County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

SACHI A. HAMAI
Interim Chief Executive Officer

"To Enrich Lives Through Effective And Caring Service"

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September 08, 2015

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 September 15, 2015

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AUTHORIZE THE EXECUTION OF A CONTRACT WITH THE LOS ANGELES COUNTY OFFICE OF EDUCATION TO IMPLEMENT THE CALIFORNIA STATE PRESCHOOL PROGRAMS QUALITY RATING IMPROVEMENT SYSTEM BLOCK GRANT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND APPROVE APPROPRIATION ADJUSTMENT (ALL DISTRICTS AFFECTED) (4-VOTES)

SUBJECT

A recommendation to authorize the Interim Chief Executive Officer (CEO) to execute a contract with the Los Angeles County Office of Education (LACOE) to accept funds to implement the California State Preschool Programs Quality Rating Improvement System (CSPP-QRIS) Block Grant from the California Department of Education (CDE) in the amount of $994,000. Authorize one Program Specialist III, two (2) Program Specialist I, and one Senior Typist Clerk positions to assist with the administration of the CSPP-QRIS Grant. Delegate authority to the Interim CEO to prepare and execute agreements on a sole source basis with the University of California Los Angeles (UCLA)-Center for Improving Child Care Quality to conduct assessments and ratings on child care facilities and the Child Care Alliance of Los Angeles (CCALA) to develop and disseminate outreach materials to parents, child care providers and the public; and approve an Appropriation Adjustment in the amount of $994,000 to allow for the implementation of this contract. The contract period is May 1, 2015 through December 31, 2015. The Office of Child Care (OCC), within the Service Integration Branch (SIB) of the CEO, will administer this contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Interim CEO to execute a contract (Attachments 1 and 2) with the LACOE to accept funds to implement the California State Preschool Programs CSPP-QRIS Block

Grant in the amount of $994,000. The OCC, within the SIB of the CEO, will administer this contract.

2. Authorize one Program Specialist III, two Program Specialists I, and one Senior Typist Clerk Ordinance Positions pursuant to Section 6.06.020 of the County Code.

3. Delegate authority to the Interim CEO to prepare and execute sole source agreements and amendments as needed with UCLA to provide assessments and ratings of child care providers and center staff and CCALA to develop and disseminate outreach materials to parents, child care providers and the public. Approval as to the form will be obtained from County Counsel prior to execution.

4. Approve the attached Appropriation Adjustment (Attachment 3) in the amount of $994,000 to increase appropriation and revenue to launch the CSPP-QRIS program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the CSPP-QRIS Block Grant is to create a system that assesses, enhances, and communicates the quality of California State Preschool Program-funded center-based programs. The CSPP-QRIS rating system is an opportunity for early care and education providers to receive feedback about their current level of administrative, classroom, and quality service; particularly since CSPP-QRIS criteria are above and beyond basic licensing requirements. Participating providers receive information, coaching, and incentives that assist them as they move toward progressively higher standards. The LACOE is the lead fiscal and program agent to the CDE responsible for the administration of the CSPP-QRIS Block Grant. OCC will administer this contract. The contract includes the following budget categories:

- $651,000 – Salary & Employee Benefits
- $343,000 – Services & Supplies

To assist with the administration of this contract, OCC will request several new positions which are fully funded through the contract. Those positions are:

- One (1) FTE Program Specialist III
- Two (2) FTE Program Specialists I
- One (1) FTE Senior Typist Clerk

Additionally, OCC will seek to enter into contracts with UCLA and CCALA. The contracted services provided by UCLA will include observation, assessment and analysis of child care facility ratings. CCALA services will include marketing of CSPP-QRIS information to parents, child care providers and the public. Both agencies are current partners in the Race to the Top-Early Learning Challenge (RTT-ELC) efforts supported by OCC and possess years of knowledge and experience providing these services that would be difficult to duplicate. Contracting with other agencies would require an extensive learning curve.

The CSPP-QRIS Block Grant seeks to create one quality rating system for child care providers in the County. This single rating system will standardize and increase the level of consistency among the agencies participating in the CSPP-QRIS.

Implementation of Strategic Plan Goals

The CSPP-QRIS Block Grant supports the County's Strategic Plan Goal 3: Integrated Services

Delivery: Maximize opportunities to measurably improve client and community outcomes and leverage resources through continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

All costs associated with the requested ordinance positions and UCLA and CCALA agreements are covered by the grant. There is no net County cost and no County matching requirements.

Approval of the Appropriation Adjustment (Attachment 3) in the amount of $994,000 will allow for the grant amount to be included in the 2015-16 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The OCC began implementing a Quality Rating and Improvement System (QRIS) in 2007 with the Steps to Excellence Program (STEP). QRIS programs include the rating of child care facilities, professional development training opportunities, and quality improvement grants. In 2011, the OCC was awarded the California Department of Education RTT-ELC grant to support continued implementation of QRIS programs.

The RTT-ELC is a federal initiative designed to support QRIS efforts. There are sixteen (16) California counties currently participating in the RTT-ELC grant. In Los Angeles County, there are two agencies, OCC and Los Angeles Universal Preschool (LAUP) who administer distinct and separate RTT-ELC QRIS Programs. Both RTT-ELC programs end June 30, 2016.

The CSPP-QRIS Block Grant provides the opportunity to continue QRIS program implementation with a focus on providing services to California State Preschool Programs. To implement the CSPP-QRIS Block Grant, the OCC, LAUP, and LACOE have agreed to partner with each other to provide a portion of the QRIS program thereby, merging into one QRIS program for Los Angeles County. The respective roles for each entity for this grant are:

- LACOE will serve as administrative oversight for the grant and recruit participants;
- OCC will recruit participants, process applicants, conduct licensing verifications, and conduct quality ratings; and
- LAUP will provide coaching, professional development, and quality improvement grants.

Since LACOE is serving as administrative oversight for the grant, the OCC will be contracting with LACOE to implement its respective activities for the grant. This grant is an annual grant with anticipated ongoing funding from the Governor’s adopted budget.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

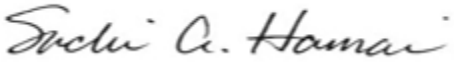
The CSPP-QRIS Block Grant will extend child care quality rating and improvements services to California State Preschool Programs in the County and further maximize efforts with the development and implementation of a single rating system.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one

adopted stamped Board letter to the CEO.

Respectfully submitted,



SACHI A. HAMAI

Interim Chief Executive Officer

SAH:JJ
CT:VH:km

Enclosures

c: Executive Office, Board of Supervisors
Auditor-Controller
County Counsel

ATTACHMENT 1

C-15565:2015

COUNTY OF LOS ANGELES CHIEF EXECUTIVE OFFICE
OFFICE OF CHILD CARE

LOS ANGELES COUNTY (LAC)
QUALITY RATING IMPROVEMENT SYSTEM (QRIS)
CALIFORNIA STATE PRESCHOOL PROGRAMS (CSSP)
BLOCK GRANT

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C-15565:2015

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
LOS ANGELES COUNTY (LAC)
QUALITY RATING IMPROVEMENT SYSTEM (QRIS)
CALIFORNIA STATE PRESCHOOL PROGRAMS (CSPP)
BLOCK GRANT

THIS CONTRACT is made and entered into this 1st day of May 2015, "Commencement Date," by and between the LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE;" and

COUNTY OF LOS ANGELES CHIEF EXECUTIVE OFFICE, through its **Office of Child Care**, a public agency located at 222 S. Hill Street, 5th Floor, Los Angeles, CA 90012, hereinafter referred to as "CEO-OCC/Contractor."

A. QUALITY RATING IMPROVEMENT SYSTEM SERVICES AND AUTHORIZATION

QRIS, a federal initiative designed to promote substantial changes in the quality of our nation's early care and education system, was created under the Race to the Top-Early Learning Challenge (RTT-ELC) in which thirty (30) California counties are currently participating. The California Department of Education (CDE) administers the California State Preschool Program (CSPP) QRIS Block Grant.

The purpose of the QRIS Block Grant is to create a system that assesses, enhances, and communicates the quality of CSSP-funded center-based and family child care programs. The QRIS rating system is an opportunity for early care and education (ECE) providers to receive feedback about their current level of administrative and classroom quality, particularly since QRIS criteria are above and beyond basic licensing requirements. Participating providers receive information, coaching and incentives that assists them as they move toward progressively higher standards for each tier on the Quality Continuum Framework.

LACOE is the lead fiscal and program agent to the CDE responsible for blending two (2) local quality rating systems into one (1).

LACOE hereby contracts with CEO-OCC as specified herein. LACOE reserves the right to continue contract operations beyond the term provided in Section 2 provided Contractor completes in a satisfactory manner all conditions of this Contract, is in compliance with State laws and regulations, and LACOE receives continuous funding from CDE.

It is the expectation of LACOE that Contractor will partner, collaborate, and cooperate with LACOE and the Los Angeles Universal Preschool (LAUP) to implement a seamless and integrated QRIS for CSPP providers serving 70% (486) of the eligible 680 CSPP providers throughout the County in the initial implementation.

Contractor is solely responsible for its programmatic decisions and its financial obligations as a result of non-compliance with any law, regulation, policy, or requirements of this Contract. Contractor is an independent contractor and, therefore, LACOE is not responsible for their actions. This requires the Contractor to fully implement the terms and conditions of this Contract, perform the work as specified in its specific Scope of Work and Performance Indicators, inclusive of all written directives from LACOE to be in compliance with all applicable laws and regulations.

1. AUTHORIZATION AND ESTABLISHMENT OF LAC-QRIS PROGRAM SERVICES

LACOE, as a public contractor for the QRIS CSPP Block Grant and authorized by the California Education Code, Sections 8235 – 8239, Child Care and Development Services Act, funded by the Early Education and Support Division (EESD), California Department of Education (CDE), State of California (State), hereby contracts with CEO-OCC and Los Angeles Universal Preschool (LAUP) for the creation and implementation of the LAC-QRIS as specified herein.

2. TERMS OF CONTRACT

2.1 Effective Dates

This Contract is effective May 1, 2015, and continues in full force and effect through December 31, 2015, unless early termination occurs in accordance with the terms of Section 7, Enforcement Sanctions, Section 50, Termination of Contract, or funds are no longer available from the funding source(s).

2.2 Contract Amendments

If Contractor discovers any ambiguity, conflict, discrepancy, omission or other errors in this Contract, the Contractor shall immediately notify LACOE of such error in writing and request the modification or clarification thereof. LACOE-approved modifications shall be made by written amendment to this Contract. Changes, revisions, and/or amendments to this Contract must be made in writing, through Contract amendment requests, and mutually agreed upon by both parties, except as set forth in Section 4, Non-Appropriation of Funds, and Section 7, Enforcement Sanctions. Sanctions, including budget reductions, are made unilaterally by LACOE and LACOE shall issue such a letter specifying the sanctions and indicating the actions that must be taken to resolve the problem. Contractor shall have fifteen (15) days from the date of the letter to notify LACOE in writing if Contractor does not agree with the cited notifications, provide evidence that the problem/issue does not exist or has been corrected and to request a release from the enforcement action. If Contractor does not agree with, or do not accept the requirements for compliance, LACOE may notify Contractor of LACOE's intent to terminate the Contract as specified in Section 7, Enforcement Sanctions.

In the event there are Federal/State changes that affect provisions of this Contract, those changes shall supersede any and all affected provisions. It shall be LACOE's responsibility to advise Contractor of such changes through written directives and formal Contract amendments as appropriate.

2.3 Revising Exhibit – No Financial Impact

Both parties anticipate that during the course of this Contract, certain clarifying, non-economic revisions to the exhibits, which are a part of this Contract, may be needed. In these instances, LACOE shall issue such revised exhibit(s) accompanied by a cover letter specifying the exhibit being revised and indicating the revision number of such revision. Contractor shall have fifteen (15) days from the date of the cover letter to notify LACOE in writing if Contractor does not agree with, or does not accept, such revision except as specified in Section 2.2, Contract Amendments. Absent such timely, written notification, the revision(s) to exhibits(s) made in this manner shall be deemed accepted by all parties.

In addition, Contractor may, from time to time, submit to LACOE a

Request for Advance Approval (RAA) or a Budget Adjustment Request (BAR). Contractor shall follow the LACOE RAA/BAR process as described in the RAA/BAR manual. If such request from Contractor is approved by LACOE and will not increase or decrease the allocation specified in its corresponding Exhibit B2 Budget, a cover letter along with the approved RAA/BAR and any supporting revised exhibit(s) shall be issued to Contractor. LACOE will respond to Contractor's request within fifteen (15) work days, where all required documents and appropriate signatures are submitted with the RAA/BAR. Where required documents or signatures are not provided, the 15 work days shall begin upon receipt by LACOE of all required documents and/or original signatures. This timeframe is exclusive of any prior, written approval requirements of the California Department of Education or other funding sources.

2.4 Revising Exhibit with Financial (Budget) Impact

LACOE shall allocate funds as specified in Exhibit B2 to the Contractor for full and satisfactory performance of the work to be completed under this Contract, consistent with the service requirements as specified herein. If the stated amount is increased or decreased, the revised allocation shall be specified by a fully executed Amendment and a revised Exhibit B2.

3. DEFINITIONS

The definitions included below are provided in this Contract for easy reference. However, Contractor is reminded that it is bound by all other definitions included in all other applicable regulations.

Budget Adjustment Request (BAR) – A process used by Contractor to request approval for modifying its originally approved funding application budget. (See RAA/BAR Manual)

Day Definitions–

1. Day- Refers to calendar days unless specified otherwise in this Contract.
2. Work day(s) – Traditional days of work – Monday through Friday and excluding Saturday, Sunday and legal holidays.
3. Previous Day – Refers to the period immediately preceding the specified date.

Equipment or Capitalized Equipment – Tangible property having a useful life of more than one (1) year and an acquisition cost of $7,500 or more per unit for purchases with LAC-QRIS funds. If Contractor has a more restrictive definition of "equipment," the Contractor's definition shall apply and the

dollar amount associated with the Contractor's definition shall apply. The determination that a purchase is equipment is determined at the time of acquisition.

Fraud – An intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself, herself or some other person.

Inventory – Supplies (including non-consumable supplies) and equipment as well as the process of documenting the amount and other characteristics of those items in one's possession.

Material Weakness – A significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement in the financial statements will not be prevented or detected by the organization's internal control system.

Nepotism – Favoritism in any form granted to an employee's, a Governing Body member's, or a Policy Committee/Policy Council member's: brother (brother-in-law, half, step), daughter (daughter-in-law, half, step), domestic partner, father (father-in- law, step), grandchild, grandfather (including grandfather of spouse), grandmother (including grandmother of spouse), mother (mother-in-law, step), sister (sister-in-law, half, step), son (son-in-law, half, step), spouse, any relative living in immediate household of employee, or the domestic partner of any of the immediate family listed above.

Non-Consumable Supplies or Non-Capitalized Equipment – Tangible property having a useful life of one (1) year or more and an acquisition cost of less than the Contractor' equipment (capitalized equipment) threshold and no more than $1,000 per unit.

Quality Rating Improvement System – a locally determined system for continuous quality improvement based on a tiered rating structure with progressively higher quality standards for each tier that provides supports and incentives for programs, teachers, and administrators to reach higher level of quality, monitors and evaluates the impacts on child outcomes, and disseminates information to parents and the public about program quality

Request for Advance Approval (RAA) -- A process used by Contractor to request advanced approval for modifying originally approved funding application program and/or budget. Refer to RAA-BAR Manual.

Supplies – Tangible property having a useful life of less than one (1) year.

4. NON-APPROPRIATION OF FUNDS

LACOE's only financial and other obligation with respect to this Contract is contingent upon receipt of funds for the operation of the LAC-QRIS program from CDE. To the extent that LACOE does not receive such funds for which LACOE contracts with Contractor to operate, this Contract may be terminated immediately or as directed by the funding source.

In this event, LACOE shall have no liability to pay any funds to the Contractor or furnish any other considerations under this Contract, and Contractor shall not be obligated to perform any provisions of this Contract. LACOE shall notify Contractor in writing of any such non- appropriation reduction or lack of award of funds at the earliest possible date and shall attempt to provide for orderly closeout of program operations provided funds are received from the appropriate funding source(s) for this purpose.

If funding is reduced or terminated by the CDE for purposes of this Contract, LACOE shall have the option to either cancel this Contract, with no liability occurring to LACOE, or offer an amendment to this Contract to Contractor to reflect the reduced amount.

5. ACCESS

5.1 Access to Records/Sites

LACOE, the Comptroller General of the United States, CDE/CDD or any of their duly authorized representatives, including any LACOE monitor or independent auditors, shall have the right to timely and unrestricted access to any LAC-QRIS books, documents, papers, and records of the Contractor, or a subcontractor of the Contractor when such records are determined by any of them to be pertinent to the project for the purpose of making audits, examinations, photocopies, excerpts, or transcripts. Such access shall be granted by the Contractor, and any subcontractor employed by the Contractor, at such reasonable times as may be determined by the parties as specified herein. This right to access exists as long as the records are retained, which may exceed the required retention period or term of this Contract.

This access right is also intended to include interviews with board members, staff, parents, and third parties (including vendors who are providing services) of the Contractor concerning its LAC-QRIS operations. Failure or refusal to comply with the unlimited access requirement will result in such actions as may be deemed appropriate by LACOE.

The rights to any report, evaluation, book or any other material developed by the Contractor under the performance of this contract shall belong to LACOE and CDE.

5.2 Public Access

Contractor shall provide reasonable public access to information and to the Contractor's records pertaining to the LAC-QRIS program. LACOE shall not impose terms which limit public access to records except after a determination by LACOE that records must be kept confidential and would have been exempted from disclosure under California's Public Records Act or other applicable provision of law. This Section only requires Contractor to permit public access to the Contractor's records as specifically required by this Contract or other appropriate law and regulation.

6. ORDER OF PRECEDENCE

The terms and conditions of this Contract are subject to applicable State laws and regulations and the LACOE contract. In the event of a conflict, the following order of precedence shall prevail, using the most restrictive law or regulation:

1. California Education Code Section 8203.1; State Budget Act 6110-196-0001

2. California Code of Regulations Titles 5 and 22

3. CDE Funding Terms and Conditions and Program Requirements for LAC-QRIS Program

4. Other funding or regulatory agency requirements that may be more restrictive, i.e., Health Department, Fire Department, Building and Safety Department, etc.

7. ENFORCEMENT SANCTIONS

7.1 Contractor's non-compliance with any of the terms of this Contract may result in LACOE imposing any of the following sanctions:

a. Termination of CDE funding as awarded by this Contract.

LACOE may at any time advise Contractor in writing of its intent to terminate this Contract in whole or in part. The remedies of LACOE

set forth in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or regulation.

b. Complete or partial suspension or temporary withdrawal of Contractor's authority to obligate funds pending LACOE's determination of Contractor's compliance with Contract requirements.
c. Reduction of budget.
d. Withholding of "cash advance" disbursement.
e. Disallowance of all or part of the cost of activity or action not in compliance.
f. Increased reporting and prior approval requirements.
g. Increased program monitoring by LACOE staff.
h. Other sanctions allowed by law, regulations, or LACOE procedures

7.2 Fraud

Activities that are determined to be engaged in or are a party to instances of fraud as defined in this Contract, including, but not limited to, submitting erroneous reports to reflect compliance with the Contract terms and conditions, shall be subject to the Contract consequences defined in Section 7.1 above. All suspected acts of fraud shall be reported to CDE.

8. REPORTING REQUIREMENTS

Non-compliance with any of the reporting requirements noted herein and described in Exhibit E may result in any of the sanctions described above in Section 7 Enforcement Sanctions of this Contract.

8.1 Required Reports

Required financial reports to be submitted by Contractor, and the frequency of submission of such reports, are specified in Exhibit E. In addition to the fiscal report, the Contractor must provide from its accounting system (and that of its subcontractors, consultants, and/or independent contractors) ledgers statements, or its equivalent, listing expenditures charged against this Contract. The listing shall include, as a minimum, a description of the goods or services purchased, date of the transaction, voucher number, amount paid and vendor name. All requests for travel expenses shall be in accordance with the travel limits established by California Statutes and LACOE Administrative Regulation (AR) 3350. The fiscal report will be reconciled with supporting expenditure documentations.

In addition to the reporting requirements contained in the Contract, LACOE will periodically request proof of transaction (invoice, payroll register, vacancy reports, etc.) to evaluate the appropriateness of costs to the Contract pursuant to CDE guidelines as necessary. This information, if requested, must be provided within 30 calendar days of such request. The Contractor may also be required to submit a cost allocation plan to LACOE in support of its multipliers (overhead, indirect, general administrative costs and fringe benefits).

Other periodic reports may be required by LACOE as described under sanctions or as required by funding sources. These reports shall be submitted in accordance with instructions provided by LACOE. All reports shall be submitted on forms provided by LACOE, where such forms are applicable, and in the specified timeframe.

Contractor is required to track activity services as per the approved Exhibit A- Scope of Work. Contractor's quarterly and year-end report will be due to LACOE outlining key tasks and deliverables as specified in Exhibit E.

8.2 Delinquent/Incomplete Report Submission

Any incomplete forms, applications, requests, or reports will be returned to the Contractor within thirty (30) days or less from receipt thereof with an explanation of the incomplete non-compliance finding(s). Forms, applications, requests, or reports will not be processed until the incomplete non- compliant items are corrected, resubmitted within ten (10) working days from receipt, and approved.

B. CONTRACTORS' REQUIREMENTS

9. Contractor shall meet all objectives and activities as per approved Scope of Work in Exhibit A.

9.1 Based on the approved contract from CDE, Contractor will work with LACOE and LAUP to serve 70% of the CSSP providers (476) within the first eight (8) months of the project. The providers will be assigned to stages as depicted in the chart below. There will be an annual increase of 68 new providers and at least 20% of the providers in Stage 2 will move into Stage 3 (Sustainability) annually. It is the intent of the partners that no provider in Stage 2 will remain in this stage more than 2 years.

Percent of CSPP Providers N=680	Number to be served	Number Assigned to Stage 1 – *Pre-assessment and Rating*	Number Assigned to Stage 2 – *Improvement and Capacity Building*	Number Assigned to Stage 3 - *Sustainability*
70%	476	92	275	109

Below are the LAC-QRIS stages with the contracted lead agency specified for each of the three stages of QRIS services to be rendered to CSSP providers:

Stage 1 – Pre-assessment. Contractor will be the primary responsible party for conducting provider assessments. Assessment includes providers who have never received an initial rating. Contractor will conduct an initial assessment and rating of the selected providers as per Exhibit A Scope of Work by trained and highly qualified observers. Upon completion of the assessments, Contractor will transition provider ratings/files to LAUP.

Stage 2 – Quality Improvement and Capacity Building. LAUP will be the primary responsible party for providing capacity-building support to providers who have received a tier rating of 1, 2 or 3 and require assistance to reach a rating of 4 or 5 and those in tiers 4 & 5 to support them in sustaining high quality. This stage is implemented by LAUP and will include training, materials, and coaching and mentoring to assist the provider in closing the gaps and strengthening the program implementation to gain a higher rating. Providers in this stage will receive a secondary assessment and rating after two years of capacity-building support from Contractor.

Additionally, providers in this stage that received the initial rating and some capacity-building support from RTT-ELC will only receive coaching through this grant. Coaching support is not provided through existing RTT-ELC QRIS funds, therefore this project will not supplant dollars.

Stage 3 – Sustainability/Incentives. LAUP will be the primary responsible party for providing incentives to providers that have received a tier rating of 4 or 5. These providers will receive financial incentives to assist them in maintaining the 4 or 5 rating. LAUP will track, monitor and report financial incentives distributed to providers.

9.2 Use of Consultants, Subcontractors

Contractor is responsible for the selection, performance, and qualifications to provide services and payment to all consultants/subcontractors/independent contractors contracted by Contractor for all services provided in programmatic, fiscal or administrative areas. Contractor's consultants/subcontractors cannot be officers or employees of the Contractor or LACOE. Consultants must not function as Contractor's employees, per IRS publication 15A. The use of consultants/subcontractors/independent contractors must be necessary for the performance of goals and activities outlined in the approved Scope of Work and reasonably charged and approved by the Contractor.

9.3 Qualifications of Observers:

LAC-QRIS quality ratings will be completed by Contractor as specified in Exhibit A. After Year 2, Contractor will transition the assessment and rating work in-house and institutionalize it as a County service.

Qualifications of observers include the following:

- Complete training in Environmental Rating Scales Institute (ERSI) for Early Childhood Environment Rating Scale, Family Child Care Environment Rating Scale, and Infant Toddler Environment Rating Scale.

- Complete training in Classroom Assessment and Scoring System (CLASS) (Pre-K and Toddler) provided by Teach stone for observational measures.

- Reviewer's reliability is certified and s/he must complete an inter-rater reliability check with the Center for Improving Child Care Quality (CICCQ) team's lead reviewer after every tenth quality review, or at least once every three months. For inter-rater reliability, reviewers must meet a minimum mean weighted Kappa (K) $\geq$ .70 for each item of the measure.

- A Minimum of 70% reviewers' reliability on the Environment Rating Scale (ERS) and CLASS measures must be re-checked and certified every calendar year by ERSI and Teach stone.

- Reviewers evaluating documentation files as per the Quality Continuum Framework are also required to undergo an initial training to gain familiarity with the data collection tools being used to gather the

information. Thereafter, reviewers must establish inter-rater reliability with CICCQ's lead reviewer. Reliability on the documentation review is also checked every tenth review or at least once every three months and must be re-established at the beginning of the next contract period.

9.4 LAC-QRIS Leadership Team Meetings

Contractor and its subcontractors, as needed, will participate in the LAC-QRIS Leadership Team meetings, outreach and activities as requested.

9.5 Annual Evaluation

Contractor and its subcontractors shall participate in the LAC-QRIS annual evaluation. The annual evaluation may include surveys, focus groups, reflections on lessons learned and/or best practices, etc. via phone, email, and/or face-to-face.

C. LEGAL AND MANAGEMENT SYSTEMS RESPONSIBILITIES

10. EMPLOYEE FINGERPRINTING

10.1 At the time of the Contract award, and during the entire term of this Contract, Contractor, including all subcontractors, independent contractors, and/or consultants, shall fully comply with the provisions of Education Code Section 45125.1 when LACOE determines that the Contractor's employees and/or employees of subcontractors will have more than limited contact with minor children in the performance of work under the Contract.

10.2 Contractor shall:

- Provide for the submission of fingerprints of its employees, and the employees of all subcontractors who may have more than limited contact with minor children, to the California Department of Justice (CDOJ) in a manner authorized by the CDOJ.

- Keep, upon receipt from the CDOJ, such clearance documents on file and make them available for inspection by LACOE or its designee, upon request.

- Not permit any Contractor's employee, or employee of subcontractors, independent contractors, and/or consultants

to come in contact with minor children until CDOJ clearance is ascertained.

- Certify, in writing (Exhibit F), to the Los Angeles County Board of Education that no Contractor's employee or employee of subcontractors, independent contractors, and/or consultants who may come in contact with minor children has been convicted of a violent or serious felony as defined in California Penal Code Sections 677.5 (c) and 1192.7 (c) respectively.

- Provide a list (to be submitted with Exhibit F), including periodic updates, of Contractor's employees' names and the names of Contractor's employees and employees of subcontractors, independent contractors, and/or consultants who have been cleared by the CDOJ and who may come in contact with minor children.

- If the Contractor fails or refuses to comply with this Section 9, LACOE reserves the right for immediate termination of the Contract for noncompliance.

- Complete and submit the "Contractor Certification Regarding Compliance with Fingerprinting Requirements," attached as Exhibit F, at the same time Contractor returns an executed copy of the Contract.

11. PROCUREMENT STANDARDS

Contractor shall be solely responsible for ensuring that entities with which it subcontracts are appropriately insured and licensed for the work to be performed. Any issues, claims, or consequences arising out of Contractor's failure to verify appropriate insurance and licenses shall be the sole responsibility of the Contractor.

Contractor shall purchase equipment and non-consumable supplies with LAC-QRIS funding and may purchase such equipment. Contractor must submit a Request for Advance Approval (RAA) to LACOE if being considered and LACOE must approve the identified funding prior to Contractor's purchasing the equipment. Inventory shall clearly identify the funding source for each item purchased.

Contractor shall obtain prior written approval from LACOE for the purchase of any unit of equipment over the threshold limit established by CDE ($7,500 per unit item) or for renovation/alteration of facilities ($5,000). If CDE approval is required prior to purchasing any unit of equipment or the

renovation/alteration of facilities, LACOE will determine if the cost of the equipment or renovation/alteration is allowable, reasonable and necessary and, upon such determination, LACOE will request from CDE prior written approval to purchase the equipment or for the renovation/alteration. Contractor may not purchase any unit of equipment or perform any renovation/alteration on any facility without prior written approval from LACOE. Any such purchase or renovation/alteration is subject to disallowance of all costs associated with the equipment purchase or renovation/alteration without prior written approval.

12. PROPERTY MANAGEMENT

12.1 Definitions

1. Equipment – Tangible personal property having a useful life of more than one (1) year and an acquisition cost of $7,500.00 or more per unit for purchases with LAC-QRIS funds.

2. Non-Consumable Supplies – Tangible personal property having a useful life of one (1) year or more and an acquisition cost of less than $7,500 and more than $1,000.00 per unit.

3. Supplies – Tangible personal property having a useful life of less than one year.

4. Replacement Equipment – Equipment purchased in exchange for an existing item of equipment through trade-in, sale, exchange, or other means.

12.2 Use of Equipment and Non-Consumable Supplies

1. Use by the Contractor – Contractor shall use the equipment and non-consumable supplies in the LAC-QRIS program as long as Contractor is contracted by LACOE to provide LAC-QRIS program services. If equipment and non-consumable supplies are no longer needed by the appropriate contracted program whose funds were used to purchase the equipment or supplies, the ownership of the equipment and non-consumable supplies shall be automatically and immediately transferred to LACOE for instructions regarding appropriate disposition.

2. Shared Use – Provided this contract remains in full force and effect and is not terminated sooner and with prior written approval of LACOE, the Contractor may make equipment and non-consumable supplies available for use in other projects currently or previously

supported by CDE, (first preference) or other State agencies, as long as there is no adverse impact on the LAC-QRIS program and with prior written approval of LACOE. Costs associated with the maintenance and upkeep of the shared use of equipment and non-consumable supplies shall be prorated between and among all projects sharing the equipment and non-consumable supplies.

3. Other Uses – Provided this contract is in full force and effect and with prior written approval from LACOE, Contractor may use the equipment and non-consumable supplies as specified herein part-time for other purposes. Any costs associated with the use of the equipment and non-consumable supplies for other purposes may not be charged to the LAC-QRIS program.

4. Under no circumstances shall Contractor maintain possession of any LAC-QRIS equipment or supplies if LACOE discontinues this contractual relationship with Contractor without prior written approval from LACOE.

5. If any equipment or supplies were purchased with funds from multiple sources, Contractor will identify all items so purchased and request disposition instructions from LACOE. If Contractor dispose of said items without LACOE approval, the cost of any such items so disposed are subject to disallowance.

12.3 Property Management and Control System

1. Contractor shall take a physical inventory annually and shall reconcile the property records maintained by the Contractor. The inventoried property will include all LAC-QRIS funded equipment. At minimum the inventory documentation must document the verification of the existence, current utilization, and continued need for the equipment. Contractor shall submit a comprehensive inventory report to LACOE using LACOE provided forms.

2. Contractor shall maintain a control system to ensure adequate safeguards to prevent loss, damage, or theft.

3. Contractor shall maintain adequate preventive maintenance and repair procedures to keep property in good working condition.

4. Disposition or transfer of property purchased with LAC-QRIS funds shall be determined by LACOE, when such equipment is no longer needed for LAC-QRIS purposes.

5. In addition to the above, LAC-QRIS programs funded by LACOE are informed that LACOE retains title to any equipment or supplies and that the equipment and non-consumable supplies shall immediately be returned to LACOE upon termination of Contractor's Contract.

13. FACILITIES OPERATED BY CONTRACTORS

Contractor shall maintain facilities, at Contractor's cost and expense during the entire term of this Contract. Contractor is solely responsible for all payments for facilities unless stipulated otherwise in writing by LACOE.

14. RECORD RETENTION

Each Contractor receiving funds from LACOE to provide LAC-QRIS services shall keep records related to the operation of the LAC-QRIS program for a period of five (5) years as required by the CDE.

15. COPELAND ACT

Contracts in excess of two thousand dollars and 00/100 ($2,000.00) for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (40 U.S.C. 276a to a-7), as supplemented by Department of Labor regulations (29 CFR Part 5). All suspected or reported violations shall be reported to LACOE by Contractor. LACOE shall report any such suspected or reported violations to CDE.

16. COPYRIGHTS

The rights to any report, evaluation, book, or any other material developed by the Contractor under the performance of this contract shall belong to LACOE and CDE.

17. PUBLIC AND MEDIA RELATIONS

In all communications with the press, television, radio or any other means of communicating with the general public, Contractor shall make specific reference to LACOE as the sponsoring agency, which is funded by the California Department of Education and LAUP as the third partner on the LAC-QRIS. All contacts with the media relative to LAC-QRIS must be reported immediately by each Contractor to LACOE. It will be the responsibility of LACOE to follow-up as appropriate, or appoint a designee.

18. POST AWARD APPROVAL REQUIREMENTS – PROGRAMMATIC AND FISCAL

Program and fiscal changes requiring written post award approval from LACOE are specified in Exhibit A. Written approval shall be obtained prior to the implementation of any program or fiscal revision requiring same. Contractor's implementation of changes requiring post award approval prior to receipt of written approval from LACOE are subject to disallowance of costs incurred for such changes.

19. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, Contractor is an independent contractor and separate business entity, and its members and staff are not officers, employees or agents of LACOE. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees or agents of LACOE. LACOE does not assume any debt, obligation, or contracts of Contractor.

20. CONTRACTS WITH SUBCONTRACTORS

Contractor shall include the following paragraph in all contracts Contractor enters into for the purpose of subcontracting LAC-QRIS duties:

> "Contractor is an independent contractor and separate business entity from LACOE. Contractor's board members and staff are not officers, employees or agents of LACOE. [Name of contractor] acknowledges that there is no employer-employee or principal-agency relationship between Contractor and LACOE. [Name of contractor] further acknowledges that this Contract does not create, and no actions of LACOE, Contractor, and/or [name of contractor] create, a contractual relationship, express or implied, between LACOE and [name of contractor]."

21. NO THIRD PARTY OBLIGATIONS

Contractor may not enter into any written or oral contracts for the operation of any part of the LAC-QRIS program without the prior written approval of LACOE.

22. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract through a Contract or

understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by Contractor for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at LACOE's sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

23. ASSIGNMENT OR TRANSFER

Contractor shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer, or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, Contractor shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of contractors or others whom Contractor intend to engage other than those identified in the approved application or amendments thereto, shall be submitted to LACOE for prior written approval.

24. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or the public enemy, insurrection, acts of the Federal government or any unit of State or local government in either sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

25. COMPLIANCE WITH LAW

Both parties shall comply with all applicable State, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. Contractor warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

26. SEVERABILITY AND WAIVER

26.1 Severability

If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

26.2 Waiver

No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

27. INTERPRETATION

The preparation of this Contract was developed with the input from both parties. This Contract and the provisions contained therein shall not be construed or interpreted for or against any party hereto because said party drafted or caused the party's legal representative to draft any of its provisions. The captions and headings of the various sections of this Contract are for the convenience and identification only and shall not be deemed to limit or define the content of the respective sections hereof.

28. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

29. INCORPORATED BY REFERENCE

Any exhibits, documents, manuals, etc. referenced herein shall be incorporated and made a part of this Contract.

30. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall

be read and enforced as though it were included herein.

31. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties, and obligations with respect to the transactions discussed in the Contract and supersedes all prior Contracts, understandings, and commitments, whether oral or written. Except as set forth in Section 2.2, Contract Amendments, and Sections 2.3 and 2.4, Revising Exhibits, this Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, properly signed and acknowledged by both of the parties hereto.

D. COMPLIANCES

32. PROHIBITION AGAINST USE OF FUNDS TO INFLUENCE LEGISLATION OR APPROPRIATIONS

The Federal Hatch Act requires that none of the funds, materials, property or services provided directly or indirectly under this Contract shall be used for any political activity or to further the election or defeat of any candidate for public office. No part of any funds under this Contract shall be used to pay the salary or expenses of any employee, Contractor, or agent acting for the Contractor to engage in any activity designed to influence legislation or appropriation pending before any State or Federal legislative body.

33. NONDISCRIMINATION

During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code Sec. 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, Section 7285 et seq.) the applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of title 2 of the California Code of Regulations, are incorporated into this Contract by

reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Contract.

Contractor shall include the nondiscrimination and compliance provision of this clause in all subcontracts to perform work under the Contract.

34. COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WITH THE AMERICANS WITH DISABILITIES ACT

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973 which provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of the handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any programs or activity receiving Federal financial assistance. In addition, each Contractor shall comply with the provisions of the Americans with Disabilities Act (ADA).

35. COMPLIANCE WITH DRUG-FREE WORKPLACE ACT

Contractor must certify that it will provide a drug-free workplace in accordance with the provision of the Drug-Free Workplace Act of 1990. Contractor will do the following:

(1) Require that each employee be given a copy of the statement of notification referenced below;

(2) Publish a written statement notifying employees that the unlawful manufacture, distribution, possession or use of a controlled substance in the workplace is prohibited;

(3) Require as a condition of employment, that each employee abide by the statement of notification and notify the Contractor of any conviction for a violation, occurring in the workplace; of a criminal drug statute; and

(4) Establish an ongoing drug-free awareness program for employees.

36. DOMESTIC PARTNERS

For contracts over $100,000, each Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

37. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;

B. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State, or local), with commission of any of the offenses enumerated in Section B above, of this certification; and

D. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State, or local) terminated for cause of default.

E. FISCAL RESPONSIBILITIES

38. PAYMENTS TO CONTRACTOR

The total amount of this contract is not to exceed Nine Hundred Ninety Four Thousand Thirty Dollars ($994,030.00). For the performance of this Contract, Contractor shall be reimbursed by and/or receive advances (disbursements) from LACOE in a total amount not to exceed amount reflected in the Exhibit B2 for authorized expenses incurred pursuant to the budget attached hereto as Exhibit B2 Budget, and made a part of this Contract. LACOE is not obligated to reimburse and or advance Contractor for any program costs which exceed this amount. The total amount, however, is subject to adjustment by LACOE if the period of operation is less than the period specified, or if a substantial change is made in the Scope of Services that affects this Contract.

Funding is contingent upon availability of funds from CDE, annual budget approval, annual scope of work approval and continued compliance with all provisions of this Contract.

Upon Contractor's request, subject to LACOE's approval, LACOE may make monthly advance payments to Contractor in the amount of operating expenditures projected by the Contractor.

LACOE shall monitor quarterly expenditures of LAC-QRIS Services in accordance to Exhibit A Scope of Work and Exhibit C Performance Indicators.

Contractor will be reimbursed on a quarterly basis based on cost reports submitted for actual expenditures and LACOE approval.

LACOE may withhold, reduce or modify any disbursement, including the date of any such disbursement, if any contract term and condition is not fully met. Contractor will submit Quarterly cost report and final cost report to LACOE as required by Exhibit E of this Contract within twelve (12) calendar days of quarter's end. LACOE will reconcile the reported expenditures with prior advance payments to either reimburse or collect the difference to or from Contractor.

Monitoring of Disbursements

Disbursements may be used for allowable costs only. As stated in Section 21, CONTRACTOR must receive approval from LACOE prior to entering into contracts for purposes of the operation of any part of the LAC-QRIS program. Disbursements shall be monitored under the provisions of Section 8.1. Exhibit P provides guidance regarding allowable costs. This list is not exhaustive. If a cost is not included in Exhibit P, CONTRACTOR may submit a request for determination of whether the cost is allowable to LACOE. LACOE will respond in thirty (30) calendar of days with its decision.

In the event a disbursement is determined to be for a disallowed cost, the CONTRACTOR must repay the disallowed amount to LACOE within 45 days of notification that a cost is disallowed. Should LACOE take action to collect disallowed costs not paid by the CONTRACTOR, the CONTRACTOR shall reimburse LACOE for all costs associated with such action, including, but not limited to attorney's fees.

39. Travel and Per Diem Expenses

If Contractor is to be involved with travel, Contractor shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid

to the CDE's non-represented employees, computed in accordance with State Department of Personnel Administration regulations, Title II, California Code of Regulations, Subchapter I.

40. Limitation of Development and Administrative Costs

The costs of developing and administering a LAC-QRIS Services shall not exceed 8% of the total costs of the program. Costs in excess of the 8% limitation shall be disallowed unless prior written approval is received from LACOE.

Documentation supporting the allocation of costs to the administrative and programmatic areas, including rationale statements, shall be developed and maintained by Contractor. In instances where actual administrative costs are claimed at percentage rates that differ from the original approved budgetary percentages, Contractor shall submit documentation of actual, as opposed to budgeted costs, and a rationale statement with the Supplemental Report of Costs.

41. ANNUAL AUDIT OF PROGRAMS

The combined program compliance and financial audit shall include tests to determine that the requirements of all State laws and regulations have been met. The audit shall cover Contractor's prior budget period to determine: (1) whether the financial statements fairly present the financial position of the Contractor; (2) whether the Contractor are complying with the terms and conditions of this Contract and all exhibits; and, (3) whether appropriate written financial and administrative procedures and internal controls have been implemented, and are operating effectively; and (4) whether the governing bodies maintained appropriate oversight of the LAC-QRIS program to safeguard state assets.

LACOE shall monitor the audit reports of Contractor; assure compliance with all audit provisions; assure timely and appropriate corrective action is taken on all audit findings and recommendations in instances of non-compliance with State laws and regulations; and, determine whether Contractor spent LAC-QRIS funds in accordance with applicable laws and regulations. Any area of non-compliance will result in disallowance of inappropriate expenditures; if appropriate, and any other remedy available to LACOE until the non-compliance issue is resolved to the satisfaction of LACOE. If such an event occurs, LACOE is not responsible for any debts or liabilities of Contractor that continue unpaid resulting from, during, or relating to actions taken by LACOE.

Contractor must submit copies of the independent audit for each contract year to LACOE as appropriate. Contractor must notify their independent auditors,

in writing, of this requirement and submit a copy of the notice to the Assistant Director, Fiscal Controls & Accountability (FCA), Head Start-State Preschool Division, LACOE.

42. REVIEWS

42.1 Ongoing Monitoring by LACOE

LACOE will perform program and fiscal reviews and/or audits or other such reviews, including all program areas, fiscal management and facilities, as necessary or required. Audits and/or reviews shall be conducted in conformance with the written procedures covering such audits/reviews established by LACOE. Failure by Contractor to allow and fully cooperate with such audits or reviews may result in LACOE taking such remedies available to it. If such an event occurs, LACOE is not responsible for any debts or liabilities of the Contractor that continue unpaid resulting from, during, or relating to LACOE's actions.

1. Contractor will develop and implement a comprehensive procedure to conduct ongoing monitoring of their own program services, subcontractors, fiscal operations and management systems. The plan should include systems for overseeing, tracking and protecting funds allocated by LACOE for LAC-QRIS operations and program support for CSSP providers.

2. Monitoring may be conducted using a collaborative team approach between LACOE and Contractor.

3. Contractor is required to have ongoing monitoring activities to ensure that activities are being conducted effectively. When areas of non-compliance are identified, corrective action must be taken.

4. Contractor to provide access to LACOE staff to conduct regular site visits of Contractor's ongoing monitoring of their program services, fiscal cooperation, and all management systems.

5. LACOE shall review each program, function and activity to assure that adequate progress is being made in the implementation of program plans and accomplishment of goals and objectives.

F. SPECIAL CONDITIONS

LACOE may impose any conditions that are required by the CDE and attached to its contract with LACOE if such conditions impact or are required of each Contractor in order to further implement this contract.

G. INSURANCE REQUIREMENTS

43. INDEMNIFICATION

Except for the sole negligence of LACOE, Contractor agrees to defend, indemnify, save, and hold harmless LACOE, its Governing Board and commissions and the individuals thereof, and all its officers, agents, employees, representatives, and volunteers (collectively hereinafter referred to as LACOE) from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, action, or causes of actions whatsoever, for or in connection to any injury, damage, or loss (including, but not limited to, bodily injury, death, personal injury, property damage, or any other type of loss) sustained or claimed to have been sustained by any person or persons, or corporation, or public or private entity (including LACOE) arising out of, or caused by, or incidental to, or occurring as a result of, or relating to the performance or nonperformance of services, operations, duties, and other obligations of Contractor , its officers, agents, employees, representatives, and subcontractors pertaining to this Contract.

Contractor acknowledges that LACOE may select defense counsel of its choosing for the purposes of its legal representation in a lawsuit brought by a third party in which Contractor is required to defend the interests of LACOE.

The provisions of this indemnification clause shall not be limited to the availability or collectability of insurance coverage.

43.1 Subrogation

Contractor further agrees to waive all rights of subrogation against LACOE for all loss, cost, and expense (including, but not by way of limitation, fees and court costs) arising out of any liability or claim of liability for injury (including death), damage, or loss sustained or claimed to have been sustained arising out of, or incidental to, or occurring as a result of LACOE's performance or failure to perform services, duties, and other obligations pertaining to this Contract.

43.2 Holding LACOE Harmless

Contractor agrees to defend, indemnify, and hold harmless LACOE and the State of California, their officers, agents, and employees from

any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by Contractor in the performance of this Contract.

Contractor agrees to require all subcontractors and/or independent contractors to include the following language in its contract with Contractor:

[Name of sub/independent contractor] agrees to defend, indemnify, and hold harmless LACOE and the State of California, their officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by Contractor in the performance of this Contract.

44. INSURANCE REQUIREMENTS

This contract is by and between LACOE and the Contractor and is not intended and shall not be construed to create a relationship of agent, servant, employee, partnership joint venture, or association as between LACOE and Contractor. Contractor understands and agrees that all persons furnishing services pursuant to this contract are, for purposes of workers' compensation and employment practices liability, employees solely of Contractor and not of LACOE.

Contractor shall bear the sole responsibility and liability for furnishing workers' compensation benefits and any benefits pursuant to employment practices liability to any person for claims arising from or connected with services performed pursuant to this Contract. Contractor shall defend and indemnify LACOE for any such demand, debt, lien, claim, loss, damage, liability, cost, expense (including, but not by way of limitation, fees and costs actually incurred, whether or not litigation has commenced), judgment or obligation, action, or cause of action whatsoever related to workers' compensation or employment practices liability.

Without limiting the Contractor's indemnification of LACOE and as a

material condition of this Contract, Contractor shall procure and maintain for the duration of the Contract, and any extended period thereof, insurance with limits, coverage, terms, and conditions at least as broad as shown below.

The insurance requirements set forth below may be met by a self-insured or partially self-insured program, provided that specifics of such a program are submitted to and approved by LACOE. Contractor shall maintain insurance limits no less than those specified in Section 39.1 below.

44.1 Minimum Scope and Limits of Insurance

(Coverage shall be at least as broad as specified below)

44.1.1. Commercial General Liability Insurance

Commercial General Liability Insurance "occurrence" form to provide defense and indemnity coverage to the Contractor, its employees, and LACOE for liability for bodily injury, personal injury, and property damage arising from, including, but not limited to, premises and operations, contractual liability, use of independent contractors, products and completed operations, broad form property damage, and broad form liability with a combined single limit of $1,000,000 per occurrence. The general aggregate limit shall apply separately to this Contract or the general aggregate shall be twice the required per occurrence limit. The policy shall be endorsed to name LACOE as additional insured.

44.1.2. Automobile Liability Insurance

Automobile Liability Insurance to provide defense and indemnity coverage to Contractor , its employees, and LACOE for liability for bodily injury and property damage with a combined single limit of $1,000,000 per accident to cover owned, non-owned, and hired automobiles if automobiles are used in the operation of program activities. The general aggregate limit shall apply separately to this Contract or the general aggregate shall be twice the required per accident limit. The policy shall be endorsed to name LACOE as additional insured.

44.1.3 Directors & Officers (D & O) Liability Insurance

Directors & Officers (D & O) Liability Insurance to provide coverage for defense and loss to the Contractor and past, current,

or future employees, officers and directors in the amount of $1,000,000. The policy period aggregate limit shall apply separately to this Contract or the policy period shall be twice the required per occurrence limit. The policy shall be endorsed to provide coverage for prior acts. If the policy is written on a claim-made form, the policy shall be endorsed to provide an extended reporting period of not less than one year following termination of this Contract.

44.1.4. Employment Practices Liability Insurance

Employment Practices Liability Insurance to provide coverage for defense and damages to the Contractor and its employees for allegations, claims, or lawsuits involving employment practices (including, but not limited to, discrimination, wrongful termination, harassment (including sexual), emotional distress, mental anguish, or retaliation), brought by past, current, or future employees in the amount of $1,000,000. The policy shall be endorsed to provide coverage for prior acts. If the policy is written on a claims made form, the policy shall be endorsed to provide an extended reporting period of not less than one year following termination of this Contract.

44.1.5 Professional Liability Insurance

Professional Liability Insurance to provide coverage for defense and damages to the Contractor and its employees for negligent acts, errors, and omissions with a limit of liability of $1,000,000 each incident. The general aggregate limit shall apply separately to this Contract or the general aggregate shall be twice the required per incident limit. The policy shall be endorsed to provide coverage for prior acts. If the policy is written on a claims made form, such insurance shall be endorsed to provide an extended reporting period of not less than one year following termination of this Contract.

44.1.6 Workers' Compensation Insurance

Workers' Compensation Insurance as required by the Labor Code of the State of California and Employers' Liability insurance for bodily injury by: (1) accident with limits of $1,000,000 each accident; (2) disease with limits of $1,000,000 per policy limit; and (3) disease with limits of $1,000,000 each employee.

44.1.7 Commercial All Risk Property Insurance

Commercial All Risk Property Insurance for building and personal property for full replacement cost if Head Start funds are used to purchase, lease, or rent property. A "loss payee clause" covering the interest of LACOE shall be added onto the policy.

44.1.8 Automobile Comprehensive and Collision Physical Damage

Automobile Comprehensive and Collision Physical Damage Insurance for automobiles that are purchased, leased, or rented with Head Start funds. Contractor may commercially insure this risk or self-insure this risk. If commercial insurance is purchased, a "loss payee" endorsement covering the interest of LACOE shall be added onto the policy.

44.1.9 Commercial Crime Insurance

Commercial Crime Insurance, including coverage for blanket employee dishonesty, theft, disappearance and destruction, forgery or alteration, and computer fraud in the amount of $100,000 covering any and all principals, officers, employees, and agents involved in the performance of this Contract. A "third party clause" covering the interest of LACOE shall be added onto the policy.

44.1.10 Student Accident Insurance

For Private Non-Profit Agencies, Student Accident Insurance with a limit of no less than $10,000 per accident, with no deductible, covering students for accidental death, dismemberment and loss of sight benefits, and hospital and professional medical expense benefits for all programs and activities sponsored directly or indirectly by the Contractor, including travel to and from programs and activities.

For Local Governments, LACOE will purchase Student Accident Insurance for Contractor and charge back Contractor the cost for insurance.

44.1.11 Sexual Abuse or Molestation

Sexual Molestation and Abuse coverage with minimum limits of

$5,000,000 per occurrence and $5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy.

44.2 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by LACOE. At the option of LACOE, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respect to LACOE, its officers, officials, employees, and volunteers; or Contractor shall provide a financial guarantee satisfactory to LACOE guaranteeing payment of losses and related investigations, claims administration and defense expenses, such as purchase of a bond or irrevocable letter of credit.

44.3 Other Insurance Provisions

44.3.1 Additional Insured

LACOE shall be named as an additional insured on the Comprehensive General Liability and Business Automobile Liability policies. LACOE shall be named as loss payee on the Commercial Property and Commercial Crime policies as LACOE's interest may appear.

44.3.2 Primary Insurer

Contractor's insurance coverage shall be primary insurance as respects LACOE. Any insurance or self-insurance maintained by LACOE shall be excess of the Contractor's insurance and shall not contribute to it.

Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

Each insurance policy required by this Contract shall be endorsed to state that "except for non-payment of premium, in which case ten (10) calendar days' notice of cancellation shall be given, coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) calendar day's prior written notice by certified mail, return receipt requested, has been given to LACOE.

44.3.3 Insurers Admitted in State of California

Insurance shall be placed with insurers admitted in the State of California and having a "Best Rating" of no less than A. Deviations from this requirement must be declared to and approved by LACOE.

44.3.4 Furnishing LACOE with Certificates of Insurance

Contractor shall furnish LACOE with certificates of insurance evidencing insurance coverage for commercial general liability, automobile liability, professional liability and workers' compensation, with an additional insured endorsement showing that LACOE, its Officers, Agents, Employees, Volunteers, and Board is named as an additional insured as to commercial general liability. The certificates and endorsements are to be signed by a person employed and authorized by the insurer to bind coverage on its behalf and shall specifically reference this Contract. The certificates of insurance and endorsements are to be received by LACOE within thirty (30) calendar days of full execution of this Contract. LACOE reserves the right to require complete, certified copies of all required insurance policies at any time.

44.3.5 Maintaining Insurance for Contractor

Contractor shall cause all subcontractors to procure and maintain, for the duration of any work, services or operations performed, insurance to cover claims for injuries (including death), damage, or loss that may arise from or in connection with the performance or nonperformance of work, services, or operations by the subcontractor or any of its officers, agents, employees, representatives, or volunteers. ADD LIMITS OF INSURANCE COVERAGE FOR SUBCONTRACTORS SHALL BE THE EQUIVALENT TO THAT OF THE CONTRACTOR

44.3.6 Certificate of Insurance and Endorsements

Contractor shall mail Certificate of Insurance and Endorsements to the addresses as shown below:

Los Angeles County Office of Education
Insurance Compliance
PO BOX 12010-LA
Hemet, CA 92546-8010

Los Angeles County Office of Education
Head Start-State Preschool
Fiscal Controls & Accountability (FCA) Unit
10100 Pioneer Blvd. #325
Santa Fe Springs, CA 90670

Los Angeles County Office of Education
Contracts Unit
9300 Imperial Highway, ECW Room 153
Downey, CA 90242

45. FAILURE TO COMPLY

In the event Contractor fails to perform in accordance with the indemnification and/or insurance clauses of this Contract, or breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education, and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance by the Contractor.

46. TERM OF INDEMNIFICATION AND INSURANCE

The requirements of Section 43, Indemnification, Section 44, Insurance Requirement, and Section 45, Failure to Comply, shall survive the termination or expiration of this Contract. Contractor is responsible for any claims made within Contract period regardless of when claim is filed, as required by occurrence form. Such responsibility includes, but not by way of limitation, liability for any fees and costs actually incurred (whether or not litigation has commenced), judgment or obligation, action or cause of action whatsoever, arising out of or in connection with the performance or nonperformance of services, operations, duties, or other obligations of Contractor .

Sections 43, 44, and 45, as well as any term of this Contract that expressly extend or by their nature should extend beyond termination or expiration of this Contract, will survive and continue in full force and effect after any termination or expiration of this contract.

47. NOTIFICATION OF CLAIMS

47.1 Incidents of Injury and Death

Contractor shall immediately notify LACOE within twenty-four (24) hours, in writing, of any and all incidents that result in a serious injury to a child, staff member, volunteer, or other persons, and the time, place, and circumstances thereof, including identification of witnesses, if known.

47.2 Litigation – Potential and Actual

47.2.1 Copy of Legal Documents

A copy of any and all demands, charges, notices, claims, summonses, complaints, or other similar legal documents received by Contractor in connection with the services or operations pertaining to this Contract shall be forwarded to LACOE's Risk Manager within twenty-four (24) hours.

47.2.2 Contractor Claims

As a result of loss, damage, or theft, the Contractor shall file a claim with its insurance carrier and submit written notice within ten (10) working days to LACOE's Risk Manager of Contractor's notification to its insurance carrier.

H. NOTICES, CONFLICT RESOLUTION AND TERMINATION REQUIREMENTS

48. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party to whom intended. The representatives of the parties who are authorized to administer this Contract and to whom notices should be sent are as follows:

48.1 LACOE's address is:

LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway
Downey, California 90242-2890

The representatives of LACOE shall be:

PROGRAM MANAGEMENT	FINANCIAL MANAGEMENT
Executive Director, Business and Finance	Financial Operations Consultant Controller's Office
Division Director Head Start/State Preschool Division	
CONTRACTS MANAGEMENT	**OPERATIONS**
Administrative Services Manager Controller's Office	Assistant Director Administrative Services Controller's Office

48.2 The representatives of Contractor shall be:

_____
_____
_____

_____
_____
_____

Contractor shall notify LACOE, in writing, within fifteen (15) calendar days of any change in assignment, anticipated change in assignment, or upon the pending vacancy of the above-referenced representatives.

49. CONFLICT RESOLUTION

49.1 Remedies

Non-compliance with any part of this Contract may result in any appropriate action by LACOE, including those identified in Section 7, Enforcement Sanctions, until complete resolution of the issue(s). If such an event occurs, LACOE is not responsible for any debts or liabilities of Contractor that continue unpaid resulting from, during, or relating to remedies imposed by LACOE.

50. TERMINATION OF CONTRACTOR CONTRACT

50.1 Termination – Scope

LACOE may at any time terminate this Contract, in whole or part, but only as permitted by state statute and regulation. The rights and remedies of LACOE set forth in the "Termination" Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

50.2 Termination for Default

50.2.1 Default

LACOE may terminate this Contract due to Contractor's default if (a) a Federal or State proceeding for the relief of debtors is undertaken by or against Contractor ; or, (b) a receiver or trustee is appointed for Contractor ; or (c) Contractor makes an assignment for the benefit of its creditors; or (d) Contractor becomes insolvent, which shall be deemed to have occurred if Contractor has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not Contractor has committed the act of bankruptcy or is considered insolvent within the meaning of the Federal bankruptcy law.

50.2.2 Material Breach

LACOE may terminate this Contract if Contractor breaches any material term or violates any material provision of this Contract and does not cure such breach or violation within ten (10) calendar days after delivery by LACOE of a written "Notice of Cure Deficiency."

50.2.3 Termination Due to Contractor Unable or Unwilling to Comply

If Contractor is unable or unwilling to comply with established or additional requirements as may be lawfully applied by CDE to the grant and to LACOE, LACOE shall terminate this Contract by giving written notice to Contractor signifying the termination date as may be lawfully applied by CDE to LACOE. In this event, LACOE may require Contractor to comply with arrangements that have been made for the transfer of the LAC-QRIS program and ensure all assets (equipment, and supplies) of said program(s) are

transferred to another Contractor, to LACOE or to another CDE designated grantee pursuant to LACOE instructions. In the event of any termination, all property and finished or unfinished documents, data, studies and reports purchased or prepared by Contractor under this Contract shall be disposed of according to LACOE written procedures. Notwithstanding the above, Contractor shall not be relieved of liability to LACOE for damages sustained by LACOE by virtue of any breach of the Contract by Contractor or other third parties, and LACOE may withhold any reimbursement to Contractor for the purpose of off-set until such time as the exact amount of damages due to LACOE from Contractor is determined by LACOE.

50.2.4 Termination for Cause

If LACOE elects to terminate this Contract, such termination shall be effective upon delivery of a written Notice of Termination to Contractor. The Notice of Termination shall state the reasons for the termination and the effective date prior to expiration of the operating period of this contract. If no date is provided, termination is effective upon delivery of Notice. LACOE shall pay Contractor for services provided through the date of termination and for those allowable costs determined by LACOE to be reasonably necessary to effect such termination. Thereafter, Contractor shall have no further claims against LACOE under this Contract.

51. AGENCY AUTHORIZED SIGNATORIES

Contractor must submit to the Assistant Director, Fiscal Controls & Accountability, by August 1 of each year, a list of Contractor board members and staff authorized to sign on behalf of Contractor for certain binding documents. The list should indicate the individual's typed name, his/her signature, position with Contractor, and the documents authorized to sign: Contract, RAA/BAR forms, independent contractor contracts, purchase orders, checks, and warrants (including payroll), etc.

52. SURVIVAL

Sections 43, 44, and 45 as well as any terms of this Contract that expressly extend or by their nature should extend beyond termination or expiration of

this Contract, will survive and continue in full force and effect after any termination or expiration of this contract.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Patricia Smith
Executive Director
Business and Finance

Date _____
lm 6-12
Report 7/6/15

LOS ANGELES COUNTY CHIEF
EXECUTIVE OFFICE/ OFFICE OF
CHILD CARE

By _____
Sachi Hamai
Interim Chief Executive Officer

Date _____

Indicate Federal Tax I.D. Number:

95-6000927

APPROVED AS TO FORM:

By Talin Khan
Deputy

LOS ANGELES COUNTY OFFICE OF CHILD CARE
LAC-QRIS SCOPE OF WORK AND START-UP
YEAR ONE
May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Participate on the LAC-QRIS LT to create the implementation plan.	• Participate in LT meetings • Prepare OCC Scope of Work	OCC – Chief Program Specialist	May 1, 2015 – December, 2015	Scope of Work Standard Operating Procedural manual (assigned sections) due by May 30, 2015
Contract with LACOE	• Submit final SOW to LACOE • Process contract within OCC • Prepare mid and final reports and submit to LACOE	OCC – Chief Program Specialist	May 1, 2015 – Aug 1, 2015	Signed Contract Quarterly Program and Fiscal reports as per LACOE guidelines

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Recruit and hire staff for QR	Create job descriptions: • Special Services Assistant III • Chief Program Specialist* • Program Specialist IV • Program Specialist III • Program Specialist I (3) • Senior Typist Clerk (2) • Fiscal Lead • Fiscal Program Specialist II	OCC – Chief Program Specialist	May 1, 2015 – Dec 31, 2015	Assessment Staff Lead Hired* Vacancy reports included in the quarterly updates

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Contract with UCLA	• Prepare contract to include provider observations using ERS/CLASS, portfolio and file reviews • Review and approve contract language • Submit contract for UCLA's review and approval • Approve and monitor UCLA contract	OCC – Chief Program Specialist	May 1, 2015 – Aug 1, 2015	Share draft contract with LACOE before finalizing contract. Contract with UCLA executed Submit quarterly reports to LACOE
QRIS outreach for new providers or partner	• Participate in outreach of new providers and/or partners. (The goal is to have at least 2 of the 3 partners represented at each outreach presentation. and program recruitment meetings	OCC – Chief Program Specialist Special Services Assistant III	Aug 1, 2015 – Dec 31, 2015	Outreach calendar/log submitted in the quarterly reports.

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Create and process provider application materials	• Work with LT to create the process and protocol for posting, collecting and processing provider application process, including the Letter of Intent to apply and the application. • Post application materials on line • Accept and process provider application materials • Implement orientation sessions for new providers • Work with LT to create the provider contract process and protocol.	OCC – Chief Program Specialist Program Specialist III Program Specialist I	Aug 1, 2015 – Dec 31, 2015	115 applications reviewed Share monthly updates with LT on number of provider contracts processed to-date.

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Collect Provider licensing history for last 12 months	• Complete Licensing Verification forms • Submits forms to Licensing identify issues listed in required categories • Licensing returns forms to OCC • Conference with LACOE Head Start regarding license standing	OCC – Chief Program Specialist Program Specialist III	Aug 1, 2015 – Dec 31, 2015	Licensing history collected Agendas/Correspondence of mtgs with LACOE HS
Assessments and Data collection begins	• Provide electronic files Enter information into QRIS database • Schedule assessments visits • Review results	OCC – Chief Program Specialist	Sept 1, 2015 – Dec 31, 2015	QRIS Database updated 92 fully-rated providers Self-assessment (proportional sample) 48 FCC providers

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Transition fully-rated providers to LAUP for Capacity-building support.	• Work with LT to create the transition of providers to LAUP • Prepare assessment summary report, rating results, and overall rating "certificate" and send electronic reports to LAUP • Send rating certificate to provider	OCC – Chief Program Specialist	Oct 15, 2015 – Dec 31, 2015	Number of providers transitioned to LAUP with report Number of certificates sent to providers

LOS ANGELES COUNTY OFFICE OF CHILD CARE

LAC-QRIS SCOPE OF WORK AND START-UP

YEAR ONE

May 2015 - DECEMBER 2015

Objectives *Include what is the main objective to be accomplished*	**Activities/Sub-tasks** *Indicate the key activities leading to the fulfilment of the objective. Include in chronological order. Include frequency or quantity of activities.*	**Staff Lead** *Indicate management staff responsible. Note name of subcontractor if appropriate.*	**Timeline** *Indicate start and end period.*	**Deliverables** *Indicate what evidence of completion will be submitted to support project payment.*
Participate in the LAC-QRIS annual evaluation	• Participate in meetings and discussions regarding the design of the LAC-QRIS evaluation. • Participate in evaluation of the LAC-QRIS. • Ensure that CCALA participates in the annual evaluation.	OCC – Chief Program Specialist	June 15, 2015 – Dec 31, 2015	Evaluation participation log Completed reflections, surveys, etc.

Los Angeles County Office of Education
California State Preschool Program (CSPP) - QRIS Block Grant
5/1/2015 - 12/31/2015

Delegate Agency Name: Los Angeles Office of Child Care (OCC) C- Program: CSPP-QRIS Date Prepared: June 11, 2015

	PERSONNEL 1000	FRINGE BENEFITS 2000	TRAVEL 3000	EQUIPMENT 4000	SUPPLIES 5000	CONTRACTS 6000	INCENTIVES 7000	OTHER COSTS 8000	INDIRECT COSTS	TOTAL
State Preschool-QRIS Block Grant										
Approved Application	$ 188,520	$ 88,472	$ 5,000	$ -	$ 30,105	$ 654,474	$ -	$ 5,300	$ 22,159	$ 994,030
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
Total State Preschool-QRIS Block Grant	$ 188,520	$ 88,472	$ 5,000	$ -	$ 30,105	$ 654,474	$ -	$ 5,300	$ 22,159	$ 994,030

Patricia Smith, Executive Director of Business and Finance

Date 6/12/15

6/12

Exhibit C

LAOCC Performance Indicators (PI) for LAC-QRIS

May 1, 2015- December 2015

1. By May 30, 2015, Contractor must submit to LACOE a copy of the **Standard Operating Procedures** that describes in detail the processes, protocols and tools used for implementing the following:
   a) **Outreach and recruitment of providers**
   b) **Assessment and Rating Plan**
   c) **Transition Plan with LAUP to share rating scores for capacity-building**
   d) **Monitoring of subcontractor operations and budget**

2. By May 30, 2015, and each month thereafter, contractor to share **monthly reports on the following:**
   a) **Participation on the QRIS LT and activities, including outreach**
   b) **Number of provider contracts processed and assessed to-date.**
   c) **Staffing hires and vacancies**
   d) **Detailed fiscal and operational updates for both OCC and UCLA o**utlining dollars spent and activities rendered to-date

3. By June 30, 2015, Contractor to have a draft **contract with UCLA their subcontractor** submitted to LACOE for approval.

4. By July 10, 2015, submit a yearly **financial and program progress report** to LACOE for the period *5/1/15-6/30/15*.

5. By August 1, 2015, Contractor will begin the **implementation of the approved Scope of Work**/Start up Plan and ensure that all timelines, deliverables and performance indicators are met.

6. By December 2015, Contractor to have participated in a minimum of **2 outreach presentations** per month with the QRIS LT/Consortium.

7. By December 30, 2105, Contractor to have reviewed a **minimum of 115 providers applications for licensing history.**

8. By December 30, 2105, Contractor to have **reviewed files for 92 fully-rated providers self-assessment** (proportional sample).

9. By December 30, 2015, **Contractor to have issued ratings to 92 providers and 48 FCCS in Stage I** assessment and transitioned ratings to LAUP. (See Exhibit A.)

10. By December 30, 2105, Contractor to have participated in the **evaluation design** and implementation of the LAC-QRIS evaluation plan.

II. The Consortium's Quality Rating and Improvement System

A. An Overview of the consortium's current Quality Rating and Improvement System (LACQRIS) Please provide a brief summary of the consortium's LACQRIS.

The Los Angeles County Office of Education is proposing to partner with the existing Quality Rating and Improvement System Consortium members to implement a countywide QRIS system.

The Los Angeles County Quality Rating and Improvement System (LAC-QRIS) Consortium includes the Los Angeles County Office of Education (LACOE), the Los Angeles Universal Preschool (LAUP), and the LA County Office of Child Care (OCC). Both OCC and LAUP are currently operating QRIS as a part of California's Race to the Top-Early Learning Challenge (RTT-ELC) The following briefly summarizes the QRIS currently operated by the OCC and LAUP:

- Licensed child care centers and family child care homes are recruited to participate
- Programs submit an application and their licensing history is verified
- Programs receive a Time 1 rating using the RTT-ELC developed Tiered Rating Matrix
- Results of the rating are used to inform coaching services, professional development, and program quality improvement incentives to help providers obtain a Tier 4 or 5 rating
- A Time 2 rating is conducted after two years of participation and initial rating
- Results are once again used to inform coaching, professional development, and program quality improvement incentives

This proposal will align Los Angeles County's two quality rating systems into one. The LAC-QRIS Consortium functions will be assigned as follows:

- LACOE will be responsible for administrative oversight, county outreach, and program monitoring and evaluation of the LAC-QRIS Block Grant award
- OCC will be responsible for pre-assessment, verifying licensing history of applicants, conducting ratings, and sharing rating results with LAC-QRIS stakeholders, as well as recruiting providers.
- LAUP will be responsible for working with OCC and providers to develop a Program Improvement Plan which will include training, technical assistance, and coaching support. LAUP will also administer improvement and sustainability incentives and awards, as well as recruiting providers.

The LAC-QRIS proposes to serve 70% of the eligible 680 California State Preschool Program (CSPP) providers throughout the County in the initial implementation with a gradual increase in services over a four year period to include 100% of the providers. LAC-QRIS will utilize a three

stage approach to implement the project:

Stage 1 – Pre-assessment includes providers who have never received an initial rating. The OCC will conduct an initial assessment and rating of the selected providers. This stage will meet the intent of the funding requirement whereby no more than 20% of funds will be utilized for assessment and rating.

Stage 2 – Quality Improvement and Capacity Building includes providers who have received a tier rating of 1, 2 or 3 and require assistance to reach a rating of 4 or 5. This stage is implemented by LAUP and will include training, materials, and coaching and mentoring to assist the provider in closing the gaps and strengthening the program implementation to gain a higher rating. Providers in this stage will receive a secondary assessment and rating after two years of capacity-building support.

Additionally, providers in this stage that received the initial rating and some capacity-building support from RTT-ELC QRIS will only receive coaching through this grant. Coaching support is not provided through existing RTT-ELC QRIS funds, therefore this project will not supplant dollars.

Stage 3 – Sustainability includes providers that have received a tier rating of 4 or 5. These providers will receive financial incentives to assist them in maintaining the 4 or 5 rating. Stages 2 and 3 will meet the funding requirement of at least 80% of funds to be allocated to quality improvement.

Within the first eight (8) months of the project, 70% of the providers (476) will be included. The providers will be assigned to stages as depicted in the chart below. There will be an annual increase of 68 new providers and at least 20% of the providers in Stage 2 will move into Stage 3 (Sustainability) annually. It is our intent that no provider in Stage 2 will remain in this stage more than 2 years.

Percent of CSPP Providers N=680	**Number to be served**	**Number Assigned to Stage 1 – *Pre-assessment and Rating***	**Number Assigned to Stage 2 – *Improvement and Capacity Building***	**Number Assigned to Stage 3 - *Sustainability***
70%	476	92	275	109

B. Quality Continuum Framework and Tiers

B1: How does the consortium incorporate the Quality Continuum Framework (QCF)? Go to http://www.cde.ca.gov/sp/cd/rt/rttelcapproach.asp to reference the QCF.

The existing LA County Consortium (LAUP and OCC) fully utilizes the QCF to implement its

projects as they are the core of their projects. Through this new partnership with LACOE, the LAC-QRIS consortium will continue to use the framework to provide services to the CSPP providers in the county. The countywide system will build upon California's local and statewide successes and create sustainable capacity at the local level to meet the needs of our early learners. We will focus on programs in highest need such as the CSPP providers that serve the State's most vulnerable population. Our three-stage design supports a locally driven quality improvement process that encourages assessment, goal setting, and monitoring of progress that leads to tangible change.

B2: Please identify your local rating system in reference to the Tiered Rating Matrix. Go to http://www.cde.ca.gov/sp/cd/rt/rttelcapproach.asp to reference the Tiered Rating Matrix.

Step One: identify the consortium's Tier 2:

X A) Using existing point system

☐ B) Have local block

If B, then fill in Tier 2 in **B3** below.

Step Two: identify the consortium's Tier 5:

X A) Using existing point system

☐ B) Using points and has an additional requirement (e.g. accreditation, inclusionary plans for dual language learners, etc.)

If B, then fill in Tier 5 in **B3** below.

☐ C) Have a local block

If C, then fill in Tier 5 in **B3** below.

B3. LOCAL TIERED RATING MATRIX WITH ELEMENTS AND POINTS. Complete as needed, based on responses to B2.

ELEMENT	BLOCK (Common Tier 1) Licensed In-Good Standing	Local Tier 2	Local Tier 5
CHILD DEVELOPMENT AND SCHOOL READINESS			
1. Child Observation	☐ Not required	☐ Program uses evidence-based child assessment/observation tool annually that covers all five domains of development	☐ Program uses DRDP 2010 twice a year and uploads into DRDP Tech and results used to inform curriculum planning
2. Developmental and Health	☐ Meets Title 22 Regulations	☐ Health Screening Form (Community Care	☐ Program works with families to

Screenings		*Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent)* used at entry, then: **1.** Annually **OR** **2.** Ensures vision and hearing screenings are conducted annually	ensure screening of all children using the **ASQ & ASQ-SE**, if indicated, at entry, then as indicated by results thereafter **AND** ☐ Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate **AND** ☐ Meets Criteria from point level 2
3. Local Element (Please describe)			
TEACHERS AND TEACHING			
1. Minimum Qualifications for Lead Teacher/ Family Child Care Home (FCCH)	☐ Meets Title 22 Regulations [**Center:** 12 units of Early Childhood Education (ECE)/Child Development (CD) **FCCH:** 15 hours of training on preventive health practices]	☐ **Center:** 24 units of ECE/CD[1] **OR** Associate Teacher Permit ☐ **FCCH:** 12 units of ECE/CD **OR** Associate Teacher Permit	☐ Bachelor's degree in ECE/CD (or closely related field) **OR** BA/BS in any field plus/with 24 units of ECE/CD (or Master's degree in ECE/CD**)** **OR** Program Director Permit **AND** ☐ 21 hours PD annually
2. Effective Teacher-Child Interactions: CLASS Assessments (*Use tool for appropriate age group as available)	☐ Not Required	☐ Familiarity with CLASS for appropriate age group as available by one representative from the site	☐ Independent assessment with CLASS with minimum CLASS scores: **Pre-K** ▪ Emotional Support – 5.5 ▪ Instructional Support – 3.5

[1] For all ECE/CD units, the core 8 are desired but not required.

			▪ Classroom Organization – 5.5 **Toddler** ▪ Emotional & Behavioral Support – 5.5 ▪ Engaged Support for Learning – 4
3. Local Element (Please describe)			
PROGRAM AND ENVIRONMENT			
1. Ratios and Group Size (Centers Only beyond licensing regulations)	☐ **Center:** Title 22 Regulations **Preschool** Ratio of 1:12 ☐ **FCCH:** Title 22 Regulations *(excluded from point values in ratio and group size)*	☐ **Center - Ratio: Group Size** **Infant/Toddler** – 4:16 **Toddler** – 3:18 **Preschool** – 3:36	☐ **Center - Ratio: Group Size** **Infant/Toddler** – 3:9 or better **Toddler** – 3:12 or better **Preschool** – 1:8 ratio and group size of no more than 20
2. Program Environment Rating Scale(s) (Use tool for appropriate setting: ECERS-R, FCCERS-R)	☐ Not Required	☐ Familiarity with ERS and every classroom uses ERS as a part of a Quality Improvement Plan	☐ Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.5
3. Director Qualifications (Centers Only)	☐ 12 units core ECE/CD+ 3 units management/ administration	☐ 24 units ECE/CD + 16 units General Education +/with 3 units management/ administration **OR** Master Teacher Permit	☐ Master's degree with 30 units ECE/CD including specialized courses +/with 8 units management/ administration, **OR** Administrative Credential **AND** ☐ 21 hours PD annually
4. Local Element (Please describe)			
Program Type	**Common-Tier 1**	**Local-Tier 2**	**Local-Tier 5**
Centers ___ Elements for maximum ___points	**Blocked** (No Point Value) – Must Meet All Elements	**Point Range** 8 to 19	**Point Range** 32 and above
FCCHs	**Blocked** (No Point	**Point Range**	**Point Range**

___ Elements for maximum ___points	Value) – Must Meet All Elements	6 to 13	22 and above

Note: *Please revise point ranges, if additional elements have been added.*

C. Rating and Assessing

C1. Describe the qualifications of those who are conducting the assessments (LAC-QRIS ratings) and the process (es) for ongoing quality control for maintaining an appropriate degree of rigor, including inter-rater reliability, in their rating processes?

LAC-QRIS quality ratings will be completed by full-time staff employed by the Office of Child Care (OCC). We will transition the assessment and rating work in-house and institutionalize it as a County service. In the interim, we will continue to partner with UCLA CICCQ during FY 2014-15. Having ratings completed by a team of readily accessible and highly trained observers will benefit the LA County Consortium and will circumvent any delays or interruptions in producing quality ratings.

Qualifications of observers include the following:

- Complete training in Environmental Rating Scales Institute (ERSI) for ECERS, FCCERS, and ITERS.
- Complete training in CLASS (Pre-K and Toddler) provided by Teachstone for observational measures.
- Reviewer's reliability is certified and s/he must complete an inter-rater reliability check with the CICCQ team's lead reviewer after every tenth quality review, or at least once every three months. For inter-rater reliability, reviewers must meet a minimum mean weighted Kappa (K) $\geq$ .70 for each item of the measure.
- Reviewers' reliability on the ERS and CLASS measures must be re-checked and certified every calendar year by ERSI and Teachstone.
- Portions of the LAC-QRIS that are evaluated through a documentation review are also required to undergo an initial training to gain familiarity with the data collection tools being used to gather the information. Thereafter, reviewers must establish inter-rater reliability with CICCQ's lead reviewer. Reliability on the documentation review is also checked every tenth review or at least once every three months and must be re-established at the beginning of the next contract period.

C2. Using the Implementation Guide, what are the local LAC-QRIS monitoring and rating frequency decisions (based on local goals and resources)? The Implementation Guide can be found at: http://www.cde.ca.gov/sp/cd/rt/rttelcapproach.asp.

We will monitor compliance licensing requirements initially when each child care program submits an application to participate and then bi-annually thereafter. This licensing review will take place in collaboration with our local CCLD offices. Ratings are valid for two years. We will observe and rate each participating child development program once every two years and will maintain a rating

schedule that will be closely monitored by the OCC. All observations will include ERS and CLASS measures.

Additionally, all programs that are undergoing their first tier rating will complete a self-assessment rubric to self-report their rating for non-observational elements (e.g. Child Observation/Assessment, Developmental and Health Screening, Lead Teacher Qualifications, and Director Qualifications). These self-assessment results will be submitted to and processed by the OCC. To monitor the accuracy and validity of the programs' self-assessment reports, the OCC will validate a proportional sample of the documentation. If a consistent pattern of unvalidated information is found, then a complete review will take place.

Monitoring, which is defined in the Implementation Guide as the act of ensuring sites maintain their rated quality and compliance with program requirements, will be conducted by LACOE, OCC, and LAUP. OCC staff will complete licensing verification reviews every year to ensure participating programs meet the minimum licensing criteria as outlined in the LAC-QRIS matrix. Monitoring of teacher/child ratios and non-observational elements will be completed by LAUP's coaches during site visits. LACOE will provide administrative oversight of OCC and LAUP.

C3. What type of local data systems are used to: implement a local monitoring process; gather quality and scoring information; track supports and incentives; ensure participation by targeted California State Preschool programs (CSPP) and Family Child Care Home Education Networks (FCCHEN) providing CSPP services; and review progress in relation to the Consortium's local quality improvement targets.

The LAC-QRIS will implement a local data system called Efforts to Outcomes for data gathering, monitoring, tracking, and review of progress.

C4. How will data be used to implement continued efficiencies and improvements?

Each participating child care program will receive a quality rating report that will relay the results of their evaluation within six to eight weeks after a site visit. LAUP coaches and other relevant technical assistance providers will receive copies of these reports to plan quality improvement strategies. Program goals, quality improvement plans, and professional development activities will be used as a baseline measurement of progress.

We are proposing to partner with First 5 LA on the evaluation of this project. LAC-QRIS will use the data from this project to inform planning efforts throughout the county, as well as collective policy efforts at the local, state, and federal level.

D. Quality Improvement Process. *Please answer each question in the respective box below.*

D1. How do you use the QCF's Continuous Quality Improvement Pathways Common Tools and Resources? Go to http://www.cde.ca.gov/sp/cd/rt/rttelcapproach.asp to reference the Continuous Quality Improvement Pathways Common Tools and Resources.

The QCF's Pathways Common Tools and Resources have been and will be used in all LAC-QRIS

quality improvement efforts both internally and externally. LAUP coaches hold a master's degree in early childhood education or a related field with 6-8 years of experience including classroom teaching. During their intense orientation, coaches receive trainings, information, and resources on the Common Tools and Resources of the QCF. Coaches are able to address specific questions or issues and determine goals with the provider that would be beneficial for the classroom or site. All efforts to improve quality are correlated in one way or another to the QCF and Pathways and all of the goals are captured in a database to track progress and completion. In addition to onsite TTA, tools and resources will be posted online to increase access and maximize outreach to providers. Monthly goals are analyzed for trends and the information is used to help identify training and technical assistance opportunities at local and regional levels.

D2. How does the Consortium actively increase the quality of the early learning programs and eliminate barriers to access for children with High Needs?

Data from the *Los Angeles Community Needs Assessment* has been analyzed, as well as data from OCC, LAUP, and LACOE to identify CSPP programs for inclusion in this effort, particularly those that have not previously participated in RTT-ELC efforts. Working closely with LACOE and its seventeen delegate agencies, the plan will coordinate outreach efforts to include all five Supervisorial districts in the county and target cities and zip codes where children with high needs make up the majority of the population. Once programs agree to participate, their assigned coach will work with them to increase program quality and to identify existing barriers. Administrators will be encouraged to include goals in their quality improvement plan that will address identified barriers.

Implementation will be supported through coaching, technical assistance and/or trainings. Targeted technical assistance will be provided by LAUP coaches, while regional training will be provided by LAUP, LACOE Head Start, CPIN Region 11, and Resource and Referrals (R&Rs). Training topics include cultural competency, second language acquisition, working with children with special needs and high-risk children, instructional strategies supporting foundations, and/or CLASS.

Coaches will work with teaching staff to assist them in choosing or continuing their implementation of a research-based curriculum that demonstrates support of English language learners and children with special needs. The California Preschool Learning Foundations and Curriculum Framework will act as supplemental resources to further enhance the activities and lessons teachers plan for the children in their classroom to ensure their specific needs are being met and supported.

LAC-QRIS will provide technical assistance and training to ensure that providers have open and non-discriminatory enrollment policies and make reasonable accommodations for children identified as eligible for special education and/or related services under IDEA. The use of incrementally aggregated data from ECERS, CLASS, and DRDP will help increase quality in programs and address barriers. Family Engagement and Leadership Support coaches will assist programs in addressing the needs of children and families.

D3. How does the Consortium offer training and technical assistance (T & TA) to program staff on

developmental and behavioral screening using standardized, validated screening tools?
LAUP coaches receive training on developmental and behavioral screening such as the ASQ, ASQ-SE and DRDP during orientation and ongoing professional development. Coaches will provide individualized support to sites, classrooms, and teachers on developmental screenings and assessments including how to use the tools' data to inform teaching practices and initiate conversations with parents around potential concerns. We will also utilize two staff who are certified trainers on DRDP from The WestEd Desired Results Training and Technical Assistance Project and ASQ and ASQ-SE from the WestEd Center for Prevention and Early Intervention (CPEI). Five of our coaching staff also received the ASQ and ASQ-SE training as well as one coach who is a certified DRDP trainer. During on-site coaching, program staff will receive support to understand the value and importance of using developmental assessments to inform teaching practices, curriculum planning, parent engagement, and meeting the individual needs of children. Screening tools will be used by providers to assist parents in identifying concerns that may require referrals and follow-up services for children. We will also make resources and materials available to providers to support them in managing and understanding the referral process. Staff will offer and facilitate trainings on topics such as "The Power of Observation" highlighting the value of observation in collecting data for developmental assessments or "Supporting Parents Through the Referral Process" in which teachers will receive much needed information and resources in working with parents when administering a developmental screening.
D4. What type of incentives and support mechanisms does the consortium utilize for high-quality program providers to serve children with high needs?
All providers will have access to LAUP coaching support from our cadre of highly trained early learning professionals, all of whom have teaching and/or administrative experience in an early learning program. Coaches will provide monthly on-site visits, for a minimum of 4 hours to all participating sites rated at Tiers 1-3 and depending on the number of CSPP funded classrooms at a site, on-site visits will increase in length to ensure all classrooms are supported in their quality improvement efforts. Each coach will carry a caseload of 12-15 sites with 24-30 classrooms. For providers at a Tier 4 or higher, programs have already exhibited an ability to sustain and maintain high quality programs. Therefore, on-site coaching visits will be conducted at a minimum of quarterly or as needed. Each provider will also develop a quality improvement plan (QIP) to either raise or maintain a high quality program as defined in Tiers 4 and 5 in the Quality Continuum Framework. Analysis of those QIPs will be conducted quarterly in order to identify trends and establish the need for additional or new supports for providers. Providers will also have access to our Program Support Specialists who have expert experience in the areas of working with children with special needs, dual-language learners, developmental assessments, and developmental screening.

LAUP has established an expansive menu of trainings which will be made available to providers. Topics include overviews on the ERS, CLASS, ASQ, DRDP, Protective Factors, and Parent Engagement. We will continue to grow the menu as additional training needs are identified when analyzing data, goal trends, and element ratings as more providers are recruited for this project.

We have the advantage of being able to analyze data from the RTT-ELC CSPP providers already rated using the Quality Continuum Framework. The three lowest scored elements identified are Developmental and Health Screenings, Teacher Qualifications, and ERS. With this valuable information, we can prepare our coaching staff to address the use of developmental and health screenings and environmental quality during their monthly on-site visits and encourage providers to develop goals in these areas for their quality improvement plans. We will partner with LACOE's Head Start program that employs licensed experts in health, mental health, and disability services. By partnering with Head Start, the consortium will be positioned to develop learning communities that continue to build our staff knowledge base.

The Child Care Alliance Resource and Referral (R&R) will assist us in this initiative by providing all training and technical assistance for the FCCHEN. We anticipate starting with 48 FCCHEN and increasing to 89 in a four-year period.

As data is collected for the new CSPP programs recruited specifically for this block grant, we will continue to conduct analyses to determine trends to inform coaching, as well as training opportunities. Other more tangible incentives may include the purchasing of ASQ kits for participating sites with coordinating trainings and technical assistance from coaches or classroom materials such as books to improve ECERS scores.

Again, our Tier 4 and 5 providers have demonstrated the ability to operate quality programs. Nonetheless, Stage 3 of our design model includes professional development and quality improvement incentives that allow the providers to target needed improvement and to utilize financial incentives to sustain their quality. We have allocated in this first 8 month period financial incentives in excess of $1.5 million.

D5. How does the consortium include local efforts that support healthy development, such as health and safety practices, active physical play, and adult-child relationships, which support social-emotional development?

Healthy development, in the form of health and safety practices and physical activities, are embedded in the ECERS tool and will become a focus of coaching visits and trainings. We will offer a series of trainings on the importance of physical activity, nutrition, and brain development to further develop providers' skills and knowledge. Providers will have access to resources and coaching development which help in integrating healthier snack/meals and increasing the amount of physical activity offered to children both at school and at home.

We will seek additional funding through the Department of Public Health's Choose Health LA Kids initiative, which addresses childhood obesity for children 0-5 in the form of parent education workshops, food demonstrations, and grocery store tours. We are also issuing facility improvement awards ($1.6 million) for approximately 110 providers to improve the quality of

outdoor spaces in terms of safety issues and developmentally appropriate environments.

The importance of positive adult-child relationships is a focus of the Classroom Assessment Scoring System (CLASS) and coaching and technical assistance will address the best practices identified within the tool's dimensions. One staff is an affiliate trainer on Pre-K CLASS. Having this level of internal expertise to conduct formal trainings for providers and coaches is invaluable when thinking about teacher-child interactions and social-emotional development. We will also be able to use this expertise when developing resources for the providers.

The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Learning Pyramid or the ASQ-SE will be used during coaching visits to help support providers with developmentally appropriate strategies in supporting a child's social-emotional development. Examples of strategies coaches use to support teachers includes the following: providing specific feedback when children behave well, encouraging teachers to facilitate positive peer interactions, clearly stating behavioral expectations, and encouraging a proactive approach when problems arise. LAUP also employs a staff member with extensive mental health experience and we expect to utilize her expertise and leverage resources by developing trainings for coaches and providers.

The LAC-QRIS Consortium strongly believes that parents are their children's first teachers. Partners will implement strategies to educate and support parents and families in their child's development. LAC-QRIS will use the Strengthening Families Framework and Protective Factors in working with providers and will explore the use of Abriendo Puertas/Opening Doors, a parent education curriculum, in the LAC-QRIS quality improvement activities.

As the largest Head Start grantee in the county, LACOE brings over 30 years of experience of providing health services to the children and families of Los Angeles County. Providers will have access to the trainings offered by LACOE to be better equipped to address health and safety practices and support the overall healthy development of children being served in CSPP classrooms.

E. Convening and Strengthening Partnerships

E1. As the lead agency, how are you ensuring that all consortium members engage in the local LACQRIS work? Describe the decision making process within the consortium. If you have a visual/flow chart which describes your decision making process, you may choose to include it.

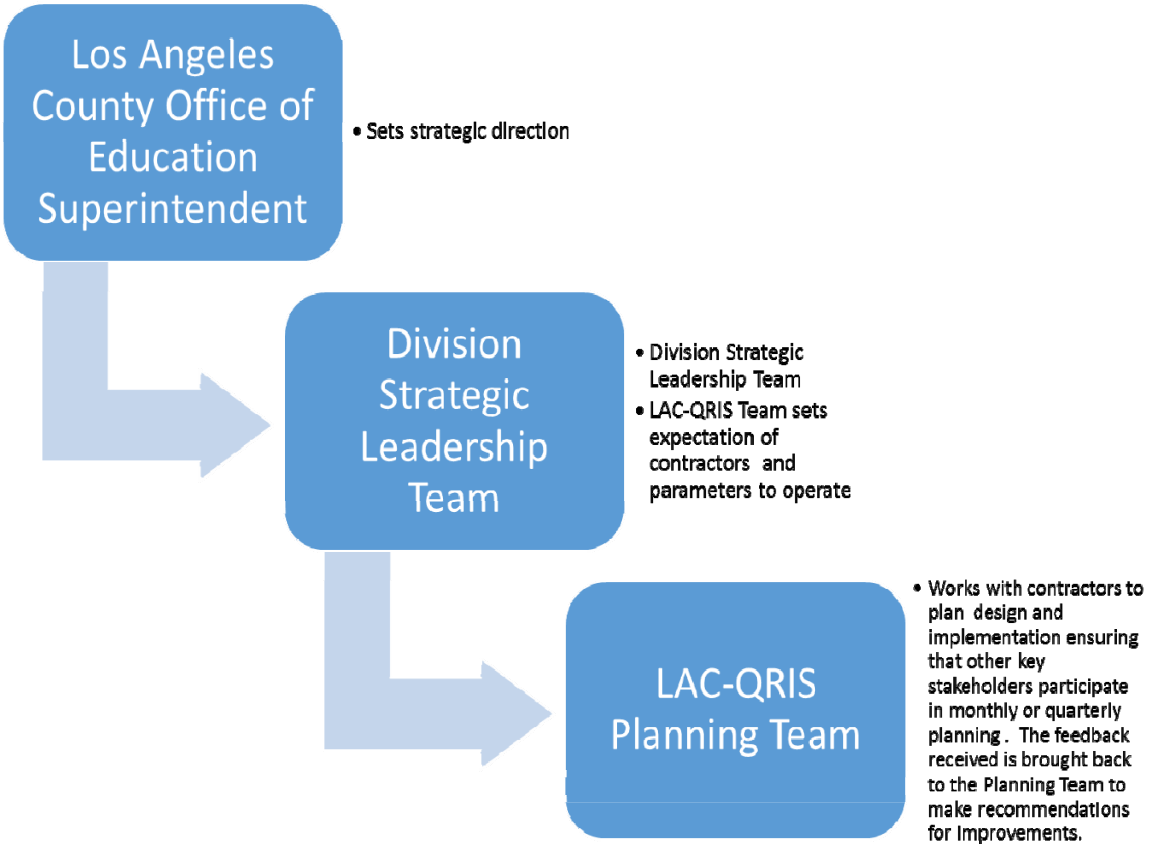
The oversight and implementation of this project will be housed in the Head Start-State Preschool Division, which is the leading division for early education services for the LACOE. LACOE's structure is built on *Four Pillars of Responsibility:* planning, resource development and collaboration, ongoing monitoring/ accountability, and training and technical assistance (T/TA). The organizational structure and functional characteristics support a strong birth-to-five workforce that creates total integration of services and promotes children's progress and preparation for school.

LACOE, as the lead agency (contractor with CDE), will ensure that the OCC and LAUP will be

complete participants in the planning, designing, implementation, and evaluation of the LAC-QRIS system.

LAC-QRIS will use a collaborative and participatory decision-making approach. The LACOE Strategic Leadership Team makes decisions about all programs and projects within the Division. The LAC-QRIS Planning Team, which will include the Project Managers from LACOE, LAUP, and OCC, will meet monthly to make key decisions regarding outreach, implementation, and evaluation. Ultimately, LACOE is the fiscal and contract administering agent and will be the final decision maker to ensure that all responsibilities of the contract are of the highest quality and that stakeholders are accountable to the public and to the funding source (CDE).

For the first eight months of this project, stakeholders will meet at least monthly to develop and design operational systems that ensure complete cohesiveness of service delivery and clear communication across organizations. Subsequent to the first year of operations, the stakeholder group will continue to meet quarterly. Bi-annually, we will engage representatives from providers, policy makers, funders, and community partners to provide updates and share lessons learned from the first phase of start-up/implementation. This will allow LACOE to build a continuous improvement process that strengths the overall implementation of LAC-QRIS.



E2. How will the consortium bring together other organizations in their region with the same goal of improving the quality of early learning, including but not limited to: Early Education and Support Division (EESD) programs, including migrant child care programs, alternative payment programs; Early Head Start and Head Start; tribal child care; county Health and Human Services programs including Women, Infants, and Children (WIC); California Home Visiting Program (CHVP) and local home visiting programs; and non-profit agencies and other organizations providing services for children from birth to age five?
The LAC-QRIS efforts will be implemented through a partnership involving LACOE, OCC, and LAUP. Each of the partner organizations has projects underway and established networks related to those projects including RTT-ELC and/or state preschool. In order to build on existing networks, avoid duplication, and incorporate stakeholders input into quality improvement strategies, LAC-QRIS provides regular updates and seeks input from key stakeholders at various countywide meetings. In general, the purpose of the meetings will be to disseminate LAC-QRIS information and resources to support networking among participants, update stakeholders, gather input on policy issues, and enlist others to promote and/or sustain LAC-QRIS services.
E3. As the lead agency, how are you encouraging networking at the local level to create coherence and alignment in planning and implementation efforts across communities with support and technical assistance from the CDE, participating state agencies, and other state partners?
LACOE will convene the already established LAUP and OCC RTT-ELC Advisory committee. The LAC-QRIS consortium will meet quarterly with representatives from participating sites and key stakeholders such as Resource and Referral agencies, Community Care Licensing, and parent advocates. The LAC-QRIS consortium will provide guidance and expertise and assist with raising public awareness about the LAC-QRIS rating system and its benefits. Building one system that expands on existing networks will avoid duplication. Convening key stakeholders such as the Los Angeles County Early Care and Education Workforce Consortium, County of Los Angeles Policy Roundtable for Child Care and Development, Local Child Care Planning Committee, Resource and Referrals, Higher Education, and First 5 LA will offer the insight of key stakeholders in the county. Other agencies serving children birth to five, such as local County Departments such as Department of Child and Family Services and Department of Mental Health will also be engaged. Networking for participating providers is also a key component of the LAC-QRIS plan. First, coaching assignments are based on geographical service areas to create cohorts of learners and easily encourage mentoring amongst sites and teaching staff. Second, LAC-QRIS will coordinate professional learning communities to encourage peer-to-peer support and learning. The LAC-QRIS consortium believes that support will be especially critical in supporting FCCHENs who in the past may have had less access to LAC-QRIS type services and resources. QCF and the Common Tools and Resources will act as a guide when developing the content for these learning communities while support and technical assistance from CDE and other partners are implemented to support quality improvement efforts.

E4. How is the consortium developing strong partnerships with local school districts that focus on aligning developmentally appropriate practices, creating and building a birth to age eight continuum that supports healthy transitions, aligns professional development, promotes family engagement, and includes local Transitional Kindergarten (TK) and traditional Kindergarten School Readiness programs in the quality efforts?

LACOE, as the local education agency for the county, has responsibility for all 80 school districts within the county. This positions us to effectively communicate and bridge gaps in the birth-to-five early education system. For example, LACOE's Early Childhood Education Professional Learning Communities is being funded by LAUP's LA County ECE Workforce Consortium to develop a program in which Transitional Kindergarten teachers and their principals will be working closely with the early childhood program on their campus to incorporate early childhood concepts and theories into their transitional kindergarten classrooms. Participants receive trainings and have access to professional learning communities in which early childhood educators build capacity and knowledge relevant to early childhood development.

F. Monitoring and Evaluating the Impacts on Child Outcomes

F1. Describe your process for monitoring and evaluating the impact of your quality improvement efforts on child outcomes.

Effective implementation of management systems and program services will be monitored through a three-tiered, integrated system that relies on providers having established procedures to review implementation of requirements, standard methods to implement those requirements, and procedures to correct identified problems. LAC-QRIS will have written plans modeled after Head Start protocols to support providers in monitoring program services. Requirements will describe minimum expectations for providers to ensure contractual compliance. The three-tiered monitoring model is described below:

Tier I Self-Monitoring – OCC and LAUP will develop systems to ensure consistent application of the operating procedures and processes approved by LACOE. OCC and LAUP will develop tracking processes and reviews to ensure they comply with LACOE's contract requirements. The LAC-QRIS data management system will be used to track and monitor services, as well as create reports.

Tier II LAC-QRIS Monitoring - LACOE will conduct regular monitoring of OCC and LAUP's implementation of the approved procedures and processes. This includes the review of LAC-QRIS data to determine if services have been provided timely to providers and that documentation of financial incentive aligns with cost reports and financial statements.

Tier III Internal Monitoring – LACOE monitors its own implementation of the contract guidelines. This monitoring helps to determine the effectiveness of our internal management systems, and the degree to which we are holding ourselves and our providers accountable for quality, comprehensive services.

Annually, LAC-QRIS will use quantitative and qualitative data to monitor and evaluate the impact on child outcomes. The first few months of this contract period will be used to develop a robust and achievable evaluation methodology that allows the LAC-QRIS to measure and evaluate child outcomes, impact from the tier rating, and program improvement efforts.

LAC-QRIS' monitoring and evaluation strategy will include lessons learned and best practices identified by CDE's RTT, First 5 LA's Best Start LA, and LACOE Head Start. Key components of the evaluation may include pre/post CLASS data, given its correlation to child outcomes as a proxy process measure, as well as program self-assessment, staff survey data which may include qualitative data from teachers, supervisors, and families on the benefits and challenges of the LAC-QRIS.

F2. Describe the extent to which you use kindergarten entry data to demonstrate the effectiveness of your quality improvement efforts on affecting positive child outcomes. (e.g. Are more of the children who were enrolled in your Tier 4 and Tier 5 rated sites scoring higher on their kindergarten readiness assessments than their counterparts enrolled in Tiers 1, 2 and 3?)

LAC-QRIS is proposing to partner with First 5 Los Angeles and their Best Start communities to sample and track a group of providers and the children served. The proposal includes collecting and analyzing the data to determine the degree to which there are kindergarten readiness outcomes as a result of quality efforts.

G. Disseminating Information to Parents and the Public about Program Quality

G1. Describe the consortium's campaign to inform the public about its local LACQRIS.

The LAC-QRIS partners will create and implement comprehensive outreach strategies to inform providers, families, and the public about local LAC-QRIS programs, services, and outcomes. The outreach will include the following:

- Disseminating bilingual (English/Spanish) materials and information on LAC-QRIS programs, services and outcomes (use other languages as needed).
- Conducting presentations at key conferences, events and meetings to share LAC-QRIS activities and reports.
- Encouraging partners to maintain a link to the LAC-QRIS website.
- Using social media such as Facebook and Twitter to share LAC-QRIS information and updates.
- Meeting quarterly with LAC-QRIS partners to discuss the communication and outreach plan.

Going forward, LAC-QRIS will explore a social media application in numerous languages to share

information and outcomes.

G2. How will the Consortium work together with the local resource and referral agency(ies) to increase family and public awareness of the characteristics of early learning program quality that promote better outcomes for children?

LAC-QRIS realizes that the R&Rs are key to the success of this project. We are therefore, partnering with the Child Care Alliance to provide QI training and technical assistance to the FCCHEN included in this partnership.

We will continue to build on this relationship by including the R&Rs in our outreach efforts. Together we will create a messaging strategy to inform and educate families and the public on: 1) The importance of increasing quality in the county's early education programs, 2) The characteristics of high quality early learning programs, and 3) What high quality early learning means for local families and their children. Key strategies in our messaging will include:

- Information and ratings on referrals on their websites.
- Leverage advertising relationships with media outlets (TV, radio and print) to garner in-kind time and space to air and publish PSAs.
- Increase communication with local community-based organizations, friends and supporters, and media to share stories on participant and provider accomplishments.
- Use social media to educate and inform on the components of quality early learning programs
- Purchase and/or post select banners and/or ads on parenting web sites and appropriate Facebook sites.

G3. How has the Consortium engaged the local Resource and Referral (R&R) agency(ies) in making quality rating data available to parents inquiring about childcare?

The local Resource and Referral (R&R) is a key stakeholder on the LAC-QRIS. The R&R and all LAC-QRIS partners will use their websites and any hotlines, if available, to share quality rating data with parents inquiring about local childcare options.

OCC and LAUP have worked collaboratively with the child care resource and referral agencies serving Los Angeles County since 2007 when the locally developed Steps to Excellence Program (STEP) was launched. In 2011, as members of the Early Childhood Workforce Consortium, Child Care Alliance of Los Angeles (CCALA) began providing coaching services to STEP participants. In 2012, OCC began contracting directly with CCALA for coaching services to Race to the Top participants.

Per established policies, the Time 2 LAC-QRIS rating for RTT-ELC programs will be made public. These ratings will begin Spring of 2015. STEP programs are being transitioned into RTT and have not yet completed a Time 2 RTT rating. The Time 1 ratings were intended to be used to inform programs of their strengths and areas where improvements were needed. Under the CPSS LAC-QRIS Block Grant, rating data will be provided electronically to the resource and referral agencies on a quarterly basis.

It has been our understanding that the resource and referral agencies were awaiting guidance from CDE on how to make this information available to parents.

III. CSPP Participation Data Tables

III. A. Increasing the number and percentage of California State Preschool Program (CSPP) sites participating in the Consortium's Tiered Quality Rating and Improvement System (LACQRIS). Please enter baseline (number current participating) and annual target number of sites that include CSPP classrooms.

Sites that include California State Preschool Program Classrooms in the Consortium	Total Number of CSPP Sites in the County or Region	*Baseline and Annual Targets -- Number and percentage of CSPP sites in the Tiered LACQRIS*									
		Baseline (Today)		Target- end of fiscal year 2014-15		Target -end of fiscal year 2015-16		Target- end of fiscal year 2016-17		Target- end of calendar year 2017-18	
		#	%	#	%	#	%	#	%	#	%
California State Preschool Program (CSPP) Sites	320	118	31%	224	47%	256	47%	285	47%	320	47%
Homes in Family Child Care Home Education Networks	89	57	15%	62	13%	71	13%	80	13%	89	13%
Braided Classroom Sites:											
CSPP and Head Start Sites	65	44	11%	48	10%	54	10%	61	10%	65	10%
CSPP and State or Local First 5	24	24	6%	17	4%	22	4%	24	4%	24	4%
CSPP and Programs funded by IDEA, Part B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and Title I Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and General Child Care (CCTR)	173	132	34%	119	25%	132	24%	153	25%	173	25%
CSPP and State-funded Migrant Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CSPP and Tribal Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and Other Local Funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and a combination of any two above funding sources (specify)	9	9	2%	9	2%	9	2%	9	1%	9	1%
Total	680	384	100%	476	100%	544	100%	612	100%	680	100%

[1] Source: Los Angeles County **Annual Needs Assessment Survey,** May 2014
[2] Source: CDE 801A Data Report, 2014

III. B. Increasing the number of California State Preschool Program (CSPP) Sites in the top Tiers of the Consortium's Tiered Quality Rating and Improvement System. *Please enter baseline and annual target numbers for the total number of sites and for the number of sites in each Tier, based on the number of Tiers in the Consortium's Quality Rating and Improvement System (LACQRIS).*					
	Baseline (Today)	**Target- end of fiscal year 2014-15**	**Target- end of fiscal year 2015-16**	**Target- end of fiscal year 2016-17**	**Target- end of fiscal year 2017-18**
Total number of CSPP sites* in the Consortium Service Area (i.e., County or region)	384	476	544	612	680
# of programs in Tier 1 (lowest)	30	122	68	68	68
# of programs in Tier 2	123	123	138	122	89
# of programs in Tier 3	122	122	208	259	251
# of programs in Tier 4	107	107	128	149	204
Number of programs in Tier 5 (highest)	2	2	2	14	68

***** *Include Licensed Family Child Care Homes in Family Child Care Home Education Networks*

III. C. Increasing the number and percentage of California State Preschool Program (CSPP) children who are enrolled in CSPP sites that are in the top Tiers of the Consortium's Tiered Quality Rating and Improvement System (LACQRIS). *Please enter baseline and annual target numbers of sites that include CSPP Classrooms.*

Sites that include California State Preschool Program Classrooms in the Consortium	**Total Number of CSPP Children served in the Target Service Population (County or Region)**	*Baseline and Annual Targets -- Number and percent of Children served at CSPP Sites that are in the top Tiers of the Tiered LACQRIS.*									
		Baseline (Today)		**Target- end of fiscal year 2014-15**		**Target - end of fiscal year 2015-16**		**Target- end of fiscal year 2016-17**		**Target- end of calendar year 2017-18**	
		#	**%**	**#**	**%**	**#**	**%**	**#**	**%**	**#**	**%**
California State Preschool Program (CSPP) Sites	18,213	8,248	45 %	12,812	55%	13,864	55%	15,562	56%	18,213	54%
Family Child Care Home Education Networks	155	100	1%	115	0%	127	1%	138	0.5 %	155	0.5 %
Braided Classroom Sites:											
CSPP and Head Start	1,381	690	4%	785	3%	981	4%	1,056	4%	1,381	4%
CSPP and State or Local First 5	986	493	3%	547	2%	747	3%	802	3%	986	3%
CSPP and programs funded by IDEA, Part B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and Title I Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and General Child Care (CCTR) Sites	12,968	8,624	47 %	8,907	38%	9,295	37%	10,360	37%	12,968	38%
CSPP and State-funded Migrant Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and Tribal Sites	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and Other Local Funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPP and a combination of any two above funding	80	80	0.4 %	80	0.3 %	80	0.3 %	80	0.3 %	80	0.2 %

III. C. Increasing the number and percentage of California State Preschool Program (CSPP) children who are enrolled in CSPP sites that are in the top Tiers of the Consortium's Tiered Quality Rating and Improvement System (LACQRIS). *Please enter baseline and annual target numbers of sites that include CSPP Classrooms.*											
Sites that include California State Preschool Program Classrooms in the Consortium	**Total Number of CSPP Children served in the Target Service Population (County or Region)**	*Baseline and Annual Targets -- Number and percent of Children served at CSPP Sites that are in the top Tiers of the Tiered LACQRIS.*									
		Baseline (Today)		**Target- end of fiscal year 2014-15**		**Target - end of fiscal year 2015-16**		**Target- end of fiscal year 2016-17**		**Target- end of calendar year 2017-18**	
		#	**%**	**#**	**%**	**#**	**%**	**#**	**%**	**#**	**%**
sources (specify)											
Total	33,783	18,235	100%	23,246	100%	25,094	100%	27,998	100%	33,783	100%

[1] Source: Los Angeles County Annual Needs Assessment Survey, May 2014
[2] Source: CDE 801A Data Report, 2014

IV. Local LACQRIS Block Grants for CSPP sites rating at Tiers 4 and 5

A. Tier 4 Block Grants: What will be your block grant amount for CSPP at Tier 4? Is that amount given per site or per classroom or other factors? What will be your block grant amount for FCCHs in FCCHENs? Is the amount based on whether the FCCH is licensed as small or large or on the number of preschoolers or other factors?

Tier 4 Block Grant Description: $6,000 per classroom for center-based providers and $5,100 for FCCHEN used for the purposes of maintaining quality. Providers may use these funds in the following approved categories described below:

1. Staffing: Compensation, Benefits, Paid preparation and planning time, Workshop/conference fees, and Monthly staff meeting materials

2. Program Needs: Classroom/Instructional materials, Curriculum materials, Developmental screenings or assessments materials, and Teacher resource books (ex. CLASS manual)

3. Family Engagement: Parent involvement activities, Facilitation of children's transition to kindergarten, and Coordination of social services for children and families.

B. Tier 5 Block Grants: What will your block grant amount for CSPP at Tier 5? Are the amounts for Tier 5 the same as Tier 4 or different. If different, is that amount given per site or per classroom or another factor? What will be your block grant amount for FCCHs in FCCHENs? Is the amount based on whether the FCCH is licensed as small or large or on the number of preschoolers?

Tier 5 Block Grant Description**:** $8000 per classroom at center-based providers and $6500 for FCCHEN. Grants are higher for this group since maintaining a higher rating has higher costs associated

Used for the purposes of maintaining quality, providers may use these funds in the following approved expenditure areas:

1. Staffing: Compensation, Benefits, Paid preparation and planning time, Workshop/conference fees, and Monthly staff meeting materials

2. Program Needs: Classroom/Instructional materials, Curriculum materials, Developmental screenings or assessments materials, and Teacher resource books (ex. CLASS manual)

3. Family Engagement: Parent involvement activities, Facilitation of children's transition to kindergarten, and Coordination of social services for children and families.

V. Quality Improvement Process for CSPPs not yet at Tier 4

A. Engagement. Describe your process of engaging CSPPs and FCCHENs in your LACQRIS.

As a regional education agency, LACOE services the entire county of Los Angeles allowing the consortia to engage both CSPP and FCCHEN providers from all five supervisorial districts and not be limited by physical boundaries. LACOE also has a service infrastructure which allows for this project to move to scale quickly and deliver consistent services throughout the County.

The LAC-QRIS proposes to serve 70% of the eligible 680 California State Preschool Program (CSPP) providers throughout the County in the initial implementation with a gradual increase in services over a four year period to include 100% of the providers. LAC-QRIS will utilize a three stage approach to implement the project:

Stage 1 – Pre-assessment includes providers who have never received an initial rating. The OCC will conduct an initial assessment and rating of the selected providers. This stage will meet the intent of the funding requirement whereby no more than 20% of funds will be utilized for assessment and rating.

Stage 2 – Quality Improvement and Capacity Building includes providers who have received a tier rating of 1, 2 or 3 and require assistance to reach a rating of 4 or 5. The stage is implemented by LAUP and will include training, materials, and coaching and mentoring to assist the provider in closing the gaps and strengthening the program implementation to gain a higher rating. Providers in this stage will receive a secondary assessment and rating after two years of capacity building support.

Additionally, providers in this stage that received the initial rating and some capacity building support from RTT-ELC QRIS will only receive coaching through this grant. Coaching support is not provided through existing RTT-ELC QRIS funds, therefore this project will not supplant dollars.

Stage 3 – Sustainability includes providers that have received a Tier rating of 4 or 5. These providers will receive financial incentives to assist them in maintaining the 4 or 5 rating. Stages 2 and 3 will meet the funding requirement of at least 80% of funds to be allocated to quality improvement.

Within the first eight (8) months of the project, 70% of the providers (476) will be included. There will be an annual increase of 68 new providers and at least 20% of the providers in Stage 2 will move into Stage 3 (Sustainability) annually. It is our intent that no provider in Stage 2 will remain in this stage more than two years.

B. Improvement. Describe your process of improving the quality of CSPPs and FCCHENs that are not yet at Tier 4.

In our model, each participating program will be assigned a Quality Improvement coach who is an experienced early childhood professional responsible for supporting CSPP programs and staff in their development and implementation of a continuous quality improvement plan in order to reach at least a Tier 4 rating. LAUP coaches will use a strengths-based coaching model, also referred to as Practice-Based Coaching at LACOE, to support teachers as they implement effective practices that lead to positive outcomes for children. The primary role of a coach is to guide providers and teachers in recognizing strengths and areas of potential growth and improvement within their programs and/or classrooms. Coaches will accomplish this through modeling during site visits, asking reflective questions which lead staff to problem solve challenges and reflect on their behaviors while using the results of assessments to build knowledge and capacity around best and developmentally appropriate practices.

Using what works in our region, LAC-QRIS will be working closely with program administrators on understanding their role in the quality improvement process as also seen in LACOE's Achieving Comprehensive Excellence (ACE) initiative. Coaching of this group of professionals may focus on developing instructional leadership skills, how to analyze and use data to support staff development and teaching practices in areas such as CLASS to support positive child outcomes. Ten Leadership Support coaches will work directly with program leadership on developing quality improvement plans and develop these skills and practices which will directly impact overall quality of programs and ensure high quality ratings of Tiers 4 of 5 are reached and sustained.

LAUP has established an expansive menu of trainings which will be made available to block grant participants. Topics include ERS, CLASS, ASQ, DRDP, Protective Factors, and Parent Engagement. We will continue to grow the menu as additional training needs are identified by the data.

Building on what works, LAC-QRIS partners have the advantage of being able to analyze data from the RTT-ELC CSPP providers already rated using the Quality Continuum Framework. Recent reports indicate that the three lowest scored elements are Developmental and Health Screenings, Teacher Qualifications, and ERS. With this valuable information, we can prepare our coaching staff to address the use of developmental and health screenings and environmental quality during their monthly on-site visits and encourage providers to develop goals in these areas for their quality improvement plans. We will also schedule training opportunities focused on these areas. As data is collected for the new CSPP programs recruited specifically for this block grant, we will continue to conduct data analysis to determine trends to inform coaching as well as training opportunities.

We have found that programmatic empowerment results from coaches and providers establishing a relationship based on respect, authentic leadership, ownership, and

professionalism. Strengths will be acknowledged and enhanced which in turn motivate change and progress along the Quality Continuum Framework. Program staff will have ongoing opportunities to learn from and assist one another in addressing challenges and increase knowledge and skills to better serve their classrooms and/or programs. Programs will be visited at least once a month and written documentation of each visit (goals, progress, action items, etc.) will be left with the site and stored in our database for tracking, reporting, and evaluation.

Educators will also have access to resources, materials, and trainings through their coaches and local resources such as the R&Rs. We will also develop a professional development training calendar which will build off of the strengths of our CSPP programs, link to the Common Tools and Resources of the QCF and content will build upon prior knowledge and skills to further develop our teaching professionals. Working with the administrators of the CSPP programs, we hope to utilize the power of communities of learning to create a sustainable change to program quality at the highest levels.

Programs will also have access to Family Engagement coaches who will work closely with administrators and teachers on improving their family engagement activities and supports, using the Strengthening Families Framework as the foundation for our supports. We will also take time to determine if other parent engagement curriculum such as Abriendo Puertas could further enhance program quality.

Finally, we will improve the level of qualifications of our lead teachers by working closely with stipend programs such as AB212 and CARES Plus. Additionally, LAC-QRIS will work closely with the Los Angeles County Early Care & Education (ECE) Consortium to provide and improve training and professional development for the current and potential ECE workforce in response to the growing need to provide quality ECE experiences to children from all socio-economic backgrounds. Additional formal and informal cohort models are also being used across the Consortium projects for various purposes to assist the ECE professionals in accessing professional growth and development opportunities and obtaining degrees. This year, the Consortium also includes funding earmarked to provide contracted coursework and computer training. Participants in all of the Consortium programs are given priority to access these additional services, in an effort to partially fill the gaps of 1) limited access to unit-bearing courses and 2) limited computer and technology skills of those in the early education field. LAC-QRIS will continue to leverage these resources as long as they are available.

VI. Assessment and Access Projects

A. Assessment Projects. Describe the use of these funds to conduct initial and on-going regular assessments of all CSPPs and FCCHENs in your LACQRIS service area.

Assessments will be conducted every two years. This Consortium intends to reach 70 percent of CSPPs in Los Angeles County during the first year. Currently, 384 CPSS are

enrolled in RTT-ELC. An additional 92 CSPPs will be recruited during Year 1 and 68 programs each year thereafter. Given this schedule, all 680 CSPPs in the County will be participating in the LAC-QRIS Block Grant within four years. CSPPs enrolled in RTT-ELC who earn ratings of four or five will be eligible to receive a LACQRIS Block Grant. Based on LAC-QRIS' partner experiences of operating RTT-ELC, staff is confident that the substantial commitment to coaching, program incentives and LAC-QRIS Block Grants will facilitate and sustain the participation of CSPPs.

B. Access Projects. Describe use of these funds to provide access to high quality early learning programs.

LAC-QRIS is designed to work with programs where they are and to provide clear direction on how to enhance the quality of their services. The LAC-QRIS Consortium has experience implementing the RTT-ELC Quality Continuum Framework and supporting quality improvements. By extending the reach of LAC-QRIS to all 680 CSPPs in Los Angeles County, and institutionalizing LAC-QRIS overtime, the number of high quality CSPPs is anticipated to increase substantially. As a result, families in Los Angeles County will have access to an increasing number of high quality programs.

VII. Budget Narrative.

The LAC-QRIS proposes to serve 70% of the eligible California State Preschool Program providers throughout the County in the initial implementation with a gradual increase in services over a four year period to include 100% of the providers. The budget narrative reflects the total available funding of $16,646,606 published by CDE through December 2015 and demonstrates how LACOE as the grantee will contract with the existing RTT-QRIS consortium members (LAUP and OCC) to implement a countywide QRIS system. The budget design includes 8 months of operating expenses through December 2015 as required in the RFA with an expectation that LACOE will request 12 months of funding in April 2015 for the next funding period.

Section *VIIB Quality Improvement Activities* of the budget narrative includes expenses for LACOE as the administrative oversight and LAUP as the direct contractor for State 2 and 3 QI. Section *VIIC Assessment and Access Projects* include expenses for LACOE as the administrative oversight and Office of Child Care as the direct contractor for Stage 1 (Assessment and Rating).

For the initial eight month period, LACOE calculated 8% of the total funding for administrative oversight, indirect and start up. This totals $1,340,265 ($99,996 indirect, $758,679 QI and $481,590 Access/Rating). LAUP as the QI contractor will be awarded $14,018,249 which exceeds the RFA requirement that at least 80% of funding must be directed toward quality improvements and sustainability. OCC as the Assessment contractor will be awarded $1,288,092 which is 7.7% of the budget and aligns with the RFA.

VII.A. LAC-QRIS Block Grant: *As described in Section IV.*

Tier	Type	Factor	Number	Grant Amount	Total
4	**CSPP**	Site			
		Classroom	247	$6,000	$1,482,000
		Other			
	FCCH in FCCHEN	Small			
		Large			
		Preschooler			
		Other			
5	**CSPP**	Site			
		Classroom	8	$8,000	$64,000
		Other			
	FCCH in FCCHEN	Small			
		Large			
		Preschooler			
		Other			
TOTAL LAC-QRIS BLOCK GRANT					$1,546,000

The following information, at a minimum, must be included for each budget category of your Budget Narrative for VII. B & VII.C.
VII.B. Quality Improvement Activities. *As described in section V.*

1) Personnel - $4,646,676

Personnel: LACOE Administrative - $251,197					
Position	Description	% FTE	Base Salary	% of year	**Total**
LACOE Executive Director	The Program Director is responsible for the overall direction of the project.	4%	154,428	66.67%	$4,118
LACOE Training and Technical Assistance Program Manager	The T&TA Program Manager will be responsible for the day-to-day oversight of the contractors, program planning, design, and implementation and monitoring. The manager will help to coordinate the development of existing networks, avoiding duplication of process and incorporating stakeholders input into quality improvement strategies (Item E2 of RFA); implement Tier II and III Monitoring' design and provide technical assistance as needed to contractors to ensure compliance with contract oversee the day-to-day activities of the Education Consultant as they implement 'Tier II and III Monitoring' activities of the Office of	80%	$117,612	66.67%	$62,726

Personnel: LACOE Administrative - $251,197					
Position	Description	% FTE	Base Salary	% of year	**Total**
	Child Care (OCC) and Los Angles Universal Preschool (LAUP) to ensure progress, monitoring and evaluation of Child Outcomes (Item F1 of RFA), and prepare the monthly, quarterly and annual reporting to accomplishments.				
LACOE Education Monitor	This position requires a candidate that is highly qualified with at least a Bachelor's degree and is CLASS reliable. The manager will help to coordinate the development of existing networks, avoiding duplication of process and incorporating stakeholder input into quality improvement strategies (Item E2 of RFA); implement Tier II and III Monitoring' design and provide technical assistance as needed to contractors to ensure compliance with contract; implement 'Tier II and III Monitoring' activities of the Office of Child Care (OCC) and Los Angles Universal Preschool (LAUP) to ensure progress, monitoring and evaluation of Child Outcomes (Item F1 of RFA); prepare the monthly, quarterly and annual reporting to accomplishments.	80%	$107,988	66.67%	$57,594
LACOE Fiscal Liaison	The Fiscal Liaison assigned to this grant will monitor within the 'Tier II and III Monitoring' framework for the	80%	$107,988	67.67%	$57,594

Personnel: LACOE Administrative - $251,197					
Position	Description	% FTE	Base Salary	% of year	**Total**
	following: 1. Contract compliance 2. Fiscal compliance for procurement procedures In addition, the Fiscal Liaison will coordinate, research and resolve any issues related to Contract Administration between LACOE and the contractor (OCC and LAUP) and assist the contractor to ensure that available funds are maximized timely, ensure that questions and concerns related to fiscal matters are promptly addressed and that appropriate fiscal procedures are followed.				
LACOE Senior Accountant	The Senior Accountant will be an employee of the LACOE Controller's office and will ensure the timely and proper accounting and records necessary for the disbursement of funds to OCC and LAUP.	80%	$78,648	66.67%	$41,946
LACOE Secretary	This position is responsible for providing secretarial and administrative support to the T&TA Manager, Education Consultant and Fiscal Liaison assigned to the grant and subsequent contract administration. Such duties include the coordination of meetings, trainings, and preparation of informational packets and other training materials.	80%	$51,036	66.67%	$27,219

Personnel: LACOE Administrative - $251,197					
Position	Description	% FTE	Base Salary	% of year	**Total**
Total					$251,197

Personnel: LAUP - $4,395,479					
Position	Description	% FTE	Base Salary	% of year	**Total**
LAUP Sr. Vice President of Programs	Provides leadership in all aspects of preschool quality and management of the QRIS recipients in the network. Oversees QRIS Director and the coaching model to build the local QRIS efforts and raise the quality of CSPP. Closely collaborates with LACOE and OCC to confirm all grant requirements are fulfilled.	25%	$182,000	83.33	$37,917
LAUP Director	The Director will oversee the entire QRIS Program and will directly supervise the QRIS Block Grant Supervisors. It will be the responsibility of the Director to monitor the progress of the program to increase the quality of CSPP and maintain high QRIS ratings within the network.	100%	$111,000	83.33	$92,500
LAUP QRIS Supervisor	Five Supervisors will provide leadership, coordination and coaching to QRIS Block Grant personnel as it relates to supporting local early learning and increasing enrollment of low-income	500%	$73,000	66.67	$243,333

	children in high quality state preschools. By providing direction, support and direct supervision of the coaches, the Supervisor ensures high levels of performance and consistent achievement of project outcomes of CSPP providers reaching a Tier 4 or above.				
LAUP - QRIS Block Grant Coordinator	Under general supervision of the all Supervisors and the Director, the 2 Coordinators support Block Grant personnel with overall administrative duties. Manages network events, trainings, meetings, special projects and data entry.	200%	$48,000	66.67	$64,000

LAUP Program Leadership Coach (PLC)	Ten PLCs will coordinate all the daily efforts to directly support grant recipients. The coaches will work with site personnel of CSPP programs to help track and coordinate data entry activities, collect and summarize reports of project activities along with assisting in the development of professional advancement opportunities for the coaching team. The coaches are responsible for helping administrators understand how improvements to program practices and policies influence the overall quality of programs and can assist with achieving Tier 4 or Tier 5 rating.	1000%	$69,000	58.33	$402,500

LAUP QRIS Block Grant Coaches For Centers	Sixty-four Coaches are responsible for helping recipients not only understand the QRIS but more importantly act as a partner and mentor to providers who want to increase the quality of their programs to a Tier 4 or higher. Through regular on-site quality support visits, coaches will provide feedback, technical assistance, resources and materials in order to meet the goals established as a part of the recipients' quality improvement process. In addition, coaches may develop and conduct trainings for their providers. Coaches are responsible for documenting each visit and their goals in the Consortium's database in a timely manner. These personnel play a critical role in ensuring providers progress along the Quality Continuum Framework throughout the duration of the project through supporting and expanding recipients' knowledge on early childhood best practices, co-creating a continuous quality improvement plan and linking providers with local resources to sustain a quality program.	6400%	$69,000	58.33	2,576,000

LAUP Quality Lead Trainer	The Lead Trainer will collaborate with the Administrator, Director, and Coach Supervisors to develop and deliver trainings specific to the ECERS and CLASS tools.	100%	$81,000	41.66	$33,750
LAUP Program Support Specialists	The LAUP Program Support Specialists focus on increasing teacher capacity and understanding on QCF Common Tools and Resources such as the DRDP, ASQ, and ASQ-SE. This support may come in the form of trainings or collaborating with the QRIS coaches.	100%	$55,000	41.66	$22,917
LAUP Senior Financial Analyst	The Senior Financial Analyst will be responsible for all financial reporting and financial monitoring for all QRIS Block Grant funds. This includes reviewing all recipients' financial information in order to receive QRIS incentives.	100%	$69,000	83.33	$57,500

LAUP Family Engagement Coaches	The 10 Family Engagement Coaches will help support programs in developing a comprehensive family engagement plan using the Strengthening Families Framework as a guide. Coaches will also help make the connections between family engagement and QRIS especially for high needs families. Assist in coordinating activities related to supporting the QRIS network and coaches in the areas of family engagement.	1000%	$65,000	58.33	$379,167
LAUP Program Leadership Coach Supervisor	The Program Leadership Coach Supervisor will supervise all Block Grant Administrative Coaches.	100%	$75,000	66.67	$50,000
LAUP Family Engagement Coach Supervisor	The Family Engagement Coach Supervisor will supervise Family Engagement Coaches. This position will review milestone guidelines to establish enhancement of families in the QRIS network.	100%	$75,000	66.67	$50,000

LAUP Professional Development Advisor	The four specially trained Advisors will work directly with program staff to assist with the selection of required courses for various levels of the ECE permit. This includes, but is not limited to the process of applying for renewals, upgrading of all six levels, online assistance and Livescan. The Permit Workforce Advisor will also serve as a Professional Growth Advisor to document the required professional growth activities for all Permit holders.	400%	$72,000	50.00	$144,000
LAUP Environmental Improvement Specialist	The two specialists will work directly with providers to assess the pre overall quality of their outdoor environment and after improvements a post assessment would be conducted. The plan will use funds allotted for outdoor enhancement (up to $10,000 per provider) to increase the safety of outdoor spaces like surfacing or shade structures and/or provide new experiences for children such as a vegetable garden.	200%	$75,000	50.0	$75,000

LAUP Research Analyst	Two Analysts conduct applied research and evaluation to inform and improve LAUP's work in areas such as young children's cognitive and social-emotional development, the quality of early care and education, the development of the Early Childhood Education workforce, and engagement of families in their children's education. The analyst designs evaluation and research projects, including quantitative and qualitative methods, collects data, conducts analyses, prepares reports, and helps to disseminate information.	200%	$50,000	50.0	$50,000
LAUP Legal Counsel	Legal Counsel will draft and negotiate contracts for all providers and certify all legal contractual requirements are met.	50%	$132,000	25.0	$16,500
LAUP Compliance Analyst	The two Compliance Analysts will require recipients to consistently adhere to pre and post financial requirements of grant contracts. Compliance will be routinely monitored throughout the course of the award.	200%	$60,000	58.33	$70,000

LAUP Fiscal Coordinator	This position assists with the logistics of maintaining fiscal report tracking compliance for all QRIS providers. Tasked with coordinating training and workshop logistics, which includes, not limited to, managing inquiries and following up with providers, handling the coordination of the venue, and ordering training materials and resources.	12.5%	$41,100	41.66	$2,141
LAUP Fiscal Coaches	Fiscal coaches help support QRIS recipients with fiscal compliance using LAUP Operating Guidelines as well as support implementation and maintenance of best fiscal and business practices. Responsible for gathering and researching resources for the PAS training sessions. Focus on the preparation of all training materials for the sessions and the presentation of respective material. Provide hands-on, on-site technical assistance and coaching to providers to foster continuous improvement in growth areas identified through the Program Administration Scale. Assist providers with the implementation of sound business practices as to relate to the components of the PAS.	100%	$70,575	33.77	$23,840

LAUP Fiscal Supervisor	This position supervises fiscal coaches to carry out program activities and helps ensure that field staff are providing appropriate and timely fiscal coaching support for grant recipients. Responsible for overseeing the individuals tasked with leading the training sessions. Perform review of all training materials and presentation.	12.5%	$84,765	41.66	$4,415
Total					$4,395,479

2) Benefits - $1,314,292

Benefits: LACOE Administrative - $107,733				
Description	Basis	Factor	Rate	**Total**
Social Security	6.2% of salaries	$251,197	6.2%	$15,574
Medicare	1.45% of salaries	$251,197	1.45%	$3,642
Pension Cost	14.798%	$251,197	14.798%	$37,172
Health & Welfare	$11,100 per FTE per year	2.693	$11,100	$29,896
State Unemployment Insurance	0.05 % of salaries	$251,197	0.05%	$126
Worker Compensation	7.89% of salaries	$251,197	7.89%	$19,819
Other Post-employment Benefits – fixed	$525 per FTE per year	2.693	$525	$1,414
Other Post-employment Benefits – Variable	0.36% of salaries	$251,197	.036%	$90.43
Total				$107,733

Benefits: LAUP - $1,206,559
• LAUP fringe benefits are calculated at 27.45% of salary for a total of $1,206,559 ($4,395,479*27.45%). • LAUP benefits are calculated at 27.45% and are listed as follows: FICA/SUI 8.5%, Health 14%, Retirement 4%, Insurance Costs .95%.

3) Supplies - $389,541

Supplies: LACOE Administrative - $49,267
• $40,000 - Resource Materials • $1,347 - Office supplies estimated at $500 per Full Time Equivalent (4.04 FTEs) per year (0.667). • $5,520 – 2.4 laptop computers, docking stations, external monitor. Estimated cost of $2,300 each. The laptops will be used by T&TA Program Manager, Education Consultant, and Fiscal Liaison. This purchase will be allocated 80% to QRIA and 20% to AAP. • $2,400 – 1.6 desktop computers, including monitor. Estimated cost of $1,500. The desktops will be used by the Senior Accountant and Secretary. This purchase will be allocated 80% to QRIA and 20% to AAP.

Supplies: LAUP - $340,274

Materials and Supplies	Description	Amount	Quantity	Total
ASQ Manuals	ASQ manuals will be used to screen children in the provider network.	$300.00	355.00	$106,500
ECERS manuals	ECERS manuals will be used to assess the effectiveness of programs offered by providers in QRIS network.	$70.00	847.00	$59,290
CLASS manuals	CLASS manuals will be used to	$50.00	847.00	$42,350

	evaluate programs offered by providers in QRIS network.			
Training Materials (printing, binders, dividers)	Training materials include notebooks, dividers and binders.	$10.00	110.00	$1,100

PAS Assessment Books	The Program Administration Scale (PAS) is a valid and reliable instrument designed to measure the leadership and management practices of early childhood programs. The PAS provides valuable information to directors about the quality of their administrative practices and can be used as a springboard for program improvement efforts.	$22.00	110.00	$2,420
Personal Carts	Coaches will use personal carts to carry materials to site visits.	$62.00	49.00	$3,038
CLASS Pre-K Video Subscription	Video subscription for coaches to provide on-	$57.00	64.00	$3,648

	demand training.			
Coach PD materials (books/resources)	Training materials for coaches including reference books and other training materials.	$522.00	49.00	$25,578
Printers for Coaches	Coaches will use mobile printers to print materials during onsite visits with providers.	$250.00	55.00	$13,750

Phones for Coaches	Coaches will be provided mobile phones to communicate with providers while making site visits.	$200.00	55.00	$11,000
General Office Supplies	General office supplies include paper, pens, notepads etc. for staff. Based on historical usage general office supplies are estimated at $50 per FTE.	$50	112.00	$5,600
Laptop for Coaches	Laptops will be provided to coaches for use	$1,200.00	55.00	$66,000

	during onsite visits and to conduct trainings.			
Total				$340,274

4) Travel - $105,159

Travel: LACOE Administrative - $1,326					
Purpose	**Site**	**# Trips**	**Miles at $0.57.5/mile (IRS 2015 rate)**	**$ per diem**	**Total**
Program Manager T&TA Activities	Various	24 trips per year	32 miles/visit (average)	$0	$ 442
Education Consultant Activities	Various	24 trips per year	32 miles/visit (average)	$0	$ 442
Fiscal Liaison Activities	Various	24 trips per year	32 miles/visit (average)	$0	$ 442
Total					**$1,326**

Travel: LAUP - $103,833				
Travel & Meeting	**Description**	**Amount**	**Quantity**	**Total**
Provider Trainings	The cost of provider trainings include venue, printed materials, IT support and parking validations for attendees.	$24,000	1	$24,000
Travel to Sacramento	Travel includes hotel, airfare, taxi, per diem and incidentals.	$2,500.00	2	$5,000
Coach Orientation	New coach orientation	$13,000.00	1.00	$13,000

	includes venue costs, printed materials, IT support and training manuals.			
Parking for Fiscal Coaches	Parking expenses for fiscal coach site visits.	$15.00	109.00	$1,635

Venue for Fiscal Coach Training	Fiscal coaches will provide initial training for recipients.	$400.00	2.00	$800
Fiscal Coach Mileage	Mileage for fiscal coach visits to recipients to conduct onsite meetings and trainings.	$0.575	3,300.00	$1,898
Mileage-Coaches	Mileage for coach visits to recipients to conduct onsite meetings and trainings.	$0.575	100,000.00	$57,500
Total				$103,833

5) Equipment - $0

Equipment: LACOE Administrative - $0
Equipment: LAUP - $0
• No equipment is budgeted to be purchased, the capitalization threshold is $5,000, or more, per unit. The computers being purchased are included under the Supplies section. To comply with the lower of 34CFR80.3 the equipment threshold should be the lesser of $5,000 or LACOE policy, which is also $5,000.

6) Contractual - $2,442,403

Contractual: LACOE Administrative - $324,803
• **$160,000 - Program Evaluation** • **$164,803 – Evaluation Consultant**

Contractual: LAUP - $2,117,600				
Contractual	**Description**	**Amount**	**Quantity**	**Total**
Child Care Alliance of Los Angeles	Contracted services with CCALA for coaching 53 FCC recipients not only understand the QRIS, but more importantly act as a partner and mentor to recipients who want to increase the quality of their programs to a Tier 4 or higher.	$417,600	1.00	$417,600

Substitute Teacher Pool	Feasibility study to establish a substitute teacher pool of quality candidates to use during future QRIS related trainings	$100,000	1	$100,000
Facilities Improvement	Contracting services to provide needs to facilities and oversee the planning and construction process.	$1,600,000	1	$1,600,000
Total				$2,117,600

7) Training Stipends - $0

Training Stipends: LACOE Administrative - $0
Training Stipends: LAUP - $0
• None

8) Incentives - $3,530,450

Incentives: LACOE Administrative - $0

Incentives: LAUP – 3,530,450				
Grants	**Description**	**Amount**	**Quantity**	**Total**
Professional Development Incentives	Used per site to cover staffing costs such as substitute teachers to send teaching staff to professional development workshops and trainings. This incentive will help	$2,000.00	411.00	$822,000

	meet the required 21 hours of professional development in the Quality Continuum Framework			
Tiers 1-3 Incentives-Lakeshore Classroom Kits	Per classroom, provider will be able to choose one kit of Lakeshore materials. Kits are organized in the following learning domains: Math/Science, Social-Emotional, Language and Literacy, Diversity/Differing Abilities and Gross. Motor/Health/Nutrition.	$550.00	879.00	$483,450
Outdoor Enhancement Grants-Centers	Used to enhance the outdoor environments of CSPP providers in order to achieve at least a Tier 4 rating. Allowable enhancements may include, but are not limited to gross motor materials, building a classroom garden, fix or replenish playground surfacing. Grant amounts will vary based on need of individual programming.	$25,000.00	84	$2,100,000
Outdoor Enhancement Grants-FCC	Used to enhance the outdoor environments of CSPP providers in order to achieve at least a Tier 4 rating. Allowable enhancements may include, but are not limited to gross motor materials, building a classroom garden, fix or replenish playground surfacing. Grant amounts will vary based on need of individual	$5,000.00	25	$125,000

	programming.			
Total				$3,530,450

9) Total Direct Costs - $12,782,765

10) Other Operating Costs - $354,244

Other Operating Costs: LACOE Administrative - $24,353

- $13,825 **Rent** – Estimated at 150sq per employee plus a 2.00 factor for use of common areas. The annual rate per sq. ft. is 21.60, or $6,480 per FTE (5.0 FTEs) for .6667 of a year. There is no charge for the Sr. Accountant as it is included in the In-direct rate. There is no charge for other allocated staff as the charge is nominal.

- $3,200 **Repairs and Maintenance** - Estimated at $125 per month per FTE (3.2 FTEs). There is no charge for the Sr. Accountant as it is included in the In-direct rate. There is no charge for other allocated staff as the charge is nominal.

- $960 **Telephone** - Estimated at $20 per month per FTE (4.0 FTEs). There is no charge for other allocated staff as the charge is nominal.

- $768 **Mobile internet access** - Estimated at $40 per month per FTE (3.0 FTEs) for the staff with laptops. There is no charge for other allocated staff as the charge is nominal.

- **Staff Development** $5,600 - Estimated at $1,400 per FTE (4.0 FTEs). There is no charge for other allocated staff as the charge is nominal.

Other Operating Costs: LAUP - $329,891

Operating Expenses	Description	Amount	Quantity	Total
Rent	Rent is estimated at $2,195 per FTE for the grant year.	$2,157	109	$235,066
Utilities	Utilities are estimated at $150 per FTE for the grant year.	$150	109	$16,345
Parking	Parking is estimated at $720 per FTE for the grant year.	$720	109	$78,480
Total				$329,891

11) Total Indirect Cost - $448,163

Total Indirect Cost: LACOE Administrative - $0
• None

Total Indirect Cost: LAUP - $448,163
• Indirect costs are calculated at 8% of salary and benefits for a total of $448,163. The indirect cost covers agency-wide, general management costs. These costs include administrative staff such as the CEO, accounting, human resources, purchasing, office services clerical staff not dedicated to specific programs, office space used by those staff, equipment and services used: copiers, phone systems, janitorial service, IT support, etc. In addition, board expenses, fundraising & marketing expenses, grants management, fiscal audit, liability insurance and staff training.

VII.C. Assessment and Access Projects

1) Personnel - $445,393

Personnel: LACOE Administration - $109,247					
Position	Description	% FTE	Base Salary	% of year	**Total**
LACOE Executive Director	See QI	1%	154,428	66.67%	$1,030
LACOE Training &Technical Assistance Program Manager	See QI	20%	$117,612	66.67%	$15,682
LACOE Education Monitor	See QI	20%	$107,988	66.67%	$14,398
LACOE Fiscal Liaison	See QI	20%	$107,988	67.67%	$14,398
LACOE Senior Accountant	See QI	20%	$78,648	66.67%	$10,486

Personnel: LACOE Administration - $109,247					
Position	Description	% FTE	Base Salary	% of year	**Total**
LACOE Secretary	See QI	20%	$51,036	66.67%	$6,805
LACOE Sr. Data Processing Specialist	See QI	100%	$69,672	66.67%	46,448
Total					$109,247

Personnel: OCC - $336,146					
Position	Description	Base Mo.Salary	% Time on Project	# of Mo.s	**Total**
Special Services Assistant III	Responsible for overall administration including personnel and fiscal management, internal coordination of OCC projects, liaison to CEO and departments as needed.	$10,844.00	15%	8	$13,012.80
Chief Program Specialist	Coordinates communication with LAC-QRIS Consortia partners, and serves as point of contact for LACOE monitoring. Troubleshoots policy issues as needed, and completes progress reports. Oversees rating subcontract with UCLA CICCQ. Supervises and supports Program Specialist IV, Program Specialist III and two Senior Typist Clerks.	$10,479.00	50%	8	$41,916.00
Program Specialist IV	Manages daily operation of rating functions, and coordinates the transition of the rating process from UCLA CICCQ to OCC. Supervises and supports Research Analyst III (Statistician),	$9,151.00	100%	6	$54,906.00

Personnel: OCC - $336,146					
Position	Description	Base Mo.Salary	% Time on Project	# of Mo.s	**Total**
	Research Analyst III (Anchor), and two Research Analyst II (Data Collectors)				
Program Specialist III	Verifies self-reported data in portfolios submitted by CSPP centers and FCCHEN family child care providers. Supervises and supports three Program Specialists I.	$7,777.00	100%	4	$31,108.00
Program Specialist I	Recruits CSPP centers and FCCHEN family child care providers. Conducts provider orientations. Answers participants' questions about documentation requirements.	$5,929.00	100%	2	$11,858.00
Program Specialist I	Recruits CSPP centers and FCCHEN family child care providers. Conducts provider orientations. Answers participants' questions about documentation requirements.	$5,929.00	100%	2	$11,858.00
Program Specialist I	Recruits CSPP centers and FCCHEN family child care providers. Conducts provider orientations. Answers participants' questions about documentation requirements.	$5,929.00	100%	2	$11,858.00
Senior Typ Clerk	Verifies licensing status of applicants. Enters data, files documentation, runs reports. Provides clerical support to QRIS program support team.	$3,642.00	100%	4	$14,568.00
Senior Typ Clerk	Verifies licensing status of applicants. Enters data, files documentation, runs reports. Provides clerical support to QRIS rating team.	$3,642.00	100%	4	$14,568.00
Rsch Analyst III (Statistician)	Manages data collection protocols, analysis and generation of quality rating data.	$6,641.00	100%	5	$33,205.00

Personnel: OCC - $336,146					
Position	Description	Base Mo.Salary	% Time on Project	# of Mo.s	**Total**
Rsch Analyst III (Anchor)	Ensures and maintains reliability of two Research Analyst II (Data Collectors). Serves as anchor for ERS and CLASS measures.	$6,641.00	100%	5	$33,205.00
Rsch Analyst II (Data Collector)	Conducts quality rating observations in CSPP centers and FCCHEN family child care home settings. Applies CLASS and ERS measures, and collects data during site visits.	$5,479.00	100%	5	$27,395.00
Rsch Analyst II (Data Collector)	Conducts quality rating observations in CSPP centers and FCCHEN family child care home settings. Applies CLASS and ERS measures, and collects data during site visits.	$5,479.00	100%	5	$27,395.00
Fiscal Lead	Completes quality assurance review of fiscal reports. Supervises Fiscal Program Specialist II.	$10,274.00	5%	8	$4,109.60
Fiscal Program Specialist II	Tracks receipt of funds and invoices. Prepares fiscal reports.	$6,479.00	10%	8	$5,183.20
Student Professional Wkrs (Data Entry)	Enters quality data into SPSS and database.	$1,080.73	0%	0	$ -
Student Professional Wkrs (Data Entry)	Enters quality data into SPSS and database.	$1,080.73	0%	0	$ -
Student Professional Wkrs (Data Entry)	Enters quality data into SPSS and database.	$1,080.73	0%	0	$ -
Total					**$336,146**

2) Benefits - $215,644

Benefits: LACOE Administrative - $48,815				
Description	Basis	Factor	Rate	**Total**
Social Security	6.2% of salaries	$109,247	6.2%	$6,773
Medicare	1.45% of salaries	$109,247	1.45%	$1,584
Pension Cost	14.798%	$109,247	14.798%	$16,166
Health & Welfare	$11,100 per FTE per year	1.34	$11,100	$14,874
State Unemployment Insurance	0.05 % of salaries	$109,247	0.05%	$55
Worker Compensation	7.89% of salaries	$109,247	7.89%	$8,620
Other Post-employment Benefits – fixed	$525 per employee per year	1.34	$525	$704
Other Post-employment Benefits – Variable	0.36% of salaries	$109,247	.036%	$39
Total				$48,815

Benefits: OCC - $166,829
• The County benefit rate is calculated at 49.63% of salaries. The total benefit cost is $166,829.

3) Supplies - $44,255

Supplies: LACOE Administration - $14,150

- $10,000 - Resource Materials
- $670 - Office supplies estimated at $500 per Full Time Equivalent (2.010 FTEs) per year (0.667).
- $1,380 – 0.6 laptop computers, docking stations, external monitor. Estimated cost of $2,300 each. The laptops will be used by T&TA Program Manager, Education Consultant, and Fiscal Liaison. This purchase will be allocated 80% to QRIA and 20% to AAP.
- $2,100 – 1.4 desktop computers, including monitor. Estimated cost of $1,500. The desktops will be used by the Senior Accountant, Secretary and the Senior Data Processing Specialist. This purchase will be allocated 80% to QRIA and 20% to AAP for 2 computers and 100% for the other (use by the Senior Data Processing Specialist).

Supplies: OCC - $30,105

- Includes procurement of office supplies such as writing tablets, folders, pens, pencils, paper clips, tape, etc. totaling $245, postage totaling $70, FedEx mailing costs totaling $100, copying expenses totaling $140, and phone charges totaling $350. Training costs, such as ERS and CLASS trainings that need to be supplied for newly hired data collectors are included totaling $6,000. Equipment expenses to procure 4 desktop computers, each valued at $5,000 are included in this cost category, totaling $20,000. Equipment maintenance costs which include the estimated cost for copier/fax and computer maintenance is calculated at $400 per month. Fees to be paid to Los Angeles County's Shared Services/ISD Network are projected to total $2,800.

4) Travel - $5,330

Travel: LACOE Administrative - $330

Purpose	Site	# Trips	Miles at $0.57.5/mile (IRS 2015 rate)	$ per diem	Total
Program Manager T&TA Activities	Various	6 trips per year	32 miles/visit (average)	$0	$ 110
Education Consultant Activities	Various	6 trips per year	32 miles/visit (average)	$0	$ 110

Fiscal Liaison Activities	Various	6 trips per year	32 miles/visit (average)	$0	$ 110
Total					**$ 330**

Travel: OCC - $5,000
• Travel costs include attendance at Consortium meetings, local meetings and community events. Travel also includes data collectors' mileage expenses.

5) Equipment - $0

Equipment: LACOE Administrative - $0
Equipment: OCC - $0
• No equipment is budgeted to be purchased, the capitalization threshold is $5,000, or more, per unit. The computers being purchased are included under the Supplies section. To comply with the lower of 34CFR80.3 the equipment threshold should be the lesser of $5,000 or LACOE policy, which is also $5,000.

6) Contractual - $994,474

Contractual: LACOE Administrative - $290,000
• $50,000 - Outside Web Site Consultant. Needed to develop a web site to increase visibility of available State Preschool providers. • $40,000 -Program Evaluation • $200,000 – Data System – "Efforts to Outcomes"

Contractual: OCC - $704,474
• LACOCC will continue to subcontract with UCLA CICCQ to conduct 92 CSPP center ratings, analyze data and prepare rating reports, and write a rating summary report. Payment to UCLA CICCQ will not exceed $354,474. LACOCC will also subcontract Child Care Alliance of Los Angeles (CCALA) to incorporate LACQRIS information into referral processes, add LACQRIS information to agency websites, develop and disseminate hard and electronic materials on LACQRIS to parents, child care providers and the public. Payment to CCALA will not exceed $300,000.

7) Total Direct Costs - $1,729,444

8) Indirect Costs - $140,234

Indirect Costs: LACOE Administrative - $99,996
• Indirect Costs is 7.75% of all Direct Costs except for the sub-contracted costs, where it only applies to the 1st $25,000 of each sub-contract ($1,290,269 x .0775)

Indirect Costs: OCC - $40,238
• The Office of Child Care's indirect costs are calculated at 8% of salary and benefits for a total of $40, 238. The indirect rate covers a portion of the department-wide, general management and administrative costs that cannot be directly charged to the program. These allocable costs include administrative staff such as the executive management, human resources, purchasing, office clerical staff not dedicated to specific programs, janitorial service, IT support, etc.

9) Other Operating Costs – $24,348

Other Operating Costs: LACOE Administrative - $19,048
• $7,776 **Rent**– Estimated at 150sq per employee plus a 2.00 factor for use of common areas. The annual rate per sq. ft. is 21.60, or $6,480 per FTE (1.80 FTEs) for .6667 of a year. There is no charge for the Sr. Accountant as it is included in the In-direct rate. There is no charge for other allocated staff as the charge is nominal. • $1,800 **Repairs and Maintenance** - Estimated at $125 per month per FTE (1.8 FTEs). There is no charge for the Sr. Accountant as it is included in the In-direct rate. There is no charge for other allocated staff as the charge is nominal. • $480 **Telephone** - Estimated at $20 per month per FTE (1.8 FTEs). There is no charge for other allocated staff as the charge is nominal. • $192 **Mobile internet access** - Estimated at $40 per month per FTE (0.6 FTEs) for the staff with laptops. There is no charge for other allocated staff as the charge is nominal. • $2,800 **Staff Development** - Estimated at $1,400 per FTE (2.0 FTEs). There is no charge for other allocated staff as the charge is nominal. • $6,000 **Website operational cost** - $500 for 8 months plus $2,000 in web startup costs.

Other Operating Costs: OCC - $5,300
• LACOCC will pay this amount for space rental fees.

10) Total Grant Funds Requested - $16,646,606

Form D. CSPP LACQRIS Block Grant 2014–2015 Spreadsheet

County/Region | Los Angeles County

SACS		QRIS Block Grant Plan Section	TOTALS	Percent of Grant
IV		**Local QRIS Block Grants**	**$1,546,000**	9.29%
V		**Quality Improvement (QI)**		
		Personnel		
1000		QI Management	$495,009	
2000		Support Staff	$4,151,667	
	1	**Subtotal Salaries**	**$4,646,676**	
3000		Benefits	$1,314,292	
	2	**Subtotal Benefits**	**$1,314,292**	
V. A.		**TOTAL PERSONNEL**	**$5,960,968**	
		Operations		
4000	3	Supplies and Services	$389,541	
5000	4	Travel	$105,159	
5000	5	Equipment	$0	
	6	Contractual	$2,442,403	
	7	Training Stipends	$0	
	8	Incentives	$3,530,450	
		Other	$354,244	
V. B.		**TOTAL OPERATIONS**	**$6,821,797**	
V. C.	10	**TOTAL DIRECT COSTS (V. A+B)**	**$12,782,765**	76,79%
VI		**Assessment and Access**		
		Personnel		
1000		Assessment Management	$126,546	
2000		Support Staff	$318,847	
	1	**Subtotal Salaries**	**$445,393**	
3000		Benefits	$215,644	
	2	**Subtotal Benefits**	**$215,644**	
VI. A.		**TOTAL PERSONNEL**	**$661,037**	
		Operations		
4000	3	Supplies and Services	$44,255	
5000	4	Travel	$5,330	
5000	5	Equipment	$0	
	6	Contractual	$994,474	
		Other	$24,347	
VI. B.		**TOTAL OPERATIONS**	**$1,068,407**	
VI. C.	**7**	**TOTAL DIRECT COSTS (VI. A+B)**	**$1,729,444**	10.39%
		TOTAL DIRECT COSTS (IV + V.C +VI.C)	**$16,058,209**	
D.1		**AMOUNT NOT SUBJECT TO INDIRECT**	**$8,662,927**	
D.2		**TOTAL USED TO CALCULATE**	**$7,395,282**	

		INDIRECT			
E	**8**	**INDIRECT COSTS**	**Various**	**$588,397**	3.53%
F	**9**	**TOTAL GRANT FUNDS FY 2014-15 (IV+V+ VI.C+VII.C+E)**		**$16,646,606**	

Exhibit E

LAOCC Performance Indicators (PI) for LAC-QRIS

May 1, 2015- December 2015

SUMMARY OF REQUIRED REPORTS:

Due Date	Report(s)	Payment Plan	Submission Format	Submit To
May 30th 2015	A **Revised budget** for the year, with a break out of the **operational budget for the first 3 months.**		Electronic	Liz Guerra at Guerra_liz@lacoe.edu
the 5th of every month June July August September Oct Nov Dec Jan. 2016	A monthly **program report** based on the Scope of Work will be provided by LACOE. The report to include, but not be limited to the following: a) Participation on the QRIS LT and activities, including outreach b) Number of provider contracts processed and assessed to-date. c) Staffing hires and vacancies d) Criminal Background Clearance		Electronic	Liz Guerra at Guerra_liz@lacoe.edu
the 12th of each month	**Cash Projections** for the following month	Cash Advance	Electronic and Hard copies	Controller's Office HS_CostReport@lacoe.edu
the 12th of the month following each quarter July 10, 2015(quarterly) Oct. 12 2015(quarterly) Jan. 12 2016(quarterly)	The **quarterly cost report/invoice** template will be provided by LACOE. Contractor staff must attend Cost Report training.	Reimbursement	Electronic and Hard copies	Controller's Office HS_CostReport@lacoe.edu

Reviewed and edited by L. Jiang 5.27.15pm

Los Angeles County Office of Education
Leading Educators • Supporting Students • Serving Communities

Criminal Background Clearance
Tuberculosis Clearance Certification Form

TO: Los Angeles County Office of Education
9300 Imperial Highway
Contract Section, Clark Building, #153
Downey, CA 90242-2890

FROM: Name _____
Address _____
City _____
State/Zip _____

CRIMINAL BACKGROUND CLEARANCE

The following Contractor, Contractor's employees, agents or volunteers will have **MORE THAN LIMITED CONTACT** (as defined by LACOE) with LACOE students during the term of the Contract. (Ref. Education Code Section 45125.1) *Attach and sign additional pages, as needed.*

1.	4.	7.
2.	5.	8.
3.	6.	9.

The employee(s) listed above ***have been fingerprinted*** as required under Education Code Section 45125.1 through procedures established by the California Department of Justice and the FBI, ***and the results of those fingerprints reveal that none of these employees have been arrested or convicted of a serious violent felony,*** as defined by the California Penal Code.

TUBERCULOSIS CLEARANCE

The following Contractor, Contractor's employees, agents or volunteers will have **MORE THAN LIMITED OR PROLONGED CONTACT** (as defined by LACOE) with LACOE students during the term of the Contract and have received a TB test. (Ref. Education Code Section 45125.1) *Attach and sign additional pages, as needed.*

Name	Date of Test	Name	Date of Test
1.		4.	
2.		5.	
3.		6.	

The employee(s) listed above have been TB tested and have been found to be free of communicable tuberculosis. Contractor shall maintain on file the certificates from the examining physicians/surgeons showing that each of the above was examined and found free from active tuberculosis. These forms must be maintained and updated by the Contractor and be available to LACOE upon request or audit.

CERTIFICATION BY INDEPENDENT CONTRACTOR/PROVIDER

I certify that the information provided herein is true and accurate. I further declare, under penalty, that the Contractor or Independent Consultant named below ***has complied and will continue to comply*** with the aforementioned Education Code requirements throughout the entire contract term, and any/all subsequent amendment terms.

NAME OF COMPANY OR INDEPENDENT CONSULTANT (PLEASE PRINT)	PHONE NUMBER ( )
AUTHORIZED SIGNATURE	DATE OF SIGNATURE
PRINT NAME OF SIGNATORY	PRINT TITLE OF SIGNATORY

Exhibit H

APPLICABLE LAWS, REGULATIONS AND LACOE POLICIES INCORPORATED HEREIN BY REFERENCE

Applicable CDE regulations and other program related documents, which may be revised from time to time, are incorporated herein by reference as though set forth in their entirety. Additional copies may be obtained from the LACOE Head Start/State Preschool Division upon request. LACOE will provide Agency with copies of any/all updated or revised applicable documents. It is the obligation of the Agency to comply with the most current version of all documents. The Agency's endorsement on this Contract signifies that appropriate Agency personnel have read and understand all applicable regulations and serves to certify that Agency will abide by the provisions thereof. The failure of the Agency to examine and abide by any of the documents shall in no way relieve the Agency from obligations with respect to the requirements contained in the documents or the Contract.

- Public Law 101-336 – American with Disabilities Act (ADA) of 1990 42USC-12101
- Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994
- Public Law 104-156 (Single Audit Act Amendments of 1996)
- Public Law 105-17 – Individuals with Disabilities Education Act (IDEA)
- Title 7 of Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991
- 29 U.S.C. 1001 et seq. (Employee Retirement Income Security Act of 1974)
- 40 U.S.C. 276a et seq (Davis Bacon Act)
- 40 U.S.C. 276a-a7 (Copeland Anti-Kickback Act)
- 5 CFR Part 733 Hatch Act
- California Health and Safety Code Part 7 California Retail Food Code
- California Department of Public Health, Immunization Branch, California Immunization Requirements for Child Care

- 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government
- California Building Code (CBC)
- Uniform Building Code (UBC)
- California Fire Code (CFC)
- National Electric Code (NEC)
- Division of the State Architect (DSA), if applicable
- County Health Code
- Occupational Safety and Health Administration (OSHA)
- Asbestos Hazard Emergency Response Act (AHERA)
- 2 CFR Part 200, Super Circular
- 28 CFR Part 36, Americans with Disabilities Act (ADA) – Standard for Accessible Design, July 1, 1994
- 29 CFR Part 5 (Department of Labor Regulations)
- 37 CFR Part 401 – Rights to Inventions Made by Nonprofit Organizations and Small Business firms Under Government Grants, Contracts, and Cooperative Agreements
- 45 CFR Parts 1301, 1302, 1304, 1305, 1306, 1307, 1308, 1309, 1310 Head Start Program Regulations and Program Performance Standards
- 45 CFR Part 16 – Procedures of the Departmental Grant Appeals Board
- 45 CFR Part 46 – Protection of Human Subjects
- 45 CFR Part 74 – Uniform Administrative Requirements for Awards and Sub-awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations and Commercial Organizations, and Certain Grants and Agreements with State, Local Governments, and Indian Tribal Governments
- 45 CFR Part 80 – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services' Effectuation of Title VI of the Civil Rights Act of 1964
- 45 CFR Part 84 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance

- 45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting From Federal Financial Assistance

- 45 CFR Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance

- 45 CFR Part 92 - Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments.

- 45 CFR Part 93 – New Restrictions on Lobbying

- 2 CFR Part 180 – OMB Guidelines to agencies on Government-wide debarment and suspension (non-procurement) by reference in 2CFR 376

- 2 CFR Part 230 (OMB Circular A-122) Cost Principles for Nonprofit Organizations

- 2 CFR Part 225 Cost Principles of State, Local, and Indian Tribal Governments (OMB Circular A-87)

- 2 CFR Part 376 - Non- Procurement Debarment and Suspension

- CA Code of Regulations, Title II, Chapter 5, Section 8107, Non-Discrimination Clause

- California Code of Regulations, Title 2, Division 6 (sections 18109-18997). California Fair Political Practices Commission – Political Reform Act of 2002

- CA Department of Social Services, Community Care Licensing Division Title 22 Regulations

- CA Education Code Section 45125.1 – Fingerprinting and Background Checks

- California Government Code Sec. 54950 et seq. (Ralph M. Brown Act)

- California Labor Code

- California Department of Education (CDE)/CDD Funding Terms and Conditions and Program Requirements for Child Development Programs

- LACOE ERSEA Policies, Guidance and Reporting System Manual

- LACOE CSPP Manual

- LACOE Procedures for Budget Adjustments and Advance Approvals (RAA/BAR Manual)

- Early Childhood Environmental Rating Scales-Revised (ECERS-R)
- Infant Toddler Environmental Rating Scales (ITERS)
- Family Child Care Environmental Rating Scales (FCCERS)
- Any and All Other Appropriate and Required Laws, Regulations, Policies and Procedures for the Operation of the Early Head Start/Head Start and State Preschool Programs.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Head Start-State Preschool Division

2014-2015/2016
Contract for LAC-QRIS CSPP Block Grant

Exhibit J

Certification and Understanding of All Supplies, Equipment, Vehicles and Facilities Constructed, Purchased or Renovated with California State Preschool Program QRIS Block Grant Funds

This is to certify that we shall conduct annual comprehensive physical inventory per program contract, inclusive of applicable reconciliation activities and pursuant to exhibit "E" requirement, submit a comprehensive inventory report (supplies down to site and classroom levels, equipments, facilities) to LACOE annually. All supplies, equipment, vehicles and/or facilities constructed, purchased or renovated, in whole or in part, with funds received through a contractual relationship with Los Angeles County Office of Education (LACOE), as lead for the QRIS CSPP Block Grant funds at the Los Angeles County Office of Education (LACOE), as contractor for the California Department of Education, is the property, in whole or in part, of LACOE, or the California Department of Education, Child Development Division (CDE/CDD).

It is understood and accepted by Contractor that none of the above-mentioned supplies, equipment, vehicles and/or facilities, whether Federally or State funded or both, may be used in any other program(s) or disposed of without the express written prior approval of an authorized representative(s) of LACOE.

Agency Executive Director	Date
Director, Head Start, Early Head Start and/or State Preschool	Date

Allowable Expenditure Guidelines for the QRIS CSPP Block Grant Funds

A. Allowable Expenses

Acceptable uses of the QRIS CSSP Block Grants funds are for program enhancements and include, but are not limited to:

Staffing:

1. Professional development stipends
2. Benefits
3. Workshop/Conference fees
4. Staff meeting materials

Program Needs:

1. Instructional materials9 ex. Books, fine motor materials, tricycles, art supplies)
2. Curriculum materials
3. Developmental screenings or assessments
4. Teacher resource books
5. Capital Improvements (Given Block Grant limitations)

Family Engagement:

1. Parent engagement activities
2. Transition to kindergarten activities

B. Prohibited Expenses

1. Travel expenses (except local mileage costs for QRIS CSPP Block Grant activities)
2. Purchase of vehicles or other transportation equipment
3. Bad debts, including losses arising from uncollectible accounts and any related legal costs
4. Costs of amusement or entertainment activities that do not benefit children school readiness skills
5. Costs incurred after the Contract has been terminated
6. Fundraising costs
7. Personal or business loans including finance charges
8. Investment management costs
9. Costs of organization of a nonprofits cop rotation such as incorporation fees or consultant fees
10. Public relations consultant fees
11. Costs of legal consulting and accounting services incurred in prosecution

This list is pending CDE approval

ATTACHMENT 2

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

SACHI A. HAMAI
Interim Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 8, 2015

Patricia Smith
Executive Director, Business and Finance
Los Angeles County Office of Education
9300 Imperial Highway, ECW Room 153
Downey, CA 90242

Dear Ms. Smith:

ACKNOWLEDGEMENT OF SELF-INSURANCE

This letter attest to the fact that:

The County of Los Angeles is self-insured pursuant to California Government Code section 990, et. seq.

Sincerely,

SACHI A. HAMAI
Interim Chief Executive Officer

SAH:JJ:CT
VH:km

Self-Insurance Acknowledgement-QRIS Board Letter

Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only

ATTACHMENT 3

PINK(1)

BA FORM 05052015

BOARD OF SUPERVISORS
OFFICIAL COPY

September 29, 2015
DEPT NO: 060

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR
FY 2015-16
4 - VOTES

SOURCES	USES
BA DETAIL - SEE ATTACHMENT PAGE 1	BA DETAIL - SEE ATTACHMENT PAGE 1

SOURCES TOTAL	**994,000**	**USES TOTAL**	**994,000**

JUSTIFICATION

Reflects an increase in appropriation to fund 1.0 Program Specialist III, 2.0 Program Specialist I and 1.0 Senior Typist Clerk positions to assist with the administration of the CSPP-QRIS Grant, and to fund contracts with community agencies to conduct assessments and ratings on child care facilities and to develop outreach efforts targeting parents and child care facilities.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 SEP 15 2015

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

AUTHORIZED SIGNATURE David Seidenfeld, Manager, CEO

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

☐ ACTION
☑ RECOMMENDATION

AUDITOR-CONTROLLER BY

B.A. NO. 018 DATE August 21, 2015

☑ APPROVED AS REQUESTED
☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER BY

DATE

SEND 3 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES

STATE/SUPPLEMENTAL BUDGET REQUEST ADJUSTMENT

CHIEF EXECUTIVE OFFICE

FY 2015-16

4 - VOTES

SOURCES		USES	
CHIEF EXECUTIVE OFFICER A01-AO-88-8810-10100 STATE-SPECIAL GRANTS **INCREASE REVENUE**	**994,000**	**CHIEF EXECUTIVE OFFICER** A01-AO-1000-10100 SALARIES & EMPLOYEE BENEFITS **INCREASE APPROPRIATION**	**651,000**
		CHIEF EXECUTIVE OFFICER A01-AO-2000-10100 SERVICES & SUPPLIES **INCREASE APPROPRIATION**	**343,000**
SOURCES TOTAL	**994,000**	**USES TOTAL**	**994,000**

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 SEP 15 2015

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

BA#018

8/21/15