



**INTERLOCAL AGREEMENT
Dual Language Learner (DLL) Training Delivery
AMENDMENT #24-1199-01 TO CONTRACT #24-1199**

THIS CONTRACT entered into by and between the State of Washington, acting by and through the Department of Children, Youth, and Families, a department of Washington State government (hereinafter referred to as "DCYF") and Northwest Educational Service Dist. 189, an Educational Service District, doing business as NWESD, (hereinafter referred to as "Contractor"), located at 1601 R. Avenue, Anacortes WA 98221, is amended effective July 1, 2024 through June 30, 2025 as follows:

CONTRACTOR BUSINESS ADDRESS

Northwest Educational Service Dist. 189
1601 R. Avenue
Anacortes WA 98221
TIN: 91-0868056
UBI: 600-253-146

CONTRACTOR CONTRACT MANAGER

Michelle Roper
mroper@nwesd.org
Phone: (360) 299-4007

DCYF ADDRESS

Department of Children, Youth, and Families
PO Box 40970
Olympia WA 98504-0970

DCYF PROGRAM CONTRACT MANAGER

Michelle Roberts
Professional Development Manager
michelle.roberts@dcyf.wa.gov
Phone: (360) 742-4715

AMENDMENT PURPOSE

THE PURPOSE OF THIS CONTRACT AMENDMENT IS to extend the contract through June 30th, 2025. This would allow NWESD to purchase kits and provide training.

SECTIONS CHANGED

Section 4 – Period of Performance; contract end date being extending through June 30, 2025.
Exhibit A - Statement of Work; updated for FY 25
Exhibit B – Budget; added funding for Fiscal Year 25.
Exhibit C – Deliverables; added deliverable

Amendment Effective Date: July 1, 2024

Amended Contract Maximum: \$18,870.00

	Previous	Change	New Total
Federal Funds:	\$0.00	\$9,435.00	\$9,435.00
State Funds:	\$9,435.00	\$0.00	\$9,435.00
Totals:	\$9,435.00	\$9,435.00	\$18,870.00

Amended Contract Dates:

Contract Start Date: July 3, 2023
Previous End Date: June 30, 2024
Amended End Date: June 30, 2025

EXHIBITS AND ATTACHMENTS

Exhibit A – Statement of Work Amendment 1 is hereby revised and replaced with Amended Exhibit A – Statement of Work Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit B – Budget Amendment 1 is hereby revised and replaced with Amended Exhibit B – Budget Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit C – Deliverables Amendment 1 is hereby revised and replaced with Amended Exhibit C – Deliverables Amendment 2 attached and incorporated herein as though set forth in full.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

SIGNATURES

The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract Amendment. This Contract Amendment shall be binding on the parties only upon signature by both of them.

**Northwest Educational Service
Dist. 189**

**DEPARTMENT OF CHILDREN,
YOUTH, AND FAMILIES**

Ismael Vivanco

Kris Gorgas

Signature

Signature

Ismael Vivanco

Kris Gorgas

Name

Name

Superintendent

Contract Specialist

Title

Title

9/17/2024

9/17/2024

Date

Date



Exhibit A - Statement of Work

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1. Definitions

- a. **Agency** - The Department of Children, Youth and Families (DCYF) is the Agency of the state of Washington that is issuing this contract.
- b. **Agency in MERIT (Contractor’s MERIT Established Agency)**—the contractor’s agency listed in the Workforce Registry, MERIT.
- c. **Blended Approach Cohort Model (Blended Cohort)** – Self-paced cohorts with touchpoints within a shared range of time. Occurs via discussion boards, chatroom, or other online platforms.
- d. **Contractor** – means an individual or entity who is providing services under a signed contract with the Department of Children, Youth, and Families (DCYF).
- e. **DCYF State-Approved Trainer** – Individuals who apply for and are awarded this status by DCYF to provide quality training to direct service providers for children, youth, and families.
- f. **Dual Language Learner (DLL)** – also *Multilingual Learner (MLL)* - Children who are learning two or more languages at the same time.
- g. **Early Childhood Education and Assistance Program (ECEAP)** – A comprehensive state preschool program that provides free services and support to eligible children and their families.
- h. **I-LABS** – Institute for Learning and Brain Sciences. A research institute through the University of Washington.
- i. **Learning Management System (LMS)** – A software application for the administration, documentation, tracking, reporting, and delivery of professional learning opportunities.
- j. **Live Facilitation (virtual or in-person)** – Learning occurs at the same time with other participants via live facilitation and interaction from an instructor. Learning occurs via online webinar, virtual meeting, or in-person delivery.
- k. **Revised Code of Washington (RCW)** – permanent law now in force.

2. Background

- a. In July 2017, Governor Inslee signed HB 1445 into law; an act relating to dual language in early learning & K-12 education. It has since been revised as RCW 43.216.105. This law requires DCYF to:
 - (1) Work with community partners to support outreach and education for parents and families around the benefits of native language development and retention, as well as the benefits of dual language learning;
 - (2) Create training & professional development resources on dual language learning; and Support dual language learning communities for teachers and coaches.
- b. The Department of Children, Youth & Families (DCYF) contracted with the Institute for Learning & Brain Sciences (I-LABS) to develop the Dual Language Learner (DLL) curricula.
 - (1) The Dual Language Learner (DLL) Live Facilitation curricula was designed to develop a shared understanding of the importance of culture in the acquisition of language, the benefits of learning more than one language, and the best practices that support language development for all children.

- (2) The Live Facilitation DLL curricula consists of three components to be delivered over 12 hours with job embedded learning in between sessions
 - (a) Initial training - one (1) session of six (6) hours
 - (b) Community of Practice - two (2) sessions over different days (2 hours each)
- c. Capstone - one (1) session of two (2) hours.

3. Internal of these Services

- a. The Contractor's primary responsibility is to execute the DLL training recruitment and DLL training delivery.
- a. The Contractor shall provide the services and staff, and otherwise do all things necessary or incidental to the performance of work, as set forth in this contract.

4. Trainer Requirements

All individuals assigned to deliver the DLL curricula must:

- a. Be an active DCYF State Approved Trainer eligible to train in level 3 competencies or higher for the following core competency areas:
 - (1) Child Growth and Development
 - (2) Curriculum and Learning Environment
 - (3) Family and Community Partnerships
 - (4) Interactions
- b. Be listed in MERIT and associated in MERIT with the Contractor's MERIT established Agency.
- c. Have the DLL Training Template assigned to them in MERIT by either:
 - (1) Attending the approved Train the Trainer for Dual Language Learners
 - (2) Receiving training from another individual who has the DLL training template assigned in MERIT and completes the trainer acknowledgement.For information on how to become a DCYF approved trainer please refer to:
<https://www.dcyf.wa.gov/services/earlylearning-profdev/support-early-learning-provider>
- d. Use the assigned Dual Language Learners training template in MERIT to record training delivery no later than the final business day of each calendar month in which training is delivered.
- a. Comply with all of DCYF's training, approval, and evaluation policies as now or hereafter amended including, but not limited to, quality assurance monitoring as described in the training and trainer approval process. DCYF's training monitoring and approval policies may be accessed at: www.dcyf.wa.gov/sites/default/files/pdf/Quality_Assurance_Program_Guide.pdf

5. Training: Blended Cohort

- a. The DLL training consists of three (3) components
 - (1) Initial training
 - (2) Community of Practice
 - (3) Capstone
- b. Blended Cohort Training delivery includes:
 - (1) Moderating the discussion board in the LMS.
 - (2) Providing written feedback to participants on discussion board once per week.
 - (3) Emailing discussion board summary to all participants after each discussion, no later than 2 days after the due date
 - (4) Managing registration in the LMS.
 - (5) Tracking training completion in LMS.
 - (6) Following up with participants who fall behind.
- c. Contractor will receive curriculum and other training materials via e-mail correspondence or other online platform.
- d. No modifications may be made to the DLL training unless otherwise approved by DCYF.
- e. Recruitment

- (1) Contractor shall strive to recruit 20 licensed child care and ECEAP providers to participate in the DLL training.
- (2) Participants may be multilingual or monolingual.
- f. Training Delivery:
 - (1) Contractor shall deliver the DLL training by June 30, 2025.
 - (2) There shall be no cost to participants to receive this training.
 - (3) Contractor will notify DCYF of scheduled training dates prior to training delivery.
 - (4) Training shall be accessible to participants, delivered at various times during the day, including on evenings and weekends and meet their varied needs.
 - (5) Training shall be delivered in the training language.
 - (6) Contractor must record training rosters in MERIT after training completion and before Contractor bills for service.
 - (7) Contractor shall deliver the following: Blended Cohort in English, 4
 - (8) Contractor shall strive to register 20 participants per cohort. If training has fewer than 10 participants registered, training shall not be delivered.
- g. DLL Toolkit
 - (1) Each training participant shall receive a DLL toolkit upon successful completion of the initial 6-hour training.
 - (2) Contractor shall:
 - (a) Order all materials for toolkit. Toolkits shall total no more than \$200, including shipping and tax.
 - (b) Assemble toolkits.
 - (c) Distribute toolkits to trainees after a trainee finishes the initial 6-hour portion of the training series. If a trainee should complete the training with another trainer, the program who provides this initial 6-hour portion shall provide the toolkit.
- h. Data Collection and Feedback
 - (1) Contractor shall collect pre and post data from training participants to
 - (a) Inform training revisions
 - (b) Evaluate participant application of training into practice
 - (c) Identify support materials for training and learning
- a. Contractor shall participate in conferences calls, webinars, and meetings with DCYF to share and review feedback.

6. Deliverables

- a. Training Delivery.
 - (1) Deliver DLL training as described in section 5 Training Delivery to licensed childcare and ECEAP providers by June 30, 2025.
 - (2) Deliver DLL Blended pilot training to licensed and ECEAP providers by June 30, 2025.
 - (3) Keep course records updated in the LMS.
- b. DLL Toolkit.
 - (1) Distribute toolkits to participants as described in section 5.h DLL Toolkit.

7. Compensation and Voucher Payment

- a. Compensation will be based on a payment schedule as described in Exhibit B, Budget and shall not exceed the total budgeted amount in Exhibit B.
- b. The Contractor shall submit invoices upon completion of training delivery.
- c. When billing for training delivery, Contractor must ensure the billed toolkit amount reflects the number of participants. DCYF will not compensate for more training toolkits than trainees.
- d. Contractor must complete training rosters in MERIT after training completion, and before submitting invoices for services.
- e. Travel reimbursements made directly to the Contractor for services in this Contact cannot exceed the current State of Washington travel reimbursement rates. The Contractor shall receive compensation for travel expenses at current state travel reimbursement rates and in accordance

with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel can be accessed at: <http://www.ofm.wa.gov/policy/10.90.htm#10.90.10>.

- f. If DCYF is not satisfied with the performance of work, DCYF reserves the right to refuse to pay full compensation billed by the Contractor.



Exhibit B - Budget Report

Any variances to the Payment Points allocated within this Budget must be pre-approved by the DCYF Contract Manager in writing. Failure to obtain pre-approval may result in non-payment of the unapproved expense.

Budget for State Fiscal Year 2024 (July 1 2023 - June 30 2024):

See original contract package for budget detail. Total: **\$9,435.00**

Budget for State Fiscal Year 2025 (July 1 2024 - June 30 2025):

Payment Point	Qty Unit	Unit Cost	Budget	Limit	Note
1. Training Delivery	1 Each	\$4,500.00	\$4,500.00		
2. DLL	20 Each	\$200.00	\$4,000.00		
3. Administrative Fee	1 Cost	\$935.00	\$935.00		
Total:			\$9,435.00		

Contract Maximum: \$18,870.00

Contract Funding Source(s)

Federal Funds	\$9,435.00
State Funds	\$9,435.00

ALN #: 93.575



Exhibit C - Deliverables Report

State Fiscal Year 2024 (July 1 2023 - June 30 2024):

#	Deliverable Title, Due Note, Description	Due Date
1.00	Training Delivery <i>Trainer shall strive to recruit 20 participants. Training will be delivered before June 30, 2024.</i>	Jun 30, 2024
2.00	DLL Toolkits <i>Purchase and distribute toolkit materials to training participants.</i>	Jun 30, 2024

State Fiscal Year 2025 (July 1 2024 - June 30 2025):

#	Deliverable Title, Due Note, Description	Due Date
1.00	Training Delivery <i>Trainer shall strive to recruit 20 participants. Training will be delivered before June 30, 2025.</i>	Jun 30, 2025
2.00	DLL Toolkits <i>Purchase and distribute toolkit materials to training participants.</i>	Jun 30, 2025