

Board Office Use: Legislative File Info.	
File ID Number	26-0406
Introduction Date	3/11/26
Enactment Number	
Enactment Date	



Board Cover Memorandum

To Board of Education

From Denise G. Saddler, Interim Superintendent
Sondra Aguilera, Chief Academic Officer
Jessica Cannon, Executive Director, Early Learning

Meeting Date March 11, 2026

Subject Contract for Services – First Five of Alameda County - Measure C - One Time Funds – First Five Early Care & Education Emergency Grant

Ask of the Board Approval by the Board of Education of a Contract for Services by and between First Five of Alameda County, Alameda, CA, for the latter to provide one time funds from Measure C to be solely used for providing one time stipends to the Early Childhood workforce - CDC teachers and Instructional Assistants via the Early Childhood Education Department, in an amount not to exceed \$500,000.00, for the period of July 1, 2025 through June 30, 2026.

Background The Children’s Health and Child Care Initiative for Alameda County (“Measure C”) imposes a half percent sales tax in Alameda County for twenty years. Measure C requires that the revenues from this tax be used to expand access to high quality early education and health care for children in Alameda County, particularly for low- and middle-income children and families. Measure C allocates 80 percent of the sales tax revenues to the to the Child Care, Preschool, and Early Education Account (“CCPEE Account”) to fund the Child Care, Preschool, and Early Education Program (“CCPEE Program”), which is intended to increase access to high quality child care, preschool, and early education services to benefit low- and middle-income children and families in Alameda County, to improve wages and compensation for family child care providers and early educators who provide those services, and to support the efficient administration of the program. The details of these stipends (timing, exact amounts, etc.) will be negotiated with our Labor Partners.

Fiscal Impact Measure C Funds in the amount of \$500,000.00.

Attachment(s) Contract for Services – Measure C – First 5 Early Care & Education Emergency Grant



**CONTRACT FOR SERVICES
MEASURE C – FIRST 5 EARLY CARE & EDUCATION EMERGENCY GRANT**

CONTRACTOR: **Oakland Unified School District - Early Learning**

DOING BUSINESS As (DBA): **Not Applicable**

GRANT APPLICATION NUMBER: ECEEG-00969
CONTRACT NUMBER: PS-ECE-0969-940
CONTRACT TERM: JULY 1, 2025 – JUNE 30, 2026
CONTRACT AMOUNT: \$500,000.00
CONTACT PERSON: Jessica Cannon
CONTACT TITLE: Executive Director, Early Learning
TELEPHONE: (510) 282-8968
EMAIL: jessica.cannon@ousd.org
CONTRACTOR ADDRESS: 1101 Union Street, Oakland, California 94607

THIS CONTRACT, is hereby made and entered into on this 1st day of July, 2025 by and between First 5 Alameda County ("First 5"), an independent public agency of the State of California, and Oakland Unified School District - Early Learning ("Contractor").

IT IS HEREBY MUTUALLY AGREED that both parties will adhere to the provisions of this Agreement, including Exhibit A (Program Description and Requirements), Exhibit B (Terms and Conditions of Payment and Accountability Requirements), Exhibit C (Insurance Requirements), Exhibit D (Additional Terms for Early Care and Education Providers), and Exhibit E (Certification of Grant Requirements).

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first mentioned above.

DocuSigned by:
Kristin Spanos
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Kristin Spanos
CEO
First 5 Alameda County

2/11/2026
Date

Sondra Aguilera 2/11/2026
Sondra Aguilera
Chief Academic Officer
Oakland Unified School District

Jessica Cannon
Jessica Cannon
Executive Director, Early Learning
Oakland Unified School District - Early Learning

2/11/2026
Date

Approved As To Form by OUSD Legal Department:
Roxanne De La Rocha 02/06/26
Roxanne De La Rocha, Staff Attorney

Agreement

Recitals:

WHEREAS, on March 3, 2020, Alameda County voters approved the Children’s Health and Child Care Initiative for Alameda County (“Measure C”); and

WHEREAS, Measure C imposes a half percent sales tax in Alameda County for twenty years and requires the revenues from the tax to be used to expand access to high quality early education and health care for children in Alameda County, particularly for low- and middle-income children and families; and

WHEREAS, Measure C allocates 80 percent of the sales tax revenues to the Child Care, Preschool, and Early Education Account, which is intended increase access to high quality child care, preschool, and early education services to benefit low- and middle-income children and families in Alameda County, to improve wages and compensation for family child care providers and early educators who provide those services, and to support the efficient administration of the program; and

WHEREAS, Measure C designates First 5 Alameda County as the administering agency to oversee and administer the Child Care, Preschool, and Early Education Program; and

WHEREAS, First 5 is desirous of securing the provision of certain services and deliverables outside the scope of First 5’s ordinary business in furtherance of Measure C; and

WHEREAS, Contractor is independently engaged in the business of providing services similar to those described in this Agreement and is willing and able to perform duties and render services and deliverables, without supervision, which are determined by First 5 to be necessary or appropriate for the support and improvement of early childhood development within Alameda County; and

WHEREAS, First 5 desires that such duties and services be provided by Contractor, and Contractor agrees to perform such duties and render such services, as set forth below:

I. TERM OF AGREEMENT

The Term of this Agreement begins on the 1st day of July, 2025 and shall continue, provided funding is available and allocated by First 5, until terminated in accordance with this Agreement. This Agreement shall supersede any previous agreement between Contractor and First 5 for the same services and the same time period.

Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Agreement will be purchased by First 5 from Contractor under a new Agreement following expiration or termination of this Agreement. Contractor waives all rights or claims to notice or hearing respecting any failure by First 5 to continue to purchase all or any such service from Contractor following the expiration or termination of this Agreement. Contractor also understands that payment under this Agreement is contingent upon the allocation of funding to First 5.

II. PROGRAM DESCRIPTION AND REQUIREMENTS -- EXHIBIT A

This Agreement shall be accompanied by Exhibit A, which is incorporated herein by this reference, and which includes a description of the duties and services to be performed for First 5 by Contractor. Contractor agrees to comply with all provisions, to perform all work, and to provide all such duties and services set forth in Exhibit A in a professional and diligent manner. Contractor shall obtain First 5's approval of all reports, requests, and other services and responsibilities, as required under this Agreement.

III. TERMS AND CONDITIONS OF PAYMENT AND ACCOUNTABILITY REQUIREMENTS -- EXHIBIT B

The total amount to be paid to Contractor under this Agreement shall not exceed the sum of \$ 500,000.00 and First 5 shall, under no circumstances, be required to pay in excess of that amount. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B, attached here to and by this reference made a part hereof. Sums not so paid shall be retained by First 5.

Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by First 5, or any successor, with respect to the receipt and disbursement of the funds referred to in Exhibit B, as well as such requirements as may be imposed by First 5.

IV. INSURANCE -- EXHIBIT C

Contractor shall maintain in force, at all times during the term of this Agreement, the insurance specified in Exhibit C attached hereto and made a part of this Agreement by this reference, and shall comply with all other requirements set forth in that Exhibit. Contractor shall provide Workers' Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from First 5 any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

V. RECORDS

A. Contractor shall maintain on a current basis complete financial records including, but not necessarily limited to, books of original entry, source documents in support of accounting transactions, a general ledger, personnel and payroll records, cancelled checks, and related documents in accordance with generally accepted accounting principles and any specific requirements of the applicable funding source.

B. Contractor shall maintain on a current basis complete records pertaining to the provision of services and eligibility, including, but not limited to, medical records, client files, participant records, patient logs or other service related documentation in accordance with instructions provided by First 5.

C. Contractor shall maintain on a current basis complete records pertaining to Contractor's organizational structure and activities, including, but not limited to, bylaws, articles of incorporation, documentation of tax exempt status, if applicable, Board of Directors roster, minutes of meetings of the Board of Directors and committees, administrative program policies and procedures and any other documents required by First 5 or the State or federal government or the applicable funding source.

Contractor will cooperate with First 5 in the preparation of, and will furnish any and all information required for, reports to be prepared by First 5 and/or Contractor as may be required by the rules,

regulations, or requirements of the County of Alameda, First 5 or of any other governmental entity. First 5 shall specify in detail the cooperation required.

Records shall be retained by Contractor, and shall be made available for auditing and inspection, for no less than five (5) years following the provision of any services pursuant to this Agreement, or for a longer period as required by the applicable funding source. If Contractor enters into any First 5-approved agreement with any related organization to provide services such agreement shall contain a clause to the effect that the related records of that organization shall be retained, and shall be made available for auditing and inspection, for no less than five (5) years following its provision of services pursuant to the subcontract, or for a longer period as required by the applicable funding source.

First 5 reserves the right to issue further instructions regarding the extent of records required to be kept, the format to be used, and record retention and access requirements as is necessary to perform audits and to otherwise comply with requirements set forth by applicable funding sources.

VI. AUDITS

Contractor's records, as defined in Section V of this Agreement, shall be accessible to First 5 for audit and inspection to assure proper accounting of funds, and to certify the nature of, and evaluate Contractor's performance of its obligations as set forth in this Agreement. First 5 shall be entitled to access onto Contractor's premises to observe operations, inspect records or otherwise evaluate performance at all reasonable times and without advance notice. First 5 shall conduct inspections and manage information in a manner consistent with applicable laws relating to confidentiality of records and in a manner that will minimize disruption of Contractor's work.

Funds provided by First 5 shall be accounted for separately in the Contractor's books and records. A systematic accounting record shall be kept by the Contractor of the receipt and disbursement of funds. The Contractor shall retain original substantiating documents related to contract expenditures and make these records available for First 5's review upon request. Contractor will be responsible for maintaining adequate financial records of this contract. First 5 may require general ledger documentation in support of the Contractor's expense report.

Separate and apart from the audit and inspection provisions set forth immediately above, Contractor's records will be subject to audits as required by Federal and/or State agencies and/or other funding sources. These audits include those performed pursuant to applicable Uniform Guidance or audits otherwise authorized by Federal or State law.

VII. LIMITATION ON LIABILITY; INDEMNIFICATION

The liabilities or obligations of First 5 with respect to its performance, non-performance or obligations pursuant to this Agreement shall be the liabilities or obligations of First 5 and its Trust Fund, and shall not become the liabilities or obligations of the County. Contractor shall not look to the County for satisfaction of obligations or liabilities.

Contractor agrees to indemnify, to defend at its sole expense, to save and hold harmless First 5, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and the County of Alameda, its officers, agents, and employees from any and all liability in addition to any and all losses,

claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of Contractor or Contractor's employees, agents, subcontractors or volunteers in performance of services or in the course of performing services rendered pursuant to this Agreement.

VIII. SUBCONTRACTING

None of the work to be performed by Contractor shall be subcontracted without the prior written consent of First 5. Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. First 5-approved contracts between Contractor and any subcontractor shall contain language providing that Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor.

IX. ASSIGNMENT

Contractor shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written approval of First 5. However, Contractor may assign its rights to receive compensation from First 5 for performance of the Agreement to financial institutions for the purpose of securing financial resources, provided that written consent from First 5 shall have first been obtained. No party shall, on the basis of this Agreement, in any way contract on behalf of, or in the name of, the other party to the Agreement, and any attempted violation of the provisions of this sentence shall confer no rights, and shall be void.

X. INDEPENDENT CONTRACTOR STATUS

Neither the Contractor nor any of its employees shall by virtue of this Agreement be an employee of First 5 for any purpose whatsoever, nor shall it or they be entitled to any of the rights, privileges, or benefits of First 5 employees. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Contractor assumes exclusively the responsibility for the acts of its employees and subcontractors as they relate to the services to be provided during the course and scope of their employment or service. Contractor will not represent itself (or any of its employees) as an employee or agent of First 5. First 5 will not treat Contractor as an employee of First 5 for purposes of federal or state income tax withholding, FICA withholding, or any other taxation purpose of law, including the Internal Revenue Code of 1986, as amended.

No partnership, employment, or agency has been or is intended to be formed by this Agreement. Accordingly, Contractor understands that First 5 is not required to provide Contractor with worker's compensation, and Contractor acknowledges and understands that Contractor is solely responsible for payment of federal and state income tax, social security, and unemployment and disability taxes, if any.

Contractor's duties and services under this Agreement shall not include preparing or assisting First 5 with any portion of First 5's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with First 5. First 5 shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this

project. Contractor's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor shall cooperate with First 5 to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Contractor pursuant to this Agreement.

XI. CONFIDENTIALITY

Pursuant to Health and Safety Code 130140.1(e), any individually identifiable information collected by First 5 must be protected from disclosure to unauthorized entities unless written consent was obtained from the parent or legal guardian. Contractor agrees to maintain the confidentiality of any patient information which may be obtained as a result of work performed pursuant to this Agreement unless otherwise required by law. Patients are defined as children and families who receive services by First 5 or children and families who receive services from the Contractor as outlined in Exhibit A to this Agreement. First 5 shall respect, to the extent permitted by law, the confidentiality of information furnished by Contractor to First 5 as specified in Exhibit A.

All information that is maintained by First 5 and Contractor may be subject to inspection by any person pursuant to a request under the California Public Records Act. The information shared under California Public Records Acts refers only to agencies, organizations or partners, not individuals or patients who are recipients of child health or family services.

Confidential information is defined as all information disclosed to Contractor which relates to First 5's past, present and future activities, as well as activities under this Agreement. Contractor will hold all such information in trust and confidence. Upon cancellation or expiration of this Agreement, Contractor will, at First 5's sole discretion, return to First 5 or destroy all written or descriptive matter which contain any such confidential information.

XII. TERMINATION PROVISIONS

Termination for Cause – If First 5 determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if First 5 determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, First 5 shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by First 5, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to First 5 forthwith whatever sums are so disclosed to be due to First 5 (or shall, at First 5's election, permit First 5 to deduct such sums from whatever amounts remain undisbursed by First 5 to Contractor pursuant to this Agreement or from whatever remains due Contractor by First 5 from any other contract between Contractor and First 5).

In the event that the funding allocation or the funds available to First 5 changes, First 5 may determine, in its sole discretion, that it is necessary to reduce, eliminate or otherwise modify the funding to Contractor under this Agreement due to the unavailability of funds or First 5's assessment of its funding priorities. If First 5 elects to reduce or eliminate funding pursuant this provision, it will provide 30 days advance written notice to Contractor.

Termination Without Cause – Either party may terminate this Agreement upon 30 days advance written notice to the other party. In the event of termination, Contractor shall return any unspent funds and shall not be entitled to any further funds under this Agreement.

Termination By Mutual Agreement – First 5 and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

XIII. COMPLIANCE WITH LAWS

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), all provisions of the Occupational Safety and Health Act of 1970 and all amendments thereto, and all applicable federal, state, municipal and local health and safety regulations, including but not limited to directives pertaining to the COVID-19 pandemic. All services performed by Contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save First 5, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and the County of Alameda, its officers, agents, and employees harmless from any and all liability, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations. A violation of such laws, ordinances, codes and/or regulations shall constitute a material breach of this Agreement and may serve as a basis for termination of this Agreement under Article XIII (“Termination for Cause”) and/or the initiation of appropriate legal proceedings by First 5.

XIV. COMPLIANCE WITH LAWS (CONTRACTS WITH A VALUE OF \$100,000 OR MORE)*

By signing this Agreement, Contractor certifies, under penalty of perjury, that at the time of entering into this Agreement all of the following are true:

- (a) That Contractor is in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code).
- (b) That Contractor is in compliance with the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).
- (c) (1) That any policy that Contractor has against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, is not used to discriminate in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).
- (2) Any policy adopted by Contractor or actions taken thereunder that are reasonably necessary to comply with federal or state sanctions or laws affecting sovereign nations or their nationals shall not be construed as unlawful discrimination in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

*Not applicable to contracts with a value of less than \$100,000

XV. ACCIDENT REPORTING

If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify First 5 by telephone. Contractor shall promptly submit a written report, in such form as may be required by First 5, of all accidents which occur in connection with this Agreement. This report must include the following information: 1. name and address of the injured or deceased person(s); 2. name and address of Contractor's subcontractor, if any; 3. name and address of Contractor's liability insurance carrier; 4. a detailed description of the circumstances surrounding the accident, whether any of First 5's equipment, tools or materials were involved and the extent of the damage to First 5 and/or other property; 5. Whether any clients or recipients of services or other persons were witnesses to the accident; and 6. determination of what effect, if any, the accident will have upon Contractor's ability to perform services.

XVII. NON-DISCRIMINATION

Contractor assures that it will comply with applicable state and federal laws and regulations that govern discrimination, including, but not limited to, the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. Contractor further agrees that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors protected by applicable law, be excluded from participation in, be denied associated benefits, or be otherwise subjected to discrimination under activities covered in this Agreement.

XVIII. GOVERNING BOARD LIMITATIONS; CONFLICT OF INTEREST

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies regarding conflicts of interest.

Contractor shall not make governmental decisions, as defined in section 18700(c)(4) of Title 2 of the California Code of Regulations, and Contractor's work shall be subject to significant intervening substantive review by staff of First 5.

If Contractor has entered into this Agreement as a not-for-profit organization as defined by state and federal law, and is in receipt of funds from First 5 based on such status, Contractor shall at all times conduct its business in a manner consistent with that required of a not-for-profit organization by applicable laws.

Contractor/Grantee shall not engage in any activities under this Agreement that would constitute "lobbying" or a "contribution" or expenditure" as those terms are defined under the Political Reform Act (Gov. Code §§ 81000 et. seq.) or local law.

XIX. DRUG-FREE WORKPLACE

Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute,

dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any First 5 or County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contendere to a criminal drug statute violation occurring within Alameda County, the Contractor, within five days thereafter, shall notify First 5. Violation of this provision shall constitute a material breach of this Agreement subject to termination by First 5 under Article XIII ("Termination for Cause") of this Agreement.

XX. MODIFICATIONS TO AGREEMENT

First 5 shall assign a liaison to Contractor with respect to the performance of this Agreement. Unless otherwise provided in Exhibit A and/or B to this Agreement, any adjustments requested by the Contractor to line items of a budget or to the program description included as an Exhibit to this Agreement shall not alter (1) services or other performance to be provided under this Agreement, (2) the time of performance of any act hereunder, or (3) the total amount of money allocated hereunder. Only one budget revision is allowed per year and may be granted or denied per the assessment of First 5 staff. For all budget line item adjustments over 10%, a written justification for each line item should be submitted for approval. Budget line item adjustments under 10% are not subject to a formal revision and may be shifted at the Contractor's discretion once per year. This Agreement can be amended only by written agreement of the parties hereto.

XXI. OWNERSHIP OF WORK PRODUCT/INTELLECTUAL PROPERTY

Any work product developed by Contractor or its Subcontractors in performance of this Agreement shall be considered the work product of First 5 and upon termination of the Agreement, Contractor shall provide those materials to First 5 to the extent requested. In addition, it is the express intention of the parties that First 5 shall at all times be and shall remain the sole and exclusive owner of all rights of any kind whatsoever in and to the results and proceeds of First 5's and/or Contractor's services hereunder (the "Results"). Any public disclosure of collected Contract metrics, data, expenditures, or results pursuant to this Section must be approved by First 5, unless such information has already been made public by First 5. The Contractor shall, however, retain any rights to materials used in the performance of this Agreement to the extent the Contractor possessed, owned, or developed such materials prior to entering into this Agreement.

Contractor warrants that, to the best of its knowledge and control, the Results are and will be original with Contractor in all respects (except to the extent based on material supplied by First 5), have not been and will not be exploited in any manner and/or medium, do not or will not infringe upon the copyright, patent or any other right of any person or entity, and Contractor will properly attribute the use of any other sources from any person or entity. Contractor agrees to execute any and all other documents consistent herewith, which may be required to effectuate the purpose and intent of this Agreement, and agrees that First 5 shall have the sole and exclusive right to register in its own name the copyrights and any other rights in and to the Results. In addition, or alternatively, Contractor hereby irrevocably appoints First 5 as Contractor's attorney-in-fact to take such actions and make, sign, execute, acknowledge, and deliver all such documents as may from time to time be necessary to convey to First 5, its successors and assigns, all rights granted in this section. This provision is of the essence of this Agreement and shall survive termination of this Agreement.

XXII. PUBLIC EMPLOYEES' PENSION REFORM ACT

First 5 as a Participating Employer in ACERA (the Alameda County Employees' Retirement Association) is restricted by law in retaining the services of a Contractor who has retired previously under ACERA (unless the Contractor reinstates in the ACERA system). If Contractor has not previously retired under ACERA, the law does not affect his/her ability to provide services to First 5 Alameda County. If Contractor has previously retired under ACERA, the law permits the ACERA retiree to provide services to First 5 Alameda County without reinstatement from retirement under limited circumstances. Applicable Contractors will be required to complete and submit a self-certification form of ACERA retirement status prior to execution of contract.

XXIII. PREVAILING WAGE; PUBLIC WORK CONTRACTOR REQUIREMENTS

Contractor is aware of the requirements of California Labor Code Sections 1720, et seq. and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq. ("Prevailing Wage Laws"), which when applicable, require compliance with State prevailing wage rates, registration of contractors, certified payroll record requirements, hours of work requirements, apprenticeship standards and the performance of other requirements on "public works" projects ("Public Works Projects"). Contractor certifies and agrees that it will require sub-grantees to comply with the requirements as set forth in the Prevailing Wage Laws, to the extent applicable, as to be determined by Contractor or sub-grantee.

First 5 may request documentation to certify that Contractor's sub-grantees have paid their contractors, subcontractors, or employees at the appropriate and applicable prevailing wage rate, where required. This provision in no way creates any contractual or third-party beneficiary relationship between any of the sub-grantee's subcontractors or employees and First 5, nor does it create any liability or duty on First 5 for sub-grantee's failure to make timely or appropriate payments to its subcontractors or employees, on behalf of its subcontractors or employees.

First 5 shall not be a party to any contract for the Public Works Projects, and shall not be responsible or liable for the actions of any contractors, subcontractors, vendors or their respective agents or employees.

EXHIBIT A

PROGRAM DESCRIPTION AND REQUIREMENTS

1. Background and Program Description

The Children’s Health and Child Care Initiative for Alameda County (“Measure C”) imposes a half percent sales tax in Alameda County for twenty years. Measure C requires that the revenues from this tax be used to expand access to high quality early education and health care for children in Alameda County, particularly for low- and middle-income children and families.

Measure C allocates 80 percent of the sales tax revenues to the to the Child Care, Preschool, and Early Education Account (“CCPEE Account”) to fund the Child Care, Preschool, and Early Education Program (“CCPEE Program”), which is intended increase access to high quality child care, preschool, and early education services to benefit low- and middle-income children and families in Alameda County, to improve wages and compensation for family child care providers and early educators who provide those services, and to support the efficient administration of the program.

Measure C designates First 5 Alameda County as the Administering Agency for the CCPEE Program. As the Administering Agency of the CCPEE Program, First 5 Alameda County shall develop, administer, and implement all of the programs and services paid for by the CCPEE Account.

First 5 has approved a CCPEE Program Plan and Budget to increase, improve, and maintain access to quality early care and education for families and children and improve workforce compensation in Alameda County. A key component of the CCPEE Program Plan and Budget is the First 5 Early Care and Education Emergency Grant to provide one-time grants for family child care programs and child care centers to stay open, pay early educators and assistants, buy supplies, and support general child care operations.

2. Performance Requirements

Contractor’s approved performance requirements include:

- A. **California Early Care & Education Workforce Registry** (Workforce Registry): All early educators and assistants must create or update their profiles on the Workforce Registry.
 - a. Family Child Care (“FCC”) Owners are required to have a profile on the Registry, and those with staff or assistants are required to have an administrator profile to verify staff information.
 - b. Centers are required to have their Executive Director/Owner create a profile in the Registry and request Administrative Access to verify the staff information for staff profiles connected to your program or agency.

- c. Required early educators and assistants include teachers, lead teachers, associate teachers, assistant teachers, and FCC assistants. However, other staff are encouraged to create or update their profile.
- B. **Hubbe:** Contractor must submit information on their early care program, including staff and children enrolled for each licensed child care site located in Alameda County through Hubbe, an online data collection portal. Center-based programs operating multiple site locations in Alameda County must submit an online report for every site. Contractor must verify the accuracy of the information for each site in Hubbe. Required information includes:
 - a. Agency Information (Centers Only)
 - b. General Site Information
 - c. Child Enrollment by age group, demographics, developmental needs, language access, and other factors
 - d. Classroom/Session Information (Centers Only)
 - e. Staff contact information and staff Workforce Registry ID Number. The number of staff listed in Hubbe must match what has been submitted in the Workforce Registry.
- C. **Orientations:** Contractor shall be required to have their program staff attend a Measure C Orientation, an informational orientation about the grant, future funding opportunities, and other supportive resources. Program staff required to attend includes family child care (FCC) providers, teachers, lead teachers, associate teachers, assistant teachers, FCC assistants, and family, friend and neighbor (FFN) care providers. Participation requirements subject to change. If Contractor is unable to document full participation of program staff, information may be shared in alternative formats on a case-by-case basis.
- D. **Funding Sources Data (Centers Only):** If Contractor operates a Child Care Center, Contractor must provide data on revenue funding sources and children served from July 1, 2024 through June 30, 2025. This requirement does not apply to Family Child Care providers.

3. Reporting Requirements

Contractor will submit an expense report and program impact report. Contractor will report how emergency grant funds impacted the provider and/or major accomplishments as a result of the grant. Report format will combine survey questions, narrative options, and provide an opportunity to share photos or videos to illustrate the grant impact. Data and stories from the expense report or program impact report may be used to showcase Measure C's impact across First 5's communication channels. First 5 will provide the reporting format after execution of the contract.

Contractor will submit the expense report and impact report upon the full expenditure of the emergency grant funds, no later than thirty (30) days after the ending date of the Agreement. Failure to submit required reports may disqualify Contractor from future funding opportunities at First 5.

Contractor will submit program reports and expense reports as outlined on the payment schedule in Exhibit B: Terms and Conditions of Payment and Accountability Requirements.

Contractor may be required to collect and report on specific measures.

Contracts with a value of over \$100,000 are required to submit a Contractor Leadership Demographic Survey(s) as requested by First 5 upon execution of the contract. Final payment of contract may be withheld until Contractor Leadership Demographic Survey(s) is completed.

First 5 will send the Contractor Leadership Demographic Survey(s) via HIGH5 to:

Name: Jessica Cannon

Email: jessica.cannon@ousd.org

Contractor consents to the collection, use, and sharing of the information from the grant application and contract reporting for the purpose of administering and evaluating the ECE Emergency Grant. Data collected by the Child Care Alliance of Los Angeles via the CA ECE Workforce Registry, including compensation data, will be shared to First 5 Alameda County designated staff for the purposes of administering and evaluating the ECE Emergency Grant and further Measure C initiatives. Data collected via Hubbe will be accessed by First 5 Alameda County designated staff for the purposes of administering and evaluating the ECE Emergency Grant and further Measure C initiatives. Contractor's information will not be shared with unauthorized third parties without Contractor's explicit consent.

4. Fiscal Requirements

Contractor's approved budget is included as Attachment 1: Budget. Grant funds may be applied to expenses from January 1, 2025 through June 30, 2026.

Contractor may be required to submit general ledger expense reports, salaries and benefits documentation, and/or other documentation supporting expenses during the funded term, as further specified in Section V of the Contract for Services. First 5 will identify which expenses and supporting documentation the Contractor will be required to submit and provide prior notice to the Contractor.

5. ECChange, HIGH5, ECC Online, or Pathways Database Requirements

Contractor will submit program data through the California Early Care & Education Workforce Registry and Hubbe. Expense and program impact report will be submitted through a link provided by First 5.

6. Budget and/or Scope Revisions

Not Applicable.

7. Federal Office of Management & Budget (OMB) Uniform Guidance Requirements

Not applicable.

8. Tuberculosis Testing

The Contractor shall require and ensure that staff who have direct and consistent contact with children through the First 5 funded activities undergo standard tuberculosis testing. Contractor will maintain records and documentation of current tuberculosis clearance and retest as appropriate.

9. Filing reports with Child Protective Services (CPS) / Child Care Licensing (CCL)

If a First 5 Contractor has knowledge of or observes a child who they suspect has been the victim of child abuse or neglect within the course of First 5 funded work, it is expected that they will file a report of the situation to CPS. In accordance with CPS guidelines, the report should be filed by phone within 24 hours of the incident, and in writing within 36 hours of the incident. If the abuse or neglect occurs in a licensed child care facility, it is expected that the Contractor will also file a report immediately to CCL.

Reporting suspected child abuse or neglect to First 5 or other persons is not a substitute for making a report to CPS or CCL. Reporting duties are individual and cannot be delegated to another person.

If First 5 staff become aware of suspected child abuse or neglect while providing consultation and/or contract support, and a report is not filed within the legal timeframe by the Contractor, First 5 staff will file a report by phone and in writing within 24 hours.

Failing to report abuse or neglect to the appropriate agencies is not consistent with the mandates of First 5 Alameda County to improve health and development of children ages 0-5. Failure to report shall constitute a material breach of this Agreement subject to termination by First 5 under Article XIII ("Termination for Cause") of this Agreement.

10. Cultural Access Services Requirements

- A. Contractor shall make a good faith effort to ensure that clients receive from all staff members effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices, and preferred language.
- B. Contractor shall make a good faith effort to ensure that communication among staff and with the clients/population served promotes cultural responsiveness and respect of difference.
- C. Contractor shall make a good faith effort to implement strategies to recruit, retain, and promote at all levels of the organization a diverse, culturally responsive staff and leadership that are representative of the demographic characteristics of the service area.
- D. Contractor shall make a good faith effort to ensure that staff at all levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery.
- E. Contractor shall make a good faith effort to have a clearly articulated written policy on cultural responsiveness.
- F. Contractor shall make a good faith effort to allocate resources to ensure the delivery of culturally responsive services.

11. Tobacco Control and Education Requirements

The 1998 passage of Proposition 10 added a 50-cent-per-pack increase in the state surtax on cigarettes and tobacco products to fund anti-smoking and early childhood programs. In addition, the 2016 passage of Proposition 56 increased the cigarette tax by \$2.00 per pack, with equivalent increases on tobacco products and electronic cigarettes containing nicotine. In September 2000, the Commission adopted a Comprehensive Tobacco Control Policy to reinforce the message that tobacco products and involvement with the tobacco industry in any manner constitutes a serious health hazard for young children, their families, and the community. Based on this policy, all contractors are expected to make a good faith effort to:

- A. Create and/or maintain a comprehensive smoke-free environment; including adherence to applicable secondhand smoke laws and ordinances
- B. Disclose and divest from tobacco related investments
- C. Educate clients and staff about the harmful effects of secondhand smoke on children as appropriate
- D. Provide smoking cessation resources to staff and clients as appropriate.

12. Media and Press Engagement

Contractor shall not engage with members of the press or media, or respond to inquiries from members of the press or media, regarding any topic that is relevant to work that is funded by this Agreement, or the topic of Measure C in general, without prior discussion with and authorization from First 5. This includes, but is not limited to, proactive media outreach in the form of press release, media advisory, reporter outreach, and podcast or panel appearances.

First 5 staff will be available whenever possible at the request of Contractor to assist Contractor in generating media/publicity for the work funded pursuant to this Agreement. Contractor further agrees to cooperate with authorized First 5 officials and staff in any First 5 generated publicity or promotional activities undertaken with respect to work performed pursuant to this Agreement. First 5 will make its best efforts to reply and provide review/authorization promptly should the need arise.

13. Acknowledgement of Funds

The Contractor shall acknowledge the funds received in statements or printed materials as outlined in the guidelines listed below.

- A. The Contractor will announce funding awards *only after* any announcement strategies are discussed with and approved by First 5 staff. If the award announcement is made in the form of a press release, Contractor will invite First 5 leadership to provide a quote and include designated boilerplate language.
- B. The Contractor agrees to use official attribution tools and logos provided by First 5, including Measure C logos, for promotional materials, public awareness campaigns or

special events connected with funding. The Contractor will follow First 5 logo guidelines as determined by the agency's visual style guide.

- C. First 5 and Measure C funding will be acknowledged in all materials produced for the purpose of public education and outreach regarding the Contractor's funded project. These materials would include, but are not limited to brochures, flyers, media ads or public service announcements, presentations and handouts and outdoor ads. All printed materials and promotional products will include First 5 approved language and logos to indicate Measure C funding and First 5 ownership.
- D. Any materials or publicity generated by Contractor for the project funded pursuant to this Agreement, during the term of this Agreement or for one year thereafter, will make reference to the contribution of First 5 Alameda County and Measure C funding in making the project possible. The Measure C | First 5 Alameda County logo will be used on all collateral materials including but not limited to flyers, press releases, social media graphics, posters, and brochures.

14. Union Neutrality

Contractor shall not use funds provided under this Agreement to support or oppose unionization, including, but not limited to:

- A. Preparation and distribution of materials which advocate for or against unionization.
- B. Hiring or consulting legal counsel or other consultant to advise the contractor about how to assist, promote or deter union organizing or how to impede a union which represents the contractor's employees from fulfilling its representational responsibilities;
- C. Holding meetings to influence employees about unionization; planning or conducting activities by supervisors to assist, promote, or deter union activities; or
- D. Defending against unfair labor practice charges filed with federal or state enforcement agencies.

Contractor shall not retaliate against early educators for participating in or contributing to a professional or labor organization.

Violation of this provision shall constitute a breach of contract.

15. Early Development Instrument (EDI) Implementation (for school districts only)

School districts must commit to adopt the EDI across all kindergarten classrooms in either Fiscal Year 2025-26 or Fiscal Year 2026-27 to be eligible for current and future Measure C funding and grants.

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EXHIBIT B

TERMS AND CONDITIONS OF PAYMENT AND ACCOUNTABILITY REQUIREMENTS

- 1. **Contractor Name:** Oakland Unified School District - Early Learning
- 2. **Term of Contract:** July 1, 2025 – June 30, 2026
- 3. **Terms and Conditions of Payment**

Contractor will adhere to the following payment and reporting schedule:

	Requirement Due	Due Date	Amount
1.	Contractor Leadership Demographic Survey	Upon execution of Contract	N/A
2.	Grant Payment <ul style="list-style-type: none"> • Invoice • W-9 • Certificate of Insurance (See Exhibit C) 	Upon Execution of Contract and submission of valid certificate of insurance	\$500,000.00
3.	Grant Reporting <ul style="list-style-type: none"> • Expense Report • Early Educator & Assistants Stipend Report • Grant Program Impact Report 	30 days after full expenditure of funds, but no later than July 31, 2026	Not Applicable

Payments will not be released prior to the transfer of Measure C funds to Alameda County.

Invoices are subject to review and approval by First 5 staff before payment is issued. Payment is contingent on receipt and approval of all required reports and documentation. First 5 reserves the right to withhold Contractor payment until required reporting and insurance documentation is received. Additional supporting documentation for expenses may be requested per First 5’s policies and other applicable requirements (federal laws, state regulations, and/or OMB Uniform Guidance standards).

Failure to comply with grant requirements may result in the return of grant funds to First 5 and may disqualify Contractor from future funding opportunities.

Total payments during the contract term will not exceed \$500,000.00.

4. Invoicing Procedures

Contractor will complete and sign invoice in a template provided by First 5.

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EXHIBIT C

INSURANCE REQUIREMENTS

As a condition of this contract, Contractor must provide proof of insurance for the following:

I. General Liability Limits:

- a. **Child Care Centers:** Commercial General Liability (attach insurance cover sheet) Minimum Limit \$1,000,000 general aggregate in general liability for the child care business
- b. **Family child care programs licensed to serve more than 8 children:** Commercial General Liability (attach insurance cover sheet) Minimum Limit \$900,000 general aggregate in general liability for the child care business
- c. **Family child care programs licensed to serve 8 children or fewer:** Commercial General Liability (attach insurance cover sheet) Minimum Limit \$300,000 general aggregate in general liability for the child care business

II. Additional Insured Endorsement:

Certificates of insurance must include "First 5 Alameda County, its Commissioners, and all First 5 officers, agents, and employees" as Additional Insureds with respect to services being provided.

All Insurance Certificates must show coverage for the child care program (name and address) indicated in the Contractor's Early Care and Education Emergency Grant Application. For agencies with multiple sites, the Insurance Certificate must demonstrate that all sites are covered under the policy.

All Insurance Certificates showing proof of insurance must include First 5 Alameda County as a certificate holder and provide a 30-day notice of Cancellation.

First 5 reserves the right to withhold Contractor payment until required insurance documentation is received. Payment will be issued based on insurance status at the time of contract execution. Contractor must maintain required general liability insurance for the duration of the grant (July 1, 2025 – June 30, 2026).

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EXHIBIT D

ADDITIONAL TERMS FOR EARLY CARE AND EDUCATION PROVIDERS

As a condition of this contract, Contractor must also comply with the following requirements:

I. Program Provider Requirements.

Contractor must meet or exceed California state or local city minimum wage requirements for all early educator employees, including family child care assistants. This amount must meet the minimum wage requirement irrespective of whether the contractor offers benefits, and the contractor may not reduce total compensation paid to any early educator employee prior to receipt of funds under the Agreement.

II. Orientation and Training of Early Educators.

Contractor shall be required to have their program staff attend a Measure C Orientation, an informational orientation about the grant, future funding opportunities, and other supportive resources. Program staff required to attend includes family child care (FCC) providers, teachers, lead teachers, associate teachers, assistant teachers, FCC assistants, and family, friend and neighbor (FFN) care providers. Participation requirements subject to change. If Contractor is unable to document full participation of program staff, information may be shared in alternative formats on a case-by-case basis.

III. Payroll Deduction

Contractor shall honor voluntary requests, including electronic requests, submitted by early education employees and family child care providers to contribute to a professional or labor organization of their choosing via payroll deduction from payment they receive, and shall transmit such deducted amounts to the relevant organization. First 5 and contractor shall notify and inform early educators and family child care providers of the opportunity to request payroll deductions to professional or labor organizations as described in this section. Professional or labor organizations will be required to meet minimum criteria as set forth by First 5 in the 2025-2030 First 5 CCPEE Program Plan and Budget, including non-profit status, connecting early educators to professional development and training opportunities, and strengthening the ability of early educators to advocate for improvement to the child care system.

IV. Data Collection

Contractor is required to collect and report on specific information as specified by First 5 in the 2025-2030 First 5 Stabilization CCPEE Program Plan and Budget, including but not limited to, data related to employees, wages, retention, training, and compliance with relevant laws.

Contractor must also submit to First 5 upon request: the total number of employees, a list of employee job titles and associated pay rates, updated on at least an annual basis, and a self-certification to report any violations of applicable federal, state or local rules, regulations or laws, including laws governing employee safety and health, labor relations and other employment requirements, and any citations, court findings or administrative findings for violations of such federal, state or local rules, regulations or laws. In the case where the contractor has violated aforementioned laws or regulations, the Contractor

shall disclose the date, enforcement agency, the rule, law or regulation involved, and any additional information the First 5 requires to be submitted.

EXHIBIT E

CERTIFICATION OF GRANT REQUIREMENTS

The undersigned certifies to the best of their knowledge and belief that:

I. Maintain Eligibility

- a. Site(s) eligible for grant funding are currently open and will remain in operation in Alameda County with children birth to 5 years old enrolled for the duration of the grant.
- b. Programs receiving grant funding meet or exceed California state or local city minimum wage requirements for early educators and assistants.
- c. Contractor will maintain required general liability insurance for the duration of the grant.

II. Program Data Accuracy

- a. Profile(s) for site(s) in Alameda County have been created in the California Early Care & Education Workforce Registry. All early educators and assistants are registered. The profile(s) have been reviewed and the information in the Workforce Registry is true and correct.
- b. Profile(s) for the site(s) located in Alameda County have been created in Hubbe. The site profile(s) have been reviewed and the information in Hubbe is true and correct.
- c. Child Care Centers only: Required funding source documentation has been submitted, reviewed, and is true and correct. This requirement does not apply to Family Child Care providers.

III. Financial Requirements

- a. A portion of the grant will be provided directly to early educators and assistants in the form of a stipend (minimum of \$1,000 per staff). Records of the payments will be retained for First 5 to review upon request. Failure to provide early educator/assistant payments may result in return of grant funds.
- b. Grant funds will only be used for serving children birth to age 12 years old. Expenses will meet California Community Care Licensing regulations for the age group in care. Any facility expenses will meet any applicable laws, ordinances, codes, and regulations.
- c. Grant funds will NOT be used for the following expenses:
 - i. Expenses for serving children over the age of 12 years old
 - ii. Alcohol or tobacco related expenses
 - iii. Personal portion of rent, mortgage, utilities, etc.
 - iv. Personal facility improvements not directly related to serving children birth to 12 years old
 - v. Equipment for personal use
 - vi. Entertainment, unless directly related to educational enrichment for children birth to 12 years old
 - vii. Legal costs in defense of any civil or criminal fraud proceeding
 - viii. Lobbying costs (direct or indirect), or political activities.
 - ix. Supporting or opposing unionization

- d. An expense report is required after funds have been fully expended. All Contractors will be required to report the number and amount of stipends distributed directly to early educators and assistants.

IV. Data Collection and Dissemination

- a. Contractor consents to the collection, use, and sharing of the information from this Agreement for the purpose of administering and evaluating this grant opportunity and further Measure C initiatives. Information will not be shared with unauthorized third parties without Contractor’s explicit consent.
- b. Data collected by the Child Care Alliance of Los Angeles via the California Early Care and Education Workforce Registry, including compensation data, will be shared to First 5 Alameda County designated staff for the purposes of administering and evaluating this grant opportunity and further Measure C initiatives. Data collected via Hubbe will be accessed by First 5 Alameda County designated staff for the purposes of administering and evaluating this grant opportunity and further Measure C initiatives. Data may also be shared with third parties for the purposes of data validation, such as the California Early Care & Education Workforce Registry and Alameda County Alternative Payment agencies.
- c. Data and information from the expense report or program impact report may be used to showcase Measure C’s impact across First 5’s communication channels.

V. General Provisions

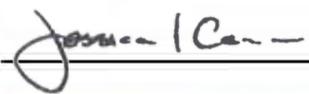
- a. Agree to ensure all early educators and assistants attend a Measure C Orientation, an informal orientation about the grant, future funding opportunities, and other supportive resources.
- b. Agree to provide First 5 with access to any documents or records which are directly pertinent to this grant.
- c. If Contractor is a school district, commit to adopt the Early Development Instrument (EDI) across all kindergarten classrooms in either Fiscal Year 2025-26 or Fiscal Year 2026-27 to be eligible for current and future Measure C funding and grants.
- d. Failure to comply with grant requirements may result in the return of grant funds to First 5 and may disqualify Contractor from future funding opportunities.

Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any.

CONTRACTOR: Oakland Unified School District - Early Learning

NAME: Jessica Cannon

TITLE: Executive Director, Early Learning

SIGNATURE: 

DATE: 2/11/26



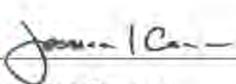
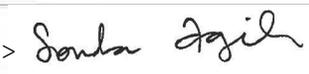
**ATTACHMENT 1
EARLY CARE & EDUCATION EMERGENCY GRANT
BUDGET**

Contractor Name:	Oakland Unified School District - Early Learning
Award Term:	July 1, 2025 – June 30, 2026
Eligible Expense Term:	January 1, 2025 – June 30, 2026

Item #	Item Description	# Staff	Rate	Subtotal
1	Early Educators & Assistants Stipends <i>(minimum \$1,000 per staff member)</i>	~175	\$ TBD	\$ 500,000
2	Personnel/Staffing (Salaries, benefits, substitutes, payroll, etc)			\$
3	Education Materials & Supplies			\$
4	Health, Safety, & Nutrition			\$
5	Professional Development & Coaching			\$
6	Family Engagement & Support			\$
7	Child Care Business Expenses			\$
8	Equipment & Furniture			\$
9	Rent, Mortgage, or Utilities			\$
10	Facility renovations/upgrades			\$
11	Other Business Related Expenses			\$
	Describe "Other Business Related Expenses": 100% OF THIS GRANT WILL BE USED TO PROVIDE STIPENDS TO OUR EARLY EDUCATORS (CDC TEACHERS AND INSTRUCTIONAL			
TOTAL BUDGET				\$ 500,000
AWARD AMOUNT				\$ 500000
BALANCE <i>(Award Amount minus Budget must be \$0)</i>				\$

**FIRST 5 ALAMEDA COUNTY EARLY CARE & EDUCATION EMERGENCY GRANT
INVOICE**

Payment will be issued upon receipt of all deliverables and valid certificates of insurance. First 5 reserves the right to withhold payment until required certificate of insurance (COI) documentation is received.

INVOICE					
DATE		01/16/2026			
SUBMITTED TO		First 5 Alameda County 1115 Atlantic Avenue Alameda, CA 94501			
GRANT APPLICATION NUMBER		ECEEG-00969			
CONTRACT NUMBER		PS-ECE-0969-940			
DESCRIPTION OF SERVICES		First 5 Early Care & Education Emergency Grant			
AWARD PERIOD		July 1, 2025 – June 30, 2026			
INVOICE AMOUNT		\$ 500,000.00			
REMIT CONTRACT PAYMENT TO (Make check out to): Organization Name: Oakland Unified School District - Early Learning					
Contact - First Name Jessica			Contact - Last Name Cannon		
Street # 1101	Street Name Union Street		Unit	City Oakland	ST CA
Email jessica.cannon@ousd.org		Phone Number (510) 282-8968		Zip 94607	
AX		Fax Number			
AUTHORIZED BY:					
SIGNATURE	▶ 		▶ 		
NAME	Jessica Cannon		Sondra Aguilera		
TITLE	Executive Director, Early Learning		Chief Academic Officer		

Checks will be issued by mail as the standard payment method. If you have special needs regarding the payment process, please contact us at accounts payable@first5alameda.org so we can make appropriate arrangements. Please note, alternative methods may result in delay of payments.

For First 5 Finance Use Only:		
Approved Payment Disbursement	1st Payment	\$ 500,000.00
	2nd Payment	\$
COI Status	COI Received and Approved to Pay	
COI Status Notes		