

**AGREEMENT BETWEEN  
FIRST 5 SAN MATEO COUNTY  
AND  
SAN MATEO COUNTY HEALTH SYSTEM/FAMILY HEALTH SERVICES  
Collaboration for Children's Asthma Management and Prevention (C-CAMP)**

**THIS AGREEMENT ("AGREEMENT")** is effective as of July 1, 2013, by and between First 5 San Mateo County, hereinafter called "Commission", and San Mateo County Health System/Family Health Services, hereinafter called "Grantee."

**W I T N E S S E T H :**

**WHEREAS**, pursuant to Health & Safety Code Section 130100 et seq., Commission may contract with independent contractors for the furnishing of such services to or for the Commission; and

**WHEREAS**, it is necessary and desirable that the parties enter into this Grant Agreement to provide Grantee funding to provide Grantee funding to align their program with First 5 San Mateo County's strategic approach to collaborate with existing services. The resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County.

**WHEREFORE**, the Commission and Grantee agree as follows:

**1. Exhibits and Attachments**

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A – Scope of Work  
Exhibit B – Payments  
Exhibit C – Compliance with Section 504 of Rehabilitation Act of 1973, as amended  
Attachment A-1 – Detailed Scope of Work  
Attachment B-1 – Detailed Budget and Budget Narrative 2013 – 2014  
Attachment B-2 – Detailed Budget and Budget Narrative 2014 - 2015

**2. Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B, Grantee under the general direction of the Executive Director of the Commission, or his/her authorized representative, with respect to the product or result of Grantee's services, shall perform services as described in Exhibit A (the "Services").

Grantee shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this Agreement.

**3. Agreement Term and Termination**

Subject to Paragraph 4(C) and Paragraph 5, each of which may require performance after the Agreement term is completed or the Agreement is terminated, the term of this Agreement shall be from July 1, 2013 to June 30, 2015. Grantee further agrees that the requirements of this Agreement pertaining to records in Paragraph 12, and intellectual property in Paragraph 13, and controlling law in Paragraph 17, shall survive the termination of this Agreement.

The Executive Director, after consultation with the Chair of the Commission, may at any time from execution of Agreement, terminate this Agreement, with or without cause upon 30 days written notice specifying the effective date of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Grantee under this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission. In the event of termination, Grantee shall be paid for all work satisfactorily performed until termination. In the event that the Commission makes any advance payments, Grantee agrees to refund any amounts in excess of the amount owed by the Commission at the time of the Agreement termination.

Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed satisfactorily to the work/services required by the Agreement.

4. **Payments**

- A. **Maximum Amount**. In full consideration of Grantee's performance of the Services described in Exhibit A, the amount that the Commission shall be obligated to pay under this Agreement shall not exceed TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000).
- B. **Rate of Payment**. The rate of payment shall be as specified in Exhibit B. The Commission reserves the right to withhold payment if the Commission determines that the quantity or quality of the work performed as described in Exhibit A is unacceptable. In the event that any advance or unearned payments are received by Grantee, Grantee shall hold such payments in trust for the benefit of the Commission and shall return or refund to the Commission any and all amounts held that are in excess of the amount owed by the Commission at the time of Agreement termination.
- C. **Time Limit for Submitting**. Grantee expenditures will be paid on a reimbursement basis only. On a quarterly basis, the Grantee shall submit actual expenses in a Financial Status Report and Request for Funds. This Report shall be submitted within 30 days after the end of each quarter being reported on for each funded fiscal year under this Agreement in accordance with the provisions of Exhibit B. Guidelines from the Grantee Handbook for the submittal of the quarterly Financial Status Report and Request for Funds will be provided on request.
- D. **Availability of Funds**. Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the First 5 San Mateo County, the Commission shall not be liable for any payment under this Agreement. In such event, the Commission may terminate this agreement for unavailability of State funds. If that occurs, the Commission shall request that the Executive Director inform the Grantee of such unavailability as soon as it is known, and, to the extent Proposition 10 funds remain and it is legally possible, the Commission shall pay all outstanding amounts due. In no event will the Commission be required to make payments under this Agreement from non-Proposition 10 Commission funds. .
- E. **Supplantation**. Funds pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Grantee shall not use funds under this Agreement to supplant existing resources or services.

5. **Program Monitoring and Evaluation**

Grantee shall track the achievement of program objectives and the process and outcome measures for this project as they are described in the scope of work in Exhibit A. Grantee shall cooperate with the Commission, the Staff and/or a Staff Designee hired to aid in the evaluation process. Grantee shall collect client level data for each funded year and shall participate in a countywide and statewide evaluation of the effectiveness of Proposition 10 efforts, whether it occurs during or after the term of this contract. As requested by the Executive Director, Staff and/or designee, the Grantee shall submit reports in the form of those included in the Grantee Handbook according to the following monitoring and evaluation dates:

A Progress Report and Comprehensive Evaluation Tools due on:

- January 30, 2014;
- July 30, 2014;
- January 30, 2015;
- July 30, 2015

6. **Acknowledgement of First 5 San Mateo County (F5SMC) Funding**

Grantee shall acknowledge being a recipient of F5SMC funding in statements or printed materials appropriate to the purpose of their grant. Grantee shall prominently display any appropriate acknowledgement provided by F5SMC and place the F5SMC logo and/or the following phrase, "Funding provided by First 5 San Mateo County," in all public education and outreach materials and media communication regarding projects funded with Proposition 10 funding.

7. **Relationship of Parties**

Grantee agrees and understands that the work/services performed under this Agreement are performed as a Grantee and not as an employee of the Commission.

8. **Non-Discrimination**

Grantee shall comply with the non-discrimination requirements described below:

A. **Section 504 of the Rehabilitation Act of 1973**

1. Pursuant to Section 504 (Public Law 93-112), the Grantee agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
2. Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Grantee shall agree to be in compliance with Section 504 requirements by signing the Letter of Assurance, attached and incorporated herein as Exhibit C.

B. **Non-Discrimination - General.** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Grantee to penalties, to be determined by the Executive Director after consultation with the Chair of the Commission, including but not limited to: i) termination of this Agreement; ii) disqualification of the Grantee from bidding on or being awarded a Commission or County of San Mateo agreement for a period of up to 3 years; iii) liquidated damages of \$2,500 per violation; iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the Executive Director, on behalf of the Commission.

To effectuate the provisions of this paragraph, the Executive Director shall have the authority to: i) examine Grantee's employment records with respect to compliance with this paragraph; ii) set off all or any portion of the amount described in this paragraph against amounts due to Grantee under the Agreement or any other Agreement between Grantee and the Commission or the County of San Mateo. Grantee shall report to the Executive Director the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Grantee that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Grantee shall provide the Commission with a copy of its response to the Complaint when filed.

C. **Non-Discrimination - Employment.** Grantee shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Grantee's equal employment opportunity policies shall be made available to the Commission upon request.

D. **Equal Benefits.** With respect to the provision of employee benefits, Grantee shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

9. **Child Abuse Prevention and Reporting.**

Grantee agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A. A requirement that all employees, consultants, or agents performing services under this Agreement who are required by Penal Code Section 11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.

- B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code Section 11166(a) but who will be alone with children and/or who have supervisory or disciplinary control over children, gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.
- C. Establishing procedures to ensure fingerprinting, at the Grantee's sole expense, for all employees, subcontractors, assignees, volunteers, and any other persons who provide services under this Agreement who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal Code Section 11105.3) in order to determine whether they have a criminal history which would compromise the safety of children with whom Grantee's employees, subcontractors, assignees or volunteers have contact.

10. **Smoke Free Premises**

The Grantee shall prohibit smoking on its premises. "Premises" shall include all property owned, leased, or occupied by Grantee, including its offices and day care centers, if applicable. In addition, Grantee shall include or incorporate by reference in all subcontracts the requirements of this provision; failure to do so shall constitute a material breach of this Agreement.

11. **Assignments and Subcontracts**

- A. Without the written consent of the Executive Director of the Commission or his/her designee, this Agreement is not assignable in whole or in part with the exception of subcontractors already approved as part of this Agreement. Any assignment by Grantee without the written consent of the Executive Director of the Commission or his/her designee violates this Agreement and shall automatically terminate this Agreement.
- B. All assignees, subcontractors, or consultants approved in writing by the Executive Director of the Commission or his/her designee shall be subject to the same terms and conditions applicable to Grantee under this Agreement, and Grantee shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

12. **Records**

- A. Grantee agrees to provide to the Commission, to any Federal or State department having monitoring or reviewing authority, to Commission's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
- B. Grantee shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.
- C. Grantee shall notify Commission staff of all instances and/or requests for data disclosure.

13. **Intellectual Property**

The Commission recognizes that, at times, Grantees may wish to share their findings and analysis for the benefit of the community through publication, teaching and other methods of dissemination. These activities can be viewed as beneficial to the community; therefore the Commission generally encourages them. As long as the Grantee does not receive any financial consideration for the dissemination and takes steps to protect the confidentiality of any individual that provided information, the Grantee may do so without approval from the Commission; however, any dissemination will include an acknowledgment of First 5 San Mateo County.

However, this Agreement shall otherwise preclude Grantees from using or marketing products developed or originated for the Commission hereunder commercially or in any manner that generates revenue unless and until the parties execute a marketing agreement.

All products, concepts, inventions, discoveries and improvements, however recorded, prepared or generated by the Grantee in the performance of this Agreement shall be the exclusive property of the Commission and the Commission reserves all rights, including but not limited to the copyrights. It is the parties' intention that any product or concept created by the Grantee under this agreement be a work for hire.

The phrase "products, concepts, inventions, discoveries and improvements" as used in the Agreement shall include, but will not be limited to, documentation, findings, designs, reports, forms, evaluations, analyses, methods of analysis, videos, images, diagrams, brochures, manuals, books, curricula, presentations, other writings, systems and software developed related to the work under this Agreement.

It shall be further presumed that any product, concepts, inventions, discoveries and improvements recorded, prepared or generated by the Grantee during the term of this Agreement and related to this Agreement were recorded prepared or generated in the performance of this Agreement unless Grantee is able to show by documented proof that such product, invention, discovery or improvement was developed solely with Grantee's facilities or resources and is unrelated to this Agreement. If any product, invention, discovery or improvement related to this Agreement shall be determined to be the property of Grantee, the F5SMC Commission shall be granted a nonexclusive, irrevocable, royalty free license to use said product, invention, discovery or improvement.

Failure to comply with the obligations of this provision shall constitute a Material Breach of the Agreement. Because Grantee and the Commission agree that damages for violation of this provision would likely be difficult to ascertain and calculate, Grantee agrees to pay the Commission liquidated damages in the amount of \$15,000 for each violation of this provision. In addition, the Grantee and the Commission agree that a violation of this provision would result in irreparable harm to the Commission.

14. **Compliance with Applicable Laws**

All services to be performed by Grantee pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, including but not limited to appropriate licensure, certification regulations, confidentiality requirements and applicable quality assurance regulations.

15. **Alteration of Agreement**

This Agreement, including exhibits and attachments included herewith and incorporated by reference, constitutes the sole and entire Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and executed by the parties.

16. **Notices**

Unless First 5 San Mateo County is informed in writing, of any change as to the name and address for any notice, request, demand or other communication required or permitted, that communication shall be deemed to be properly given when deposited in the United States mail, postage prepaid, addressed:

- 1) In the case of Commission, to:  
First 5 San Mateo County  
1700 S. El Camino Real, Suite 405  
San Mateo, CA 94402  
Phone: (650) 372-9500
- 2) In the case of Contractor, to:  
San Mateo County Health System/Family Health Services  
2000 Alameda de las Pulgas  
San Mateo, CA 94403  
Phone: (650) 578-8939

17. **Controlling Law and Venue**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California. Any lawsuit related to this Agreement must be venued in the San Mateo County Superior Court.

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have affixed their hands to this Agreement.

**SAN MATEO HEALTH SYSTEM/FAMILY HEALTH SERVICES**

**FIRST 5 SAN MATEO COUNTY**

\_\_\_\_\_  
President, Board of Supervisors

Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

94-6000532

\_\_\_\_\_  
Grantee's Tax ID Number

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

19540-6263

\_\_\_\_\_  
Budget Unit

ATTEST:

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

Clerk of Said Board

## **EXHIBIT A**

### **SAN MATEO COUNTY HEALTH SYSTEM / FAMILY HEALTH SERVICES Collaboration for Children's Asthma Management and Prevention (C-CAMP)**

#### **PROJECT SERVICES**

Pursuant to the Agreement for Services between First 5 San Mateo County (F5SMC) and San Mateo County Health System (Grantee) effective as of July 1, 2013, Grantee shall provide Services as described in this Exhibit A, over the term of this Agreement.

Grantee commits to align their program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County.

Attachments to Exhibit A reflect the detailed scope of work for the term of this Agreement.

Under this Agreement, Grantee will:

- Within two years, raise the visibility and credibility of the Asthma Coalition by providing standardized communication, an assessment of system challenges, and documentation of member service coordination
- Educate parents in the identification and management of asthma for children age 5 and under
- Educate childcare providers and healthcare providers in the identification and management of asthma for children age 5 and under
- Develop a team of trainers who can provide additional education
- Integrate asthma assessment and education into FHS home visiting services
- Expanding asthma assessment and education within home visiting services
- Trainings and services are available in English and Spanish
- Include multiple agencies in Asthma Coalition and trainings
- Increase home visiting referrals from community partners
- Create a sustainable focus on providing high quality services to children with asthma within FHS
- Communicate the importance of the first 5 years of life and collaborate to improve systems integration, decrease duplicative services, and create lasting, beneficial systems improvements
- Participate in the design of the evaluation and in the implementation of data collection activities as required by the evaluation design
- Keep the public informed of how and where Prop 10 funds are invested in San Mateo County

## **EXHIBIT B**

### **SAN MATEO COUNTY HEALTH SYSTEM / FAMILY HEALTH SERVICES Collaboration for Children's Asthma Management and Prevention (C-CAMP)**

#### **PAYMENTS**

Pursuant to the Agreement for Services between First 5 San Mateo County and San Mateo County Health System, effective as of July 1, 2013, the Commission shall pay Grantee, as described in this Exhibit B over the term of this Agreement.

Exhibit B and its attachments reflect the budget for the Agreement term.

1. The Commission shall reimburse Grantee for services provided not to exceed the maximum award, contingent upon the Grantee submitting a Reimbursement Request Form to the Commission. After review and approval of the Grantee's Reimbursement Request Form, Grantee shall be reimbursed for reasonable costs incurred in providing services required by the Agreement.

At the end of the Agreement term, the Commission will conduct an 'Agreement closeout' which includes a reconciliation of all Commission payments and Grantee expenditures. Any balance due to the Grantee will be paid by the Commission upon completion of the Agreement closeout process. In the event the reconciliation reveals that the Grantee was paid an amount in excess of the amount owed by the Commission, the Grantee will refund this amount upon notification from the Commission.

Under no circumstances, shall total payments from the Commission to the Grantee exceed the Maximum Amount of the Agreement.

Guidelines for progress reports, program expenditure reporting, and reimbursement for services are contained in the Grantee Handbook and Grantee's reporting shall include a descriptive narrative, tracking of the approved timeline and work plan (scope of work), and a detailed financial accounting of all grant funds spent in comparison with the approved budget.

2. Payment is contingent on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director, on behalf of the Commission.
3. The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000) for the Agreement term.
4. Payment is contingent upon satisfactory performance, appropriate grant management, and timely reporting.
5. Grantee shall expend funds received, in accordance with the budget as described in Attachments B-1 and B-2, attached hereto and incorporated by reference herein, or as approved later by the Executive Director or his/her designee.



EXHIBIT C

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE  
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (hereafter called the "Grantee") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS Regulation, and all guidelines and interpretations issued pursuant thereto.

The Grantee gives this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Grantee recognizes and agrees that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

The Grantee: (Check a or b)

- a.     (   )   employs fewer than 15 persons
- b.     (X   )   employs 15 or more persons and, pursuant to Section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

County of San Mateo

Name of 504 Person – Type or Print

County of San Mateo

Name of Grantee – Type or Print

2000 Alameda de las Pulgas, San Mateo, CA 94403

Address

City

State

Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

8/13/13

Date



Financial Services Manager II

Signature and Title of Authorized Official

\*Exception: DHHS Regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Staff the Collaboration for Children's Asthma Management and Prevention (C-CAMP)					
Measurable Objective Planning: Within three months, recruit, hire, and train two new positions					
Total Unduplicated Clients Served Under This Objective					
Children 0-5	Families of 0-5s	Staff or agency responsible	Providers of 0-5s	Other: Proposal staffing	
	Major activities and timelines (Timeline ongoing unless otherwise indicated)		Documentation instrument:	Target service # for activity (may be duplicated):	
	1 Recruit, hire, and train an unclassified Public Health Nurse (Q1)	FHS, Breathe CA	Letter from Director, Resume	Include in year-end report to F5SMC	
2	Recruit, hire, and train an MPH level Health Educator (Q1)	Breathe CA, FHS	Letter from Director, Resume	Include in year-end report to F5SMC	

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Improve asthma prevention, management, and treatment expertise throughout systems working with young children					
Measurable Objective #1: Within two years, raise the visibility and credibility of the Asthma Coalition by providing standardized communication, an assessment of system challenges, and documentation of member service coordination.					
Total Unduplicated Clients Served Under This Objective: 6					
Children 0-5:	Families of 0-5s:	Providers of 0-5s:	Other Systems working with young children: Asthma Coalition, Coalition Partners, New Partners		
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible		Documentation instrument	
Function as secretariat to Asthma Coalition		FHS, Breathe California	Coalition Agendas, Minutes, Plan-Do-Study-Act Worksheets		Provide to all Asthma Coalition members
1	Identify and document system issues and solutions in the management and treatment of asthma for children under 5	FHS, Breathe California	Report: Addressing systemic barriers to efficient asthma treatment		Present report to FSSMC
2	Document and improve referral and coordination networks for children with asthma among current Asthma Coalition Partners and new Partners.	FHS, Breathe California	Letters of Intent (LOI), Memoranda of Understanding (MOU), Plan-Do-Study-Act Worksheets		LOI or MOU among six or more partners documenting referral and coordination workflows and improvements. (CCCC, CHDP, Environmental Health, HPSM, IHSD-Head Start, LPCH, Ravenswood, SMMC, Tobacco Education Coalition, WIC)

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Parents and providers should be able to identify and manage asthma					
Measurable Objective #2: Educate parents in the identification and management of asthma for children age 5 and under					
Total Unduplicated Clients Served Under This Objective: 45 Families					
Children 0-5:	Families of 0-5s: 45 Families	Providers of 0-5s:	Other Agency contacts at CCCC, FHS, HSA, and IHSD-Headstart		
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible		Documentation Instrument:	Target service # for activity (may be duplicated):
1	Revise "All About Asthma" training curriculum (originally tailored to childcare providers) for use with parents (Q2)	Breathe California, FHS	Curriculum		Include in year-end report to F5SMC
2	Recruit parents of children five and younger for trainings on asthma identification, prevention, management, and reduction of asthma triggers	Breathe California, FHS	Email, flyers		Provide recruitment emails and flyers to four agencies serving children age five and younger (CCCC, FHS, HSA, IHSD-Head Start).
3	Conduct 2 Spanish and 1 English parent trainings (Q4)	Breathe California, FHS	Class roster		45 families complete training
4	Increase number of parents who understand how to manage their child's asthma	Breathe California, FHS	Parents in trainings self-report improvement in asthma management skills		45 families complete self-assessment

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Professionals throughout the community should be able to identify, prevent, and manage asthma					
Measurable Objective #3: Educate childcare providers and healthcare providers in the identification and management of asthma for children age 5 and under; Develop a team of trainers who can provide additional education					
Total Unduplicated Clients Served Under This Objective: 95 Providers					
Children 0-5:	Families of 0-5s:	Providers of 0-5s: 95 Providers	Other:		
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):	
1	Recruit child care professionals for "All About Asthma" trainings on asthma identification, prevention, management, and on controlling asthma triggers	Breathe California, FHS	Email, flyers	Provide recruitment emails and flyers to Child Care Coordinating Council (CCCC)	
2	Conduct 1 Spanish and 5 English "All About Asthma" trainings (Q4)	Breathe California, FHS	Class roster	60 childcare providers complete training	
3	Increase number of providers who know how to manage asthma in young children	Breathe California, FHS	Providers report improvement in asthma management skills	60 childcare providers complete self-assessment	
4	Adapt "All About Asthma" training curriculum for healthcare providers (for nurses, medical assistants, etc.) (Q2)	Breathe California, FHS	Curriculum	Include in year-end report to F5SMC	
5	Recruit healthcare providers for presentations/webinars on asthma identification, prevention, management, and reduction of asthma triggers	FHS, Breathe California	Email, flyers	Provide recruitment emails and flyers to healthcare agencies serving children age five and younger (e.g., San Mateo Medical Center and clinics, Ravenswood Family Health Center, community pediatric providers working with CHDP, Lucile Packard Children's Hospital)	
6	Develop flexible healthcare presentation for a target audience of physicians and nurse practitioners on asthma prevention, prevention, mitigation, management, and reduction of asthma triggers (Q4)	FHS, Breathe California	Presentation	Include in year-end report to F5SMC	
7	Conduct 1 healthcare presentation/webinar (Q4)	FHS, Breathe California	Class roster	15 healthcare providers attend presentations	

Children 0-5		Families of 0-5s		Providers of 0-5s		Other	
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Staff or agency responsible		Documentation instrument		Target service # for activity (may be duplicated)	
8	Recruit training professionals from collaborating organizations for 4 hour class, "Train-the-Trainer: All About Asthma"	Breathe California, FHS		Email, flyers		Provide recruitment emails and flyers to Asthma Coalition and other constituencies that serve children 5 and younger (e.g., CHDP, Environmental Health, HPSP, IHSD-Head Start, LPCH, Ravenswood, SMMC, Tobacco Education Coalition, WIC)	
9	Conduct 2 "Train-the-Trainer: All About Asthma" classes (Q4)	Breathe California, FHS		Class roster		20 training professionals complete class	
10	Increase number of professionals who can train others on asthma identification, prevention, management, and reduction of asthma triggers	Breathe California, FHS		New trainers report improvement in asthma teaching skills		20 training professionals complete self-assessment	

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Increase early identification and prevention of asthma among new parents					
Measurable Objective #4: Integrate asthma assessment and education into FHS home visiting services; Expanding asthma assessment and education within home visiting services					
Total Unduplicated Clients Served Under This Objective: 40 home visitors					
Children 0-5: 50 Children	Families of 0-5s: 50 Families	Providers of 0-5s: 40 Home Visitors	Other		
Major activities and timelines (Timeline ongoing unless otherwise indicated)	Staff or agency responsible	Documentation instrument	Target service # for activity (may be duplicated):		
1 Ensure that current asthma expertise is retained by developing two "Asthma Champions" (Q2)	FHS	Asthma Champion job responsibilities	Include in year-end report to F5SMC		
2 Recruit two permanently-funded home visitors as Asthma Champions (Q2)	FHS	Letter from Director	Include in year-end report to F5SMC		
3 Ensure that current asthma expertise is expanded by having Asthma Champions attain Asthma Educator certification	FHS	Asthma Educator class and Certification Examination	Include in year-end report to F5SMC		
4 Integrate Home Visiting and SCAMP workflows (Q2)	FHS	Policies and Procedures	Include in year-end report to F5SMC		
5 Integrate Home Visiting and SCAMP data (Q2)	FHS	Avatar	Include in year-end report to F5SMC		
6 Integrate Home Visiting and SCAMP staff	FHS	Letter from Director	Include in year-end report to F5SMC		
7 Develop training curriculum of integrated workflows (Q3)	FHS, Breathe California	Curriculum	Include in year-end report to F5SMC		
8 Increase number of FHS case managers who can assist families to manage their child's asthma by conducting six trainings on integrated workflows for home visitors	FHS, Breathe California	Class roster	40 home visitors attend trainings		
9 Ensure that Home Visitors conduct asthma assessments and provide appropriate asthma supports	FHS	Avatar	Acceptable audit of TCM-billable encounters, referrals, and progress notes for children identified with asthma Acceptable home assessments Acceptable asthma ISPs		
10 New PHN position conducts asthma home assessments (Q4)	FHS	Avatar	Provide asthma home assessments for the families of 10 children 0 to 5		
11 Increase number of asthma home assessments conducted by FHS home visitors (Q4)	FHS	Avatar	Provide asthma home assessments for the families of 50 children 0 to 5		
12 Increase referrals from community partners	FHS	Avatar	Demonstrate an increase in asthma referrals (e.g., IHSD-Headstart, CCCC, Hospitals, HPSM providers)		

First 5 San Mateo County				
July 1, 2013 to June 30, 2014				
Lead Agency Name: Family Health Services, San Mateo County Health System				
Goal: Provide culturally, linguistically, and developmentally appropriate services to children and families.				
Page				
Total Unduplicated Clients Served Under This Objective				
Children 0-5:	Families of 0-5s:	Providers of 0-5s:	Other:	
Major activities and timelines (Timeline ongoing unless otherwise indicated)	Staff or agency responsible	Documentation Instrument:	Target service # for activity (may be duplicated):	
1 Conduct "All About Asthma" parent trainings in Spanish and English	Breathe California, FHS	Curricula	2 Spanish, 1 English Classes	
2 Conduct "All About Asthma" childcare provider trainings in Spanish and English	Breathe California, FHS	Curricula	1 Spanish, 5 English Classes	
3 Incorporate discussion of diversity into "Train-the-Trainer: All About Asthma" curriculum	Breathe California, FHS	Curricula	4 Classes	
4 Ensure that home visitors can provide asthma assessments in multiple languages	FHS	Include in year-end report to F5SMC	Include in year-end report to F5SMC	



First 5 San Mateo County						
July 1, 2013 to June 30, 2014						
Lead Agency Name: Family Health Services, San Mateo County Health System						
Goal: Maximize collaborations with other systems, agencies, and/or efforts within San Mateo County.						
Measurable Objective #6: Include multiple agencies in Asthma Coalition and trainings; increase home visiting referrals from community partners.						
Total Unduplicated Clients Served Under This Objective						
Children 0-5:	Families of 0-5s:	Staff or agency responsible	Providers of 0-5s:	Other		
Major activities and timelines (Timeline ongoing unless otherwise indicated)		Documentation Instrument:		Target service # for activity (may be duplicated):		
1 Function as secretariat to Asthma Coalition	FHS, Breathe California	Coalition Agendas, Minutes, Plan-Do-Study-Act Worksheets	Letters of Intent (LOI), Memoranda of Understanding (MOU), Plan-Do-Study-Act Worksheets	Provide to all Asthma Coalition members		
2 Document and improve referral and coordination networks for children with asthma among current Asthma Coalition Partners and new Partners.	FHS, Breathe California	Letters of Intent (LOI), Memoranda of Understanding (MOU), Plan-Do-Study-Act Worksheets	LOI or MOI among six or more partners documenting referral and coordination workflows and improvements. (CCCC, CHDP, Environmental Health, HPSM, IHSD-Headstart, LPCH, Ravenswood, SMMC, Tobacco Education Coalition, WIC)			
3 Recruit parents of children five and younger for trainings on asthma identification, prevention, management, and reduction of asthma triggers	Breathe California, FHS	Email, flyers	Email, flyers	Provide recruitment emails and flyers to four agencies serving children age five and younger (CCCC, FHS, HSA, IHSD-Headstart).		
4 Recruit child care professionals for "All About Asthma" trainings on asthma identification, prevention, management, and reduction of asthma triggers	Breathe California, FHS	Email, flyers	Email, flyers	Provide recruitment emails and flyers to Child Care Coordinating Council (CCCC)		
5 Recruit healthcare providers for presentations/webinars on asthma identification, prevention, management, and reduction of asthma triggers	FHS, Breathe California	Email, flyers	Email, flyers	Provide recruitment emails and flyers to healthcare agencies serving children age five and younger (e.g., San Mateo Medical Center, Lucile Packard Children's Hospital, Ravenswood Family Health Center)		
6 Recruit training professionals from collaborating organizations for 4 hour class, "Train-the-Trainer: All About Asthma"	Breathe California, FHS	Email, flyers	Email, flyers	Provide recruitment emails and flyers to Asthma Coalition and other constituencies that serve children 5 and younger (e.g., CHDP, Environmental Health, HPSM, IHSD-Headstart, LPCH, Ravenswood, SMMC, Tobacco Education Coalition, WIC)		
7 Outreach to medical providers (outpatient and hospital settings) and other asthma partners to encourage identification of children that would benefit from referrals in order to increase referrals from community partners.	FHS	Log of outreach activities, Avatar		Demonstrate an increase in asthma referrals (e.g., IHSD-Headstart, CCCC, Hospitals, HPSM providers)		

First 5 San Mateo County				
July 1, 2013 to June 30, 2014				
Lead Agency Name: Family Health Services, San Mateo County Health System				
Goal: Promote sustainable practices and identify additional resources to ensure the continuation of service provision.				
Measurable Objective #7: Create a sustainable focus on providing high quality services to children with asthma within FHS				
Total Unduplicated Clients Served Under This Objective				
Children 0-5:	Families of 0-5s	Staff or agency responsible	Providers of 0-5s:	Other:
Major activities and timelines (Timeline ongoing unless otherwise indicated)			Documentation instrument:	Target service # for activity (may be duplicated):
1 Ensure that current asthma expertise is retained by developing two "Asthma Champions" (Q2)	FHS		Asthma Champion job responsibilities	Include in year-end report to F5SMC
2 Ensure that current asthma expertise is expanded by having Asthma Champions attain Asthma Educator certification	FHS		Asthma Educator class and Certification Examination	Include in year-end report to F5SMC
3 Ensure that home visiting for asthma assessment and management is an integral part of Medi-Cal funded Targeted Case Management	FHS		Avatar	Acceptable audit of TCM-billable encounters, referrals, and progress notes for children identified with asthma

First 5 San Mateo County				
July 1, 2013 to June 30, 2014				
Lead Agency Name: Family Health Services, San Mateo County Health System				
Goal: Advance F5SMC's Communications and Systems Change efforts to promote optimal early childhood development for children 0-5 in San Mateo County.				
Measurable Objective #8: Communicate the importance of the first 5 years of life and collaborate to improve systems integration, decrease duplicative services, and create lasting, beneficial systems improvements.				
Total Unduplicated Clients Served Under This Objective				
Children 0-5:	Families of 0-5s:	Providers of 0-5s:	Other:	
Major activities and timelines (Timeline ongoing unless otherwise indicated)	Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):	
Distribute First 5 Monthly Materials to project clients	FHS, Breathe California	Outreach materials log	Distribute as received by F5SMC.	
1 Distribute First 5's Kit for New Parents	FHS, Breathe California	Progress Update	Provide First 5's Kit for New Parents to the families of 10 children 0 to 5 served by the C-CAMP PHN.	
2 Participate in F5SMC's Learning Circles and other collaborative efforts	FHS, Breathe California	Sign in sheet	As convened by F5SMC.	
3 Document measures to increase efficiencies and reduce duplication within service delivery	FHS, Breathe California	Mid-year and annual F5SMC Progress Report Narrative	Include in year-end report to F5SMC	
4				

First 5 San Mateo County				
July 1, 2013 to June 30, 2014				
Lead Agency Name: Family Health Services, San Mateo County Health System				
Goal: Demonstrate the effectiveness of the project strategies through participation in an independently administered process and outcome evaluation.				
Measurable Objective #9: Participate in the design of the evaluation and in the implementation of data collection activities as required by the evaluation design.				
Total Unduplicated Clients Served Under This Objective:				
Children 0-5	Families of 0-5s:	Providers of 0-5s:	Other:	
Major activities and timelines (Timeline ongoing unless otherwise indicated)	Staff or agency responsible	Documentation instrument:	Target service # for activity (may be duplicated):	
1 Collect and enter individual-level client data and individual-level service data on all project activities	FHS, Breathe California		See evaluation plan	
2 Administer all Comprehensive Evaluation tools on clients served as required by the F5SMC evaluation design.	FHS, Breathe California		See evaluation plan	
3 Administer all Systems-Change Evaluation tools as required by the First 5 evaluation design.	FHS, Breathe California		See evaluation plan	

First 5 San Mateo County					
July 1, 2013 to June 30, 2014					
Lead Agency Name: Family Health Services, San Mateo County Health System					
Goal: Ensure the general public is aware of the benefit of Proposition 10 (Prop. 10) tax dollars in the community					
Measurable Objective #10: Keep the public informed of how and where Prop 10 funds are invested in San Mateo County					
Total Unduplicated Clients Served Under This Objective					
Children 0-5	Families of 0-5s	Providers of 0-5s	Other	Target service # for activity (may be duplicated)	
Major activities and timelines (Timeline ongoing unless otherwise indicated)	Staff or agency responsible		Documentation instrument		
1 Place a placard announcing project funding by F5SMC in a prominent area where services take place. Timeline = Ongoing.	FHS, Breathe California	Placard placement			
2 Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in annual report, public education materials, outreach materials, and media communications. Timeline = Ongoing.	FHS, Breathe California	Copies of materials and press releases			
3 Place F5SMC tobacco-free premises placard in a prominent area where funded services take place	FHS, Breathe California	Placard placement			
4 Make tobacco education and cessation resources provided by F5SMC readily available to those served by the agency and to staff of the agency	FHS, Breathe California	Copies of materials provided by F5SMC			



## First 5 San Mateo County BUDGET REQUEST FORM

Complete this form to show the budget for the entire project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	<b>San Mateo County Health System, Family Health Services</b>
Program/Project Name:	<b>Collaboration for Children's Asthma Management and Prevention</b>
Amount of Request:	<b>\$139,054</b>
Budget Period:	<b>July 1, 2013 - June 30, 2014</b>
Submission Date:	<b>6/4/2013</b>

\*\* List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Public Health Nurse	\$106,045	0.70	\$ 55,671	\$ 6,164	\$ 61,835
B.			\$ -		\$ -
C.			\$ -		\$ -
D.			\$ -		\$ -
E.			\$ -		\$ -
F.			\$ -		\$ -
Benefits @ 40 %			\$ 22,268	\$ 2,466	\$ 24,734
<b>Subtotal - Personnel</b>			<b>\$ 77,939</b>	<b>\$ 8,630</b>	<b>\$ 86,569</b>

II. OPERATING EXPENSES			A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities			\$ -		\$ -
B. Office Supplies and Materials			\$ -		\$ -
C. Telephone/Communications			\$ -		\$ -
D. Postage/Mailing			\$ -		\$ -
E. Printing/Copying			\$ -		\$ -
F. Equipment Lease			\$ -		\$ -
G. Travel			\$ -		\$ -
H. Training/Conference			\$ 5,571		\$ 5,571
I. Consultants (itemize):			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

J. Subcontractors (itemize): Breathe California	\$ 46,191	\$ 2,427	\$ 48,618
	\$ -		\$ -
	\$ -		\$ -
K. Other (itemize):	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
<b>Subtotal - Operating Expenses</b>	<b>\$ 51,762</b>	<b>\$ 2,427</b>	<b>\$ 54,189</b>

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -		\$ -
B.	\$ -		\$ -
C.	\$ -		\$ -
D.	\$ -		\$ -
E.	\$ -		\$ -
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
12%	\$ 9,353		\$ 9,353
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			
<b>Subtotal - Indirect Costs</b>	<b>\$ 9,353</b>	<b>\$ -</b>	<b>\$ 9,353</b>

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 139,054	\$ 11,057	\$ 150,111

VI. IN KIND SUPPORT: FHS is providing all supervision, administrative support and operating expenses (net training costs)

VII. LEVERAGED FUNDS ARE FROM: California Medi-Cal Targeted Case Management Program

<b>Date Prepared:</b>	6/4/2013	<b>Prepared By:</b>	James Miller
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First 5 San Mateo County Use Only			
<b>Date Approved:</b>		<b>Approved By:</b>	



# First 5 San Mateo County BUDGET NARRATIVE FORM

Agency Name:	<b>San Mateo County Health System, Family Health Services</b>
Program/Project Name:	<b>Collaboration for Children's Asthma Management and Prevention</b>
Amount of Request:	<b>\$139,054</b>
Budget period:	<b>July 1, 2013 - June 30, 2014</b>
Submission Date:	<b>6/4/2013</b>

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Public Health Nurse	\$ 55,671	.70 PHN salary is a civil Service Step D; it is anticipated that 10% of Salary and Benefits will be leveraged through Medi-Cal Targeted Case Management funds. This position is for 10 of 12 months in year 1.
B.	\$ -	
C.	\$ -	
D.	\$ -	
E.	\$ -	
F.	\$ -	
Benefits @ 40 _%	\$ 22,268	This is the standard benefit rate used on the F5SMC Pre-3 grant; actual benefit expenses exceed 40%
<b>Subtotal - Personnel</b>	<b>\$ 77,939</b>	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ -	
B. Office Supplies and Materials	\$ -	
C. Telephone/Communications	\$ -	
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ -	
G. Travel	\$ -	
H. Training/Conference	\$ 5,571	This is dedicated to provide two Asthma Champions with the appropriate education and testing to become Certified Asthma
I. Consultants (itemize):	\$ -	
	\$ -	
	\$ -	
J. Subcontractors (itemize): Breathe California	\$ 46,191	Request and Narrative attached
	\$ -	
	\$ -	
K. Other (itemize):	\$ -	



	\$ -	
	\$ -	
<b>Subtotal - Operating Expenses</b>	<b>\$ 51,762</b>	

<b>III. CAPITAL EXPENDITURES</b>	<b>A. Amount Requested</b>	<b>Description / Explanation</b>
A.	\$ -	
B.	\$ -	
C.	\$ -	
D.	\$ -	
E.	\$ -	
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	

<b>IV. INDIRECT COSTS</b>	<b>A. Amount Requested</b>	<b>Allocation Method / Formula Used</b>
<u>0.12</u>	\$ 9,353	12% of Personnel
<b>Subtotal - Indirect Costs</b>	<b>\$ 9,353</b>	

<b>V. TOTAL PROGRAM COSTS</b>	<b>A. Amount Requested</b>	
<b>Total of sections I - IV</b>	<b>\$</b>	<b>139,054</b>

VI. IN KIND SUPPORT: FHS is providing all supervision, administrative support and operating expenses (net training costs)

VII. LEVERAGED FUNDS ARE FROM: California Medi-Cal Targeted Case Management Program

*Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :*

**First 5 San Mateo County**  
**Attn: F5SMC Program Specialist**  
**1700 S. El Camino Real, Suite 405**

6/4/2013

*Electronic copy must also be submitted to:*

**F5SMC Program Specialist**



## First 5 San Mateo County BUDGET REQUEST FORM

Complete this form to show the budget for the entire project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	<b>San Mateo County Health System, Family Health Services</b>
Program/Project Name:	<b>Collaboration for Children's Asthma Management and Prevention</b>
Amount of Request:	<b>\$150,946</b>
Budget Period:	<b>July 1, 2014 - June 30, 2015</b>
Submission Date:	<b>6/4/2013</b>

\*\* List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this colu

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Public Health Nurse	\$106,045	0.70	\$ 66,808	\$ 7,424	\$ 74,232
B.			\$ -		\$ -
C.			\$ -		\$ -
D.			\$ -		\$ -
E.			\$ -		\$ -
F.			\$ -		\$ -
Benefits @ 40 %			\$ 26,723	\$ 2,970	\$ 29,693
<b>Subtotal - Personnel</b>			<b>\$ 93,531</b>	<b>\$ 10,394</b>	<b>\$ 103,925</b>

II. OPERATING EXPENSES			A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities			\$ -		\$ -
B. Office Supplies and Materials			\$ -		\$ -
C. Telephone/Communications			\$ -		\$ -
D. Postage/Mailing			\$ -		\$ -
E. Printing/Copying			\$ -		\$ -
F. Equipment Lease			\$ -		\$ -
G. Travel			\$ -		\$ -
H. Training/Conference			\$ -		\$ -
I. Consultants (itemize):			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -

J. Subcontractors (itemize): Breathe California	\$ 46,191	\$ 2,427	\$ 48,618
	\$ -		\$ -
	\$ -		\$ -
K. Other (itemize):	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
<b>Subtotal - Operating Expenses</b>	<b>\$ 46,191</b>	<b>\$ 2,427</b>	<b>\$ 48,618</b>

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -		\$ -
B.	\$ -		\$ -
C.	\$ -		\$ -
D.	\$ -		\$ -
E.	\$ -		\$ -
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
12%	\$ 11,224		\$ 11,224
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			
<b>Subtotal - Indirect Costs</b>	<b>\$ 11,224</b>	<b>\$ -</b>	<b>\$ 11,224</b>

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 150,946	\$ 12,821	\$ 163,767

VI. IN KIND SUPPORT: FHS is providing all supervision, administrative support and operating expenses (net training costs)

VII. LEVERAGED FUNDS ARE FROM: California Medi-Cal Targeted Case Management Program

<b>Date Prepared:</b>	6/4/2013	<b>Prepared By:</b>	James Miller
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First 5 San Mateo County Use Only			
<b>Date Approved:</b>		<b>Approved By:</b>	



# First 5 San Mateo County BUDGET NARRATIVE FORM

Agency Name:	<b>San Mateo County Health System, Family Health Services</b>
Program/Project Name:	<b>Collaboration for Children's Asthma Management and Prevention</b>
Amount of Request:	<b>\$150,946</b>
Budget period:	<b>July 1, 2014 - June 30, 2015</b>
Submission Date:	<b>6/4/2013</b>

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Public Health Nurse	\$ 66,808	.70 PHN salary is a civil Service Step D; it is anticipated that 10% of Salary and Benefits will be leveraged through Medi-Cal Targeted Case Management funds. This position is for 12 of 12 months in year 2.
B.	\$ -	
C.	\$ -	
D.	\$ -	
E.	\$ -	
F.	\$ -	
Benefits @ 40 %	\$ 26,723	This is the standard benefit rate used on the F5SMC Pre-3 grant; actual benefit expenses exceed 40%
<b>Subtotal - Personnel</b>	<b>\$ 93,531</b>	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ -	
B. Office Supplies and Materials	\$ -	
C. Telephone/Communications	\$ -	
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ -	
G. Travel	\$ -	
H. Training/Conference	\$ -	
I. Consultants (itemize):	\$ -	
	\$ -	
J. Subcontractors (itemize): Breathe California	\$ 46,191	Request and Narrative attached
	\$ -	
K. Other (itemize):	\$ -	
	\$ -	
<b>Subtotal - Operating Expenses</b>	<b>\$ 46,191</b>	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
B.	\$ -	
C.	\$ -	
D.	\$ -	
E.	\$ -	
<b>Subtotal - Capital Expenditures</b>	<b>\$ -</b>	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	\$ 11,224	12% of Personnel
<b>Subtotal - Indirect Costs</b>	<b>\$ 11,224</b>	

V. TOTAL PROGRAM COSTS	A. Amount Requested
<b>Total of sections I - IV</b>	<b>\$ 150,946</b>

VI. IN KIND SUPPORT: FHS is providing all supervision, administrative support and operating expenses (net training costs)

VII. LEVERAGED FUNDS ARE FROM: California Medi-Cal Targeted Case Management Program

*Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :*  
**First 5 San Mateo County**  
**Attn: F5SMC Program Specialist**  
**1700 S. El Camino Real, Suite 405**

*Electronic copy must also be submitted to:*  
**F5SMC Program Specialist**