities to assess progress and document/reinforce positive changes.
Health Education Assistant II (Perry)	\$69,343	Distribution and collection of Organizational Self assessments, assisting participating facilities in setting goals for organizational change and implementing plans for improving areas of greatest need. Assist in promoting problem solving and linking child care facilities to community resources, assist staff as needed and support organizational change. Provision of technical assistance to allow staff to increase their confidence to make both personal and organizational changes. Provision of technical assistance and consultations. Conduct follow up with child care facilities to assess progress and document/reinforce positive changes.
CHA Program Chief II (Hoxter)	\$0	Plans, organizes, directs and evaluates and coordinates the Nutrition Services/Health Promotion program. Promotes program with community partners, administration and state and local agencies. (Other Funding)
Administrative Services Officer (Aldana)	\$0	Provides administrative support for budgets, contracts and invoicing. Acts as a liaison between program staff and support services. (Other Funding)
<b>SUBTOTAL PERSONNEL/BENEFITS: \$673,712</b>		
OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)		
Office Supplies/equipment \$1000 or less	\$2,983	Materials for program activities: toner, paper, pens, computer supplies, office supplies, office desk items, monthly calendars, sheet protectors, folders and other items necessary for program implementation.
Postage & Printing	\$6,500	Postage @ \$60/mo. for 12 months = \$720; mailings childcare providers. Printing \$5,780 annual (tracking forms, business cards, assessments, surveys, flyers, handouts, nutrition and physical activity policies, provider notebooks). Constant Contact for email outreach (\$550), costs to cover marketing/promotion of the NAP SACC program: outreach materials for trainings and health fairs \$2,000 Marketing/promotional items such as pens, water bottles, flyers toles, physical activity promotional items with NAP SACC logo.
Advertising / Outreach Marketing	\$2,550	
Equipment More Than \$1000 and Less Than \$5000	\$0	Not funded.
Program Materials and Incentives	\$7,700	For providers throughout duration of process, Nutrition and Physical Activity posters, nutrition stickers, Children's nutrition and physical activity books, cookbooks, belts, jump ropes. Also, to be used at final observation and certification and 1 year certification.
Program Nutrition/Food	\$2,500	Food for luncheon for end of year provider recognition in desert and Riverside - \$1,000, Healthy snack/water for Quarterly Collaborative meetings and/or trainings @ \$500, Parent/staff training food demonstrations throughout the year \$1,000 countywide.
Scholarships	\$0	Not funded.
Insurance	\$1,500	Property and Liability insurance.
Maintenance and Repairs	\$0	Not funded.
Equipment Lease	\$0	Not funded.
Licenses & Fees	\$120	RD/DRN credential renewal for 2 staff
Travel (airfare, mileage, meals, hotel)	\$9,400	Mileage (July - Dec 2015 \$ .575/mile / Jan-June \$ .54/mile) and carpool expense. Includes cost for travel to trainings, childcare sites, meetings, conference lodging, mileage and meals. Childhood Obesity Biennial Conference San Diego, June 2017, 4 staff, lodging - 3 night at \$150 (\$400), parking \$10/day X 4 days (\$40), meals \$30/per X 4 staff X 3 days (\$360) Mandatory County Trainings for Staff and conference fees; California Child Care Food Program Annual Conference, Palm Desert, October 2016, registration 4 @ \$275 (\$1,100) and Childhood Obesity Biennial Conference San Diego, June 2017, 4 @ \$300 (\$1,200).
Training / Conferences for Program Staff	\$2,340	Riverwalk, leased space for staffing, work rooms, storage and common space (\$2.15 X 981 square feet = \$2,109.15 per month = \$23,409.80 per year).
Rent/Lease	\$25,310	Riverwalk, utilities to include charges for electricity, sewer, water, gas (\$0.124 X 981 square feet = \$121.84 per month = \$1,462.08 per year).
Utilities	\$1,460	\$1,459.73 per year
Temporary Help	\$0	Not funded.
Professional Services	\$0	Not funded.
Vehicle Maintenance/Repairs	\$0	Not funded.
(1) Other Cell phones	\$9,700	Cellphones for staff working in the community \$3,240 (\$35 X 6 phones (Blucher, Hernandez, Rathbun, Gomez, Perry, vacant) = \$210 per month = \$2,520 per year / \$60 X 1 phone (Stewart) = \$720 landlines \$5,672.64 (7.07 FTE X \$76 per month = \$537.32 per month = \$6,447.84).
<b>SUBTOTAL OPERATIONAL: \$71,743</b>		
SUBCONTRACTORS		
Riverside County Child Care Consortium	\$100,000	Conducts outreach and contact their large membership base to make them aware of the Riverside NAC SACC program and to encourage participation. Additionally through the Regional Child Care Councils, the Nutrition Advocacy Roundtables will be accessible to all areas of the county.
UCR Early Childhood Care Education (ECE) Program	\$100,000	UCR Early Childhood Education program will provide access to the NAP-SACC training to new childcare providers and existing child care providers who are seeking required continuing education hours.
<b>SUBTOTAL SUBCONTRACTORS: \$200,000</b>		
CAPITAL EXPENDITURES		
<b>SUBTOTAL CAPITAL EXPENDITURES: \$0</b>		
INDIRECT COSTS PAID BY FSR		
INDIRECT COSTS PAID BY FSR:	\$74,545	Indirect costs are those costs of general management that are agency-wide. General management costs consist of expenditures for administrative activities necessary for the general operation of the agency (e.g. accounting, budgeting, payroll preparation, personnel management, purchasing, centralized data processing.) The standardized method for distributing these indirect costs to programs is referred to as the indirect cost rate.
<b>TOTAL FIRST 5 FUNDING:</b>		<b>\$1,020,000</b>

## ATTACHMENT C-1: PAYMENT PROVISIONS

### A. FISCAL

The maximum reimbursable amount over the life of this Contract is **\$3,720,000.00** as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10.

CONTRACT TERM: **07/01/12 through 06/30/17**

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

a. Initial advance payment will be one-quarter (1/4) of the current funding period total amount (as referenced in Attachment B) 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; and,
4. Commission staff has reviewed and approved Cost Allocation Plan (if applicable).

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 funding period total.

Under special circumstances, CONTRACTOR may request advance disbursements. 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 90% of total budget amount for the fiscal year. If funding beyond the fiscal year is requested, approval may only be granted by the Executive Director or Commission, as necessary. The Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if CONTRACTOR fails to 1) comply with 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.

c. The 4<sup>th</sup> quarter payment shall not result in more than 90% of the total current funding period amount paid. The final 10% of the funding period amount approved for the Fiscal Year will be paid based on final expenditures as of June 30<sup>th</sup> and reported as of July 31<sup>st</sup>, which is the final deadline to submit program expenditures. Expenditures made after June 30<sup>th</sup> will not be accepted.

**ATTACHMENT D:  
COMPREHENSIVE TOBACCO CONTROL POLICY**

As a material condition of the Contract, the CONTRACTOR shall agree that the CONTRACTOR and the CONTRACTOR's employees, while receiving funding from the Commission:

1. Shall not use tobacco products while using the CONTRACTOR's property e.g., vehicle, equipment;
2. Shall not sell, offer or provide tobacco products on CONTRACTOR 's premises;
3. Shall have tobacco education and cessation materials visibly available and accessible to clients participating in activities funded by Proposition 10 funds;
4. Shall assure that the CONTRACTOR and its employees have no current business association or relationship with the tobacco industry, and further agrees to neither accept nor solicit financial contributions, sponsorships, gifts, or services from any tobacco company, executive, or tobacco-related function; and
5. Shall make a reasonable effort to divest of all investments in companies that derive 15% or more of their revenues from tobacco.

The Commission may terminate for default or breach of this Contract and any other Contract the CONTRACTOR has with the Commission, if the CONTRACTOR or CONTRACTOR 's employees, are determined by the Executive Director, or designee, not to be in compliance with the conditions set forth herein.

If the CONTRACTOR or CONTRACTOR's employees, are determined by the Executive Director, or designee, not to be in compliance with the conditions set forth herein, the Commission may terminate for default or breach of this Contract and any other Contract the Commission has with the CONTRACTOR.

In instances where the CONTRACTOR is part of a larger entity, and where the entity has an investment policy set by governance officials other than the CONTRACTOR, and the CONTRACTOR is not directly involved in such investment decisions, CONTRACTOR agrees to the provisions herein as required in the programs and activities under the direct control of the CONTRACTOR to the satisfaction of the Executive Director, or designee. Activities of the larger entity other than investment decisions, which are not under the direct control of CONTRACTOR, shall not be considered to be in violation of CONTRACTOR's activities pursuant to the policy.

COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
RIVERSIDE COUNTY CHILD CARE CONSORTIUM

---

Original Contract Term: July 1, 2012 through June 30, 2016  
Contract Term Extended To: June 30, 2017  
Effective Date of Amendment: July 1, 2016  
Original Annual Maximum Contract Amount: \$ 400,000  
Amended Annual Maximum Contract Amount: \$ 100,000  
Contract ID: 03-016

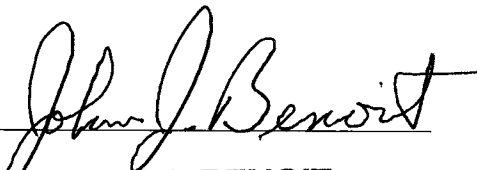
The Agreement between County of Riverside (COUNTY) and Riverside County Child Care Consortium (CONTRACTOR) entered into as of December 20, 2012, is amended as follows:


1. On page 5 of the Agreement, amend Section 4 the "Period of Performance":  
To amend all reference to the Period of Performance from July 1, 2015 through June 30, 2016 to July 1, 2016 through June 30, 2017, unless terminated as specified in Section 6 "TERMINATION". All other terms of the Period of Performance in the Agreement shall apply.
2. To establish the maximum amount of compensation for Fiscal Year 16/17 in the amount of one hundred thousand dollars (\$100,000), including all expenses.
3. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

**RIVERSIDE COUNTY CHILD CARE CONSORTIUM**

By:   
Name: JOHN J. BENOIT  
Title: CHAIRMAN, BOARD OF SUPERVISORS

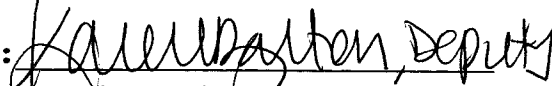
By:   
Name: Deborah A. Clark-Crews  
Title: Executive Director

Dated: SEP 27 2016

Dated: 07/18/2014

ATTEST:

Kecia Harper-Ihem  
Clerk of the Board

By:   
Sarah S. Mack, M.P.H., Director

  
Cameron Kaiser, M.D., Public Health Officer

SEP 27 2016 3-26

FORM APPROVED BY COUNTY COUNSEL  
BY:   
NEAL R. KIMBLE  
DATE

FOURTH AMENDMENT TO THE AGREEMENT  
BETWEEN  
COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH  
AND  
UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Original Contract Term:	July 1, 2012 through June 30, 2016
Contract Term Extended To:	June 30, 2017
Effective Date of Amendment:	July 1, 2016
Original Maximum Contract Amount:	\$ 300,000
Amended Annual Maximum Contract Amount:	\$ 100,000
Cumulative Total Contract Amount:	\$400,000
Contract ID: 13-015	

The Agreement between County of Riverside, Department of Public Health (COUNTY) and University of California, Riverside (UNIVERSITY) entered into as of December 14, 2015, is amended as follows:

1. Amend all references to the period of performance from July 1, 2012 through June 30, 2016 to July 1, 2012 through June 30, 2017.
2. To increase the maximum amount of compensation for Fiscal Year 16/17 in the amount of one hundred thousand dollars (\$100,000), including all expenses.
3. To amend Attachment A-1, Scope of Work, to include the following:  
"I. Assist to host and organize the NAP-SACC Year-end Recognition event for newly Certified Sites."
4. To amend Attachment B, Budget, to include the new Attachment B/Budget Fiscal Year 2016 – 2017, attached hereto.
5. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

By: John J. Benoit  
John J. Benoit, Chairman  
Board of Supervisors

Dated: SEP 27 2016

ATTEST:

Kecia Harper-Ihem  
Clerk of the Board

By: Kellie Payton  
Deputy

**UNIVERSITY OF CALIFORNIA, RIVERSIDE**

By: Karen Garcia  
Karen Garcia  
Sr. Contract and Grant Officer

Dated: 8-22-2016

APPROVED AS TO FORM:

Gregory P. Priamos, County Counsel

By: Neal Kipnis  
Neal Kipnis, Deputy County Counsel

SEP 27 2016 3-26

**ATTACHMENT B : BUDGET**

**BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS**

Agency Name: UCR Riverside

Contract Number: 13-015

Program Name : First 5 Riverside Self Assessment for Child Care (NAP-SACC) Program Services

**First 5 Riverside Program Budget: July 1, 2016 - June 30, 2017**

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

*(The Cells below auto-populate from the combined Personnel and Benefits dollar amounts from "Budget Tab")*

Program Coordinator	\$49,712	Allocated for the coordinator's expertise in overall project management, schedule meetings and general planning; direct the scientific research plan, supervise/advise office and student assistants, distribute and analyze project data on county needs assessment, prepare reports and summarize the results. Description of benefits: Benefits include, but are not limited to, Employee selected Health, Dental, Vision, Disability and Life Insurance.
Student Assistants	\$1,720	Assist with data entry, general office duties, student outreach and participant support. Benefits include but are not limited to worker's compensation and unemployment insurance, and are calculated at a rate of 3% Salary.
<b>SUBTOTAL PERSONNEL/BENEFITS:</b>	<b>\$51,432</b>	

**OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)**

Office Supplies/equipment \$1000 or less	\$4,843	In order to correspond with, track progress of and manage participant data, necessary materials include, but not limited to the purchase of project-specific supplies such as paper, file folders, and toner.
Postage & Printing	\$5,000	Printing applications, professional development plan (PDP), recruitment flyers, orientation materials and postage. Some participant materials require professional printing due to graphics and other content that requires high quality production.
Advertising / Outreach Marketing	\$0	No funds are allocated for this line item.
Equipment More Than \$1000 and Less Than \$5000	\$0	No funds are allocated for this line item.
Program Materials and Incentives	\$7,000	Purchase of program specific books, training materials and program brochures.
Program Nutrition/Food	\$2,000	Provision of refreshments for end of program annual recognition event.
Scholarships	\$16,000	Includes tuition, training or registration fee subsidy for staff at child development centers and family child care homes who are participating in the NAP SACC program. One half unit of academic credit can be earned through UCR Extension for completion of all 5 training modules.
Insurance	\$0	No funds are allocated for this line item.
Maintenance and Repairs	\$0	No funds are allocated for this line item.
Equipment Lease	\$0	No funds are allocated for this line item.
Licenses & Fees	\$0	No funds are allocated for this line item.
Travel (airfare, mileage, meals, hotel)	\$4,000	Lodging and travel costs to provide training classes for staff.

**ATTACHEMENT B : BUDGET**

Training / Conferences for Program Staff	\$0	No funds are allocated for this line item.
Rent/Lease	\$525	For Facilities costs to hold end of program recognition event.
Utilities	\$200	Cost of phone usage based on experience with projects of similar size and scope. All telephone costs (equipment, local, long distance changes) are distributed based on the percentage of effort for each employee with a phone. Shared telecommunication equipment such as faxes have charges distributed on the aggregate effort of staff.
Temporary Help	\$0	No funds are allocated for this line item.
Professional Services	\$9,000	Instructor and consulting services for Nutrition and Physical Activity training utilizing the NAP SACC programs to Center and Family Child Care Providers. Rate of compensation averages \$50 an hour for NAP SACC Certified trainers.
Vehicle Maintenance/Repairs	\$0	No funds are allocated for this line item.
(1) Other	\$0	
(2) Other	\$0	
(3) Other	\$0	
<b>SUBTOTAL OPERATIONAL:</b>	<b>\$48,568</b>	
<b>SUBCONTRACTORS</b>		
	0	\$0
	0	\$0
	0	\$0
	0	\$0
	0	\$0
	0	\$0
<b>SUBTOTAL SUBCONTRACTORS:</b>	<b>\$0</b>	
<b>CAPITAL EXPENDITURES</b>		
	0	
	0	
	0	
<b>SUBTOTAL CAPITAL EXPENDITURES:</b>	<b>\$0</b>	
<b>INDIRECT COSTS PAID BY F5R</b>		
		Indirect costs are those costs of general management that are agency-wide. General management costs consist of expenditures for administrative activities necessary for the general operation of the agency (e.g. accounting, budgeting, payroll preparation, personnel management, purchasing, centralized data processing.) The standardized method for distributing these indirect costs to programs is referred to as the indirect cost rate.
<b>INDIRECT COSTS PAID BY F5R:</b>	<b>\$0</b>	
<b>TOTAL FIRST 5 FUNDING:</b>	<b>\$100,000</b>	

Agency Name: REGENTS OF THE UNIVERSITY OF CALIFORNIA  
 Contract Number: 13-015  
 Program Name: NAPSACC

F5R Funds (Base Amount) FY 2016-2017: \$100,000  
 List Other Funding Source(s) below:

Other Funding Source Subtotal: \$100,000  
 Total Funding from All Sources: \$100,000

First 5 Riverside Program Budget: July 1, 2016 - June 30, 2017

PERSONNEL

Personnel Title	Total Annual Salary for Position at Full Time Equivalent	Percentage of		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.
		F5R	Other				
1 Program Coordinator	\$85,954	40%	0%	\$34,382	\$0	\$34,382	\$51,572
6 Student Assistants	\$16,704	10%	0%	\$1,670	\$0	\$1,670	\$15,034
<b>SUBTOTAL PERSONNEL:</b>				<b>\$36,052</b>	<b>\$0</b>	<b>\$36,052</b>	<b>\$51,572</b>

BENEFITS

Employee Benefits	Total Annual Benefits	Percentage paid		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.
		F5R	Other				
1 Program Coordinator	\$38,326	40%	0%	\$15,330	\$0	\$15,330	\$22,996
6 Student Assistants	\$501	10%	0%	\$50	\$0	\$50	\$451
<b>SUBTOTAL BENEFITS:</b>				<b>\$15,380</b>	<b>\$0</b>	<b>\$15,380</b>	<b>\$23,447</b>

Total Check

ck



**OPERATIONAL EXPENDITURES (MATERIALS AND SUPPLIES)**

		Attachment	
1	Office Supplies/equipment \$1000 or less	\$4,843	\$4,843
2	Postage & Printing	\$5,000	\$5,000
3	Advertising / Outreach Marketing	\$0	\$0
4	Equipment More Than \$1000 and Less Than \$5000	\$0	\$0
5	Program Materials and Incentives	\$7,000	\$7,000
6	Program Nutrition/Food	\$2,000	\$2,000
7	Scholarships	\$16,000	\$16,000
8	Insurance	\$0	\$0
9	Maintenance and Repairs	\$0	\$0
10	Equipment Lease	\$0	\$0
11	Licenses & Fees	\$0	\$0
12	Travel (airfare, mileage, meals, hotel)	\$4,000	\$4,000
13	Training / Conferences for Program Staff	\$0	\$0
14	Rent/Lease	\$525	\$525
15	Utilities	\$200	\$200
16	Temporary Help	\$0	\$0
17	Professional Services	\$9,000	\$9,000
18	Vehicle Maintenance/Repairs	\$0	\$0
19	(1) Other		
20	(2) Other		
21	(3) Other		
<b>SUBTOTAL MATERIALS AND SUPPLIES:</b>		<b>\$48,568</b>	<b>\$48,568</b>

**SUBCONTRACTORS**

1			\$0
2			\$0
3			\$0
4			\$0
5			\$0
<b>SUBTOTAL SUBCONTRACTORS:</b>		<b>\$0</b>	<b>\$0</b>

**CAPITAL EXPENDITURES**

1		\$0	\$0	\$0
2		\$0	\$0	\$0
3		\$0	\$0	\$0
<b>SUBTOTAL CAPITAL EXPENDITURES:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**INDIRECT COSTS**

1	Indirect Percentage Paid by FSR:	0.00%	\$0	\$0
2	Indirect Paid By Other Funds:		\$0	\$0
<b>SUBTOTAL INDIRECT COSTS:</b>			<b>\$0</b>	<b>\$0</b>
<b>Total Budget:</b>			<b>\$100,000</b>	<b>\$0 \$100,000</b>