



November 6, 2018

Ms. Starla Jerome-Robinson
Interim City Manager
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Ms. Jerome-Robinson:

On behalf of Silicon Valley Community Foundation, we are pleased to award City of Menlo Park a grant not to exceed \$150,000.00 from the Big Lift collaborative to support high quality preschool and inspiring summer programming that includes embedded family engagement practices that support learning at home and reducing chronic absenteeism. We are delighted to support City of Menlo Park with this award to improve outcomes for children in San Mateo, made possible through San Mateo County Measure K tax dollars.

Please sign, date, and return the attached grant agreement to Stephen King at sking@siliconvalleycf.org as soon as possible.

This grant agreement and attachments represent City of Menlo Park's contract with SVCF detailing how the funds will be spent. You may not use the funds in any way other than as described in the grant agreement, approved budget, and scope of work unless you receive written permission from SVCF. The foundation will require detailed reports including the project's impact on the participants and the community and expenditure report of spending. A report form is enclosed.

On behalf of The Big Lift and Silicon Valley Community Foundation, we are pleased to help support City of Menlo Park and we look forward to hearing about the impact our funds have on the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Erica Wood", written in a cursive style.

Erica Wood
Chief Community Impact Officer
Silicon Valley Community Foundation

Grant #: 2018-192002 (5258)

Silicon Valley Community Foundation
Grant Agreement

Grant Number: 2018-192002 **Amount:** up to \$150,000.00 **Date:** November 6, 2018
2018-192061

Grantee Name: City of Menlo Park

Grantee Contact: Ms. Starla Jerome-Robinson
Interim City Manager
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Phone: 650.330.6610
Email: slrobinson@menlopark.org

Foundation Staff: Elisa Espinoza
Communications and Business Development Manager
Silicon Valley Community Foundation
2440 West El Camino Real, Suite 300
Mountain View, CA 94040

Phone: 650.450.5506 Fax: 650.450.5545
Email: eespinoza@siliconvalleycf.org

Grant Purpose:

To support high quality preschool and inspiring summer programming that includes embedded family engagement practices that support learning at home and reducing chronic absenteeism.

Grant Period: September 1, 2018 to June 30, 2019

Projected Grant Outcomes: Please reference the Scope of Work (SOW)

Special Conditions:

(1) This is a 10-month grant period. Payments will be paid in two installments. The first installment will be paid on receipt of the signed grant agreement. The second installment will be paid upon receipt and approval of the mid-year progress report. The second payment is contingent on the report including a financial report detailing grant expenditures that match the approved budget and providing a general ledger report documenting City of Menlo Park is meeting the 10% cash match requirement.

(2) Renewed funding for each additional year is dependent upon the grantees compliance with all provisions in the attached The Big Lift Grantee Terms and Conditions and the continued availability of funding (Exhibit A). SVCF reserves the right to discontinue, modify, or withhold any payments due under this grant, or to require repayment of any unexpended grant funds if necessary to comply with any law or

regulation applicable to this grant. Funding that is not spent during the grant period must be returned to SVCF

(3) Grantees commit to providing cash and in-kind match that total 20% of Big Lift grant expenditures, of which a minimum must be a 10% cash contribution.

Reporting Requirements

Silicon Valley Community Foundation requires progress reports at specified dates. *Please note that future grant requests will not be considered if a grantee has failed to submit a required report.* Please submit the following report(s):

Mid-Year Progress Report Due: January 31, 2019

Final Report Due: July 31, 2019

Payment Schedule:

This grant will be paid in two installments up to the amount specified, at the end of the grant period upon verification of the special conditions. Please note that payments are contingent upon the continuing availability of outside grant funds.

First payment: \$75,000.00 upon receipt of signed grant agreement

Second payment: up to \$75,000.00 upon receipt and approval of mid-year progress report and financial report

Hold Harmless

Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the community foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with the grant, the application of funds furnished pursuant to the grant, the program or project funded or financed by the grant or in any way relating to the subject of this Agreement. This paragraph shall survive the termination of this Agreement.

Inspection, Audit and Retention of Records:

Grantee agrees to provide for an audit of its activities. The grantee agrees to conduct these audits annually. Accounts and records of all grantees that disburse or utilize grant funds must be accessible to authorized officials for the purpose of audit of the grantees records pertaining to the use of grant funds.

Financial records, supporting documents, statistical records, and all other organizational records pertinent to this award must be retained for a period of three (3) years from the date of submission of the final expenditure report, and made available to SVCF and/or the County of San Mateo upon request.

Nondiscrimination:

The grantee agrees to certify that no person shall be excluded from participation in, denied the benefits

of, subjected to discrimination under, or denied employment in connection with any activity receiving funds from SVCF on the basis of race, color, religion, national origin, sex, handicap, veteran status, sexual orientation or age. The grantee agrees to comply with all federal statutes relating to nondiscrimination, including E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Intellectual Property:

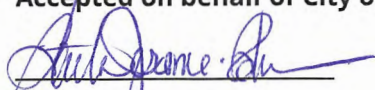
By signing below, City of Menlo Park and Silicon Valley Community Foundation agree that all copyright and other interests in materials produced as a result of this grant shall be owned by the grantee organization. To ensure the widest possible distribution of such materials and ensure that they enter and remain in the public domain, the grantee organization and any individuals who may have some interest hereby grant to the Foundation a non-exclusive, transferable, perpetual, irrevocable, royalty-free, paid-up worldwide license to use or publish the materials or other work products arising out of or resulting from the grantees use of the grant funds and any earnings thereon, including all intellectual property rights, and to sublicense to third parties the rights described herein. The grantee, at Foundation's request, agrees to execute any additional documents required to affect such license.

Acknowledgement of Grant Support:

Please acknowledge San Mateo County, San Mateo County Office of Education and Silicon Valley Community Foundation's support of your program in publications such as newsletters, program activity announcements and in all media coverage. We suggest you use the following wording: "This project has been made possible in part by a grant from The Big Lift initiative with funding from San Mateo County Measure K tax dollars and supported by Silicon Valley Community Foundation and San Mateo County Office of Education."

By signing below, City of Menlo Park acknowledges the approved budget and Scope of Work (SOW) submitted to the community foundation and this grant agreement are now the contract with Silicon Valley Community Foundation detailing the purpose(s) of the grant, including what activities are supported by this grant. Please inform the community foundation if there are changes in agency personnel who are important to the administration of the grant, or if the grant funds cannot be expended for the purpose or in the time period described in the grant agreement. Grantee may not use the funds in any way other than as described in the grant agreement and approved budget unless the grantee receives written permission from the community foundation.

Accepted on behalf of City of Menlo Park by:


Signature

*(Must be signed by Executive Director,
President or Board President)*

Interim City Manager
Title

Starla Jerome-Robinson
Printed or Typed Name

12/19/18
Date

**Silicon Valley Community Foundation
Report Guidelines**

Reports are due to the community foundation according to the report schedule set forth in your Grant Agreement. Please note that your grant agreement advises you that reports are required by Silicon Valley Community Foundation, and that future grant requests will not be considered if a grantee has failed to submit a required report. Please complete the section below, and acquire the necessary signature. Return this page along with the final completed report to the community foundation.

Grantee Name: City of Menlo Park

Grant Amount: up to \$150,000.00

Grant Number: 2018-192002, 2018-192061

Grant Period: September 1, 2018 to June 30, 2019

Purpose of the grant: To support high quality preschool and inspiring summer programming that includes embedded family engagement practices that support learning at home and reduce chronic absenteeism

Person completing this report: _____
(Name, Title, Phone)

Mid-Year Progress Report Due: January 31, 2019

- Mid-Year Progress Report
- Success Story (Use attached Guidelines)
- Expenditure Report: Please provide a general ledger report of grant expenditures and how it aligns with your approved budget. If your actual expenses were different than those anticipated, please explain in the narrative column of the form and submit a budget revision request form.
Spending that does not align with your approved budget could make you ineligible for future Big Lift grant awards.
- Cash Match Documentation (Must equal 10% of program costs)

Final Report Due: July 31, 2019

- Final Narrative Report
- Expenditure Report: Please provide a general ledger report of grant expenditures and how expenditures align with your approved budget. If your actual expenses were different than those anticipated, please explain in the narrative column of the form. **Spending that does not align with your approved budget could make you ineligible for future Big Lift grant awards.**
- Success Story (Use attached guidelines)



Signature of Executive Director or President

12/14/18

Date

Please return report to: thebiglift@siliconvalleycf.org

If you have any questions about completing this report, please do not hesitate to contact community foundation staff at 650.450.5506.



BUDGET REQUEST FORM

Agency Name:	City of Menlo Park		
Program/Project Name:	Belle Haven Child Development Center		
Amount of Request:	\$		150,000
Budget Period:	September 1, 2018 - June 30, 2019 (10-months)		
Submission Date:	9/6/2018		

** List Cash Match Amount Available: Non Big Lift funds available to support the project. At the bottom of the form under section V, please list the funding source for all funds included in this column and any amounts from this column.*

I. PERSONNEL			A. Amount Requested	B. Cash Match Amount*	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Yezenia Guzman	\$40,000	1.00	\$ 36,000	\$ 4,000	\$ 40,000
B. Stephanie Hong	36,000	1.00	\$ 32,400	\$ 3,600	\$ 36,000
C.			\$ -		
D.			\$ -		\$ -
E.			\$ -		\$ -
F.			\$ -		\$ -
G.			\$ -		\$ -
H.			\$ -		\$ -
I.			\$ -		
Benefits @25%	17,100		\$ 15,390	\$ 1,710	\$ 17,100
Subtotal - Personnel			\$ 83,790	\$ 9,310	\$ 93,100

II. OPERATING EXPENSES		A. Amount Requested	B. Cash Match Amount*	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): Neighborhood Constulant		\$ 36,900	\$ 4,100	\$ 41,000
•		\$ -	\$ -	\$ -
•		\$ -	\$ -	\$ -
J. Subcontractors (itemize):		\$ -	\$ -	\$ -
•		\$ -	\$ -	\$ -
•		\$ -	\$ -	\$ -
•		\$ -	\$ -	\$ -
K. Other (itemize): Discount supplies		\$ 4,500	\$ 500	\$ 5,000
Fieldtrips		\$ 2,000	\$ 200	\$ 2,200
Database/Noho		\$ 2,833	\$ 283	\$ 3,116
grass replacement		\$ 15,000	\$ 1,700	\$ 16,700
•		\$ -	\$ -	\$ -
Subtotal - Operating Expenses		\$ 61,233	\$ 6,783	\$ 68,016

III. INDIRECT COSTS	A. Amount Requested	B. Cash Match*	C. Total Program Budget (A+B)
5.94%	\$ 4,977	\$ 553	\$ 5,530
(Attach copy of approved indirect cost rate proposal if percentage exceeds 10%)			
Subtotal - Indirect Costs	\$ 4,977	\$ 553	\$ 5,530

IV. TOTAL COSTS	A. Amount Requested	B. Cash Match*	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 150,000	\$ 16,646	\$ 166,646

V. CASH MATCH: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which cash match funds are not yet secured. **Cash-Match support should equal 10% of total program costs and should be new or unrestricted funding for Big Lift program expenses**

Source	Status	Amount
City General Fund	Committed	\$ 16,646.00
Total Cash Match		\$ 16,646.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). **In-Kind Support should equal 10% of total program costs**

Source	Calculation	Amount
City of Menlo Park Facilities Department	\$33.68 hr * 20 hrs a week * 12 months	\$ 8,083.20
City of Menlo Park Finance Department	\$46.72 * 20 hrs a week * 12 months	\$ 11,212.80
Total In-Kind Match		\$ 19,296.00

Date Prepared:	9/14/2018	Prepared By:	Carmen Lo
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Date Approved:	9/26/2018	Approved By:	Elisa Espinoza
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BUDGET NARRATIVE FORM

Agency Name:	City of Menlo Park	
Program/Project Name:	Belle Haven Child Development Center	
Amount of Request:	\$	150,000
Budget period:	September 1, 2018 - June 30, 2019 (10-months)	
Submission Date:	9/6/2018	

I. PERSONNEL	A. Amount Requested	Description / Explanation
Position Title		
A. Yezenia Guzman	\$ 36,000	Child Care Teachers Aide
B. Stephanie Hong	\$ 32,400	Office Assistant
C.	\$ -	
D.	\$ -	
E.	\$ -	
F.	\$ -	
G.	\$ -	
H.	\$ -	
I.	\$ -	
Benefits @25%	\$ 15,390	
Subtotal - Personnel	\$ 83,790	

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): Neighborhood	\$ 36,900	Neighborhood Engagement
•	\$ -	
•	\$ -	
J. Subcontractors (itemize):	\$ -	
•	\$ -	
•	\$ -	
•	\$ -	
K. Other (itemize): Discount supplies	\$ 4,500	classroom supplies
Fieldtrips	\$ 2,000	classroom supplies
Database/Noho	\$ 2,833	database system
Grass Replacement	\$ 15,000	turf placemnt improvement *See note
•	\$ -	
Subtotal - Operating Expenses	\$ 61,233	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
5.94%	\$ 4,977	
Subtotal - Indirect Costs	\$ 4,977	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
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Total of sections I - IV	\$	150,000
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*The lawn area of the CDC program has consistently received low ratings in the outdoor area of the Environment Rating Scale. Based on the safety levels of this area, the City of Menlo Park has twice attempted to plant regular grass in this area but the grass grows and dies within months. Placement of turf will provide the children with a green area to play with balls and group games with some cushion beneath them and little risk of them falling and hurting themselves as they would in the current area where there is mostly dirt, raised roots, and dead grass. This is one of the major outdoor spaces used by the children during outdoor play. Placement of turf will not only help to improve the ERS measurement score but also provide the children with a safe space for open play. The City of Menlo Park will also contribute to the purchase of installing turf to the area.

**The Big Lift
Scope of Work**

September 1, 2018 - June 30, 2019

Agency: City of Menlo Park Belle Haven CDC			
Preschool Goal 1 - Quality Preschool: Children are prepared for kindergarten with the social-emotional, academic, linguistic and physical foundations they need to be successful.			
	Major activities	Staff or agency responsible	Target #
1	Enhance the quality of existing preschool spaces for 3-and 4-year old children (list the number of part and full-day spaces in column D)	BHCDC staff, coach, director	All classrooms. 96 enrollment capacity.
2	Implement new quality preschool spaces for 3 and 4-year old children (list the number of part and full-day new spaces in column D).	BHCDC staff, coach, director	All classrooms. 96 enrollment capacity.
3	Maintain quality standards sufficient to meet a minimum of Tier 3 on the San Mateo Quality Rating and Improvement System (QRIS) and make progress toward achieving higher tiers.	BHCDC staff, coach, director	All classrooms. 96 enrollment capacity.
4	Teachers, site supervisors & program director staff participate in professional development, technical assistance and coaching offered through The Big Lift to meet the goals established in each program's Quality Improvement Plan.	Program administrators, coach, lead teachers	All leads and minimum 2 teacher's aides
5	Participate in Big Lift community collaborative meetings and convenings to support progress toward achieving the goal of improved third grade reading proficiency	Program administrators. Ravenswood District meetings, knowledge network meetings	n/a

**The Big Lift
Scope of Work**

September 1, 2018 - June 30, 2019

Agency: City of Menlo Park Belle Haven CDC			
Preschool Goal 2 - Family Engagement: Families have the tools and information they need to support and advocate for their children's well-being and academic success			
	Major activities	Staff or agency responsible	Target #
1	Implement Raising a Reader and RAR Plus early literacy program for children in new and enhanced preschool spaces	BHCDC staff & selected trained RAR staff	All classrooms.
2	Implement READY4K! family engagement strategy for children in new and enhanced preschool spaces	N/A	N/A
3	Work with The Big Lift to identify and implement additional family engagement strategies that build upon family strengths, culture and language and establish authentic partnerships with families through a PLC structure	BHCDC administrators, PCRC parent engagement coordinator	N/A
4	Conduct parent conferences for each child twice per year and share individual school readiness information with parents of children who will be entering kindergarten.	Lead Teachers, Coach, PCRC parent engagement coordinator	All BHCDC families (2x/year) Fall & Spring
5	Provide meaningful and culturally responsive engagement opportunities for families that strengthen their ability to support and advocate for their children's well-being and academic success.	PCRC parent engagement coordinator, Director, Coach, Line staff, PAC (Parent meetings, special events, kinder readiness)	Minimum 50% of parents through parent meetings and increased through PAC & continuous parent engagement efforts through parent engagement coordinator.

**The Big Lift
Scope of Work**

September 1, 2018 - June 30, 2019

Agency: City of Menlo Park Belle Haven CDC			
Preschool Goal 3- Attendance: Families understand the importance of an prioritize attendance in preschool and early elementary school			
	Major activities	Staff or agency responsible	Target #
1	Participate in Big Lift efforts to improve preschool attendance through the partnership with In Class Today	BHCDC administrators and lead staff	Every classroom
2	Track and make available data on attendance and chronic absenteeism	Verticle change. office assistant, director	All BHCDC children
3	Educate families about the importance of attendance in preschool and the early elementary years	Teachers, administrators, parent enegagement coordinator, PAC	
4	Collect and report student attendance data through the Cocoa database	Vertical change, office assistant	All BHCDC children
5	Use iPads to record daily attendance and interface with the Cocoa database, pending approval by CDE	N/A	N/A

**The Big Lift
Scope of Work**

September 1, 2018 - June 30, 2019

Agency: City of Menlo Park Belle Haven CDC			
Preschool Goal 4 - Articulation and Alignment: Big Lift activities are aligned and the community is making steady progress towards third grade reading proficiency for all children			
	Major activities	Staff or agency responsible	Target #
1	Identify specific strategies for P3 alignment such as articulation efforts with feeder elementary schools and providing preschool assessment data to support smooth transitions to kindergarten.	PCRC parent engagement coordinator, PAC, lead teachers, director	Submit plan to SVCF with first progress report in January

**The Big Lift
Scope of Work**

September 1, 2018 - June 30, 2019

Agency: City of Menlo Park Belle Haven CDC			
Preschool Goal 5 - Evaluation and Assessment: Evaluation efforts demonstrate the effectiveness of Big Lift approach and interventions. Child-level assessments inform curriculum and program development and identify each child's unique needs			
	Major activities	Staff or agency responsible	Target #
1	Participate in the evaluation of The Big Lift to ensure that progress is documented and that data are available to support curriculum and program development, identify children's unique strengths and needs and measure the effectiveness of The Big Lift.	DRDP tech, vertical change, coach, BHCDC administrator, lead teachers	All BHCDC children
2	Collect and enter individual level child, family and teacher data into the Cocoa data system, as required by The Big Lift.	Verticle change, admin assistant	All BHCDC children
3	Participate in the external evaluation of The Big Lift, which may include surveys, focus groups, interviews, assessments and observations.	BHCDC, director, and staff as it pertains	
4	Conduct observational assessments twice per year of all children in Big Lift classrooms using a valid and reliable child assessment tool aligned with the CA Foundations and Frameworks (e.g. DRDP-PS).	BHCDC staff, DRDP tech, coach	All BHCDC children
5	Make progress towards conducting developmental screenings of children in Big Lift classrooms to identify possible developmental delays, disabilities or other special needs in order to help them access needed early intervention services. Programs must use a Big Lift approved tool (e.g. ASQ and ASQ-SE).	ASQ, Star Vista consultant, BHCDC staff, Ravenswood School District	All BHCDC children