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Agenda: Children and Families Commission 02-2015

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting date, time, and place February 4, 2015 - 3:30 p.m.
First 5 San Bernardino
Commission Conference Center

Pledge of Allegiance Chair or designee will lead the Pledge of Allegiance

NEW COMMISSIONERS SWEARING-IN CEREMONY Supervisor Josie Gonzales, Fifth District
Paul Vargas, School Board and Founding Member of Oxford Preparatory Academy Charter Schools

SPECIAL PRESENTATION *SART (Screening, Assessment, Referral and Treatment) and EIIS (Early Identification Intervention Services) 0-5 Comprehensive Treatment Services*
Presenter: Timothy E. Hougen, Ph.D.

Conflict of Interest Disclosure Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.
A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Report Advisory Committee Report by Margaret Hill, Chair

Report Executive Director's Report by Karen E. Scott

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

Agenda: Children and Families Commission 02-2015

February 4, 2015

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Consent Item

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that an item be removed from the Consent Agenda for discussion.

| Item No. | CONSENT ITEM |
|-----------------|---|
| 1 | Approve Minutes of January 7, 2015 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252) |

| Item No. | DISCUSSION ITEMS |
|-----------------|--|
| 2 | Appoint Chair for the First 5 San Bernardino Advisory Committee (Presenter: Karen E. Scott, Executive Director 252-4252) |
| 3 | Approve Contract SI018 in the amount of \$50,000 with Housing Authority of the County of San Bernardino (HACSB) in support of their No Child Left Unsheltered initiative for the remainder of Fiscal Year 2014-15. (Presenter: Scott McGrath, Supervisor, 252-4259) |

| Item No. | INFORMATION ITEM |
|-----------------|---|
| 4 | Receive information on Local Outcomes Brief for 2013-2014 (Presenter: Scott McGrath, Supervisor, 252-4259) |

Public Comment

Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(2) "no action or discussion will be undertaken by the Commission on any item NOT on the agenda."

Commissioner Roundtable

Open to comments by the Commissioners

Next Meeting

March 4, 2015
First 5 San Bernardino
Commission Conference Center

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

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CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: February 4, 2015

Subject: Information Relative to Possible Conflict of Interest

Instructions: Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting’s agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

Background: The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a “financial interest.” Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children’s and Families Commissions. (See Government Code section 1091.3)

| Item No. | Contractor | Principals & Agents | Subcontractors; Principals & Agents | Commissioner Abstentions |
|----------|---|--|-------------------------------------|---------------------------|
| 1 | N/A | N/A | N/A | |
| 2 | N/A | N/A | N/A | |
| 3 | Housing Authority of the County of San Bernardino | Daniel Nackerman Executive Director | N/A | Supervisor Josie Gonzales |
| 4 | N/A | N/A | N/A | |



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Minutes: Children and Families Commission Meeting

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting Date, Time and Location January 7, 2015
3:30 p.m.
Chair Haugan called the meeting to order at 3:40 p.m.

Pledge of Allegiance The Pledge of Allegiance was led by Chair Haugan

Special Presentation **CARES PLUS Updates, Highlights and Successes**

Kathie Resendez, Early Learning and Development Specialist
Julie Peddy, Teacher, Volunteers of America

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Attendees **Commissioners Present**

- Leslie Egge
- Linda Haugan
- Margaret Hill
- Maxwell Ohikhuare, M.D.
- James Ramos
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant
- Debora Dickerson-Sims, Administrative Supervisor II
- Staci Scranton, Supervising Office Assistant
- Mary Jaquish, Supervisor
- Scott McGrath, Supervisor
- Regina Coleman, Commission Counsel

- Ruth Ann Martinez, Staff Analyst II
- William Kariuki, Staff Analyst II
- Chrystina Smith-Rasshan, Staff Analyst II
- Ronnie Thomas, Staff Analyst II

Report –
Karen E. Scott
Executive
Director

Happy New Year!

State of First 5 Address

This year, First 5 will focus on connecting with our Early Care and Education partners by participating in the Making Hope Happen Through High Reliability Schools Conference.

The conference will reach 3,000 teachers and administrators in the K-12 education systems.

- QRIS – Quality Rating Improvement System Implementation
- Healthy Cities Initiative-Collaborating to Make Communities Healthier

Child Health, Education and Care Summit

First 5 California is hosting a summit in Sacramento scheduled for February 10-12. A wide range of topics focused on education and child health will be discussed. A special Pre-Summit Workshop exclusively for First 5 County Commissioners will be held on February 10. The topics to be discussed in this workshop are:

- First 5's Future Amidst Declining Revenues
- First 5 Policy Focus
- Where do we go from here?

If any Commissioner is interested in attending the Summit or just the Commissioner Workshop, please contact Ann Calkins.

Future Commission Agendas

First 5 staff will be bringing forth recommendations related to:

- \$10 million investment in child abuse prevention through the Nurturing Parenting, Parent Education initiative
- Countywide System for Breastfeeding Support
- Prenatal Care
- Early Childhood Education including QRIS, infant and toddler support and preschool services that complement our County's Cradle to Career initiative – focusing on reading at grade level by the 3rd grade
- A new Child Oral Health focus
- Health Access and Navigation

Status on RFP 14-02 for Family and Community Support Partnerships (FCSP), utilizing the Nurturing Parenting programs. Family Support Initiative - \$10 million. Amount requested by proposers exceeds \$36 million.

- 23 proposals submitted
- No proposals were eliminated - Admin Review phase
- Two proposers did not meet Fiscal Capacity minimum requirements

These organizations will be notified no later than April 2, 2015.

Changes to the Agenda

No changes to report.

Consent

A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve the Consent Item. With Commissioners Egge and Haugan absent and without further comment or objection, motion carried by unanimous vote.

| Item No. | CONSENT |
|----------|--|
| 1 | Approve minutes of October 27, 2014 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252) |

| Item No. | DISCUSSION |
|----------|---|
| 2 | <p>Election of Commission Chair and Vice-Chair (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p>A nomination for Linda Haugan to continue as Chair was received from the floor. Linda Haugan accepted the nomination.</p> <p>A nomination for Dr. Ohikhuare to continue as Vice-Chair was received from the floor. Dr. Ohikhuare accepted the nomination.</p> <p>As no further nominations were received from the floor, the nominations were closed and the slate was put to a vote. Without further comment or objection, the slate was elected by a unanimous vote.</p> |
| 3 | <p>Approve CFC SB Policy 15-01 to allow First 5 San Bernardino to accept gifts and donations. (Presenter: Debora Dickerson, Administrative Supervisor II, 252-4269)</p> <p>Discussion Commissioner Ohikhuare asked if this included grant funding and the answer was no.</p> <p>Public Comment None</p> <p>A motion was made by Commissioner Egge and seconded by Commissioner Weinstein to approve Agenda Item 3. Without further comment or objection, motion carried by unanimous vote.</p> |
| 4 | <p>Approve acceptance of \$500.00 monetary donation from California Wellness Foundation. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)</p> <p>Discussion Upon hearing that the \$500 would be used for carpet cleaning, Commissioner Ramos asked if the current lease/contract allows for carpet cleaning by the building owner and what kind of liability does it cover. Ms. Sims answered yes, we are allowed to clean the carpet and if any damage should occur, First 5 would be responsible for repairs. Ms. Scott suggested we request to use the landlord's carpet cleaning vendor. Ms. Sims stated that First 5 is planning to use the landlord's</p> |

| | |
|---|--|
| | <p>vendor. Commissioner Egge asked if the California Wellness Foundation designated a specific purpose or use for the donation. Ms. Sims answered no and added that if future donations given to First 5 were not in alignment with our mission and needs, then the donation would not be accepted.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ohikhuare and seconded by Commissioner Hill to approve Agenda Item 4. Without further comment or objection, motion carried by unanimous vote.</p> |
| 5 | <p>Approve Contract IC026 in the amount of \$31,900 with Matrix Outcomes Model LLC for access to the Family Development Matrix (FDM) a complementary assessment, case management and evaluation tool to be used by agencies awarded contracts under the Family and Community Support Partnerships (FCSP) initiative. (Presenter: William Kariuki, Staff Analyst II, 252-4260)</p> <p><u>Discussion</u> Before the item was presented to the Commission, Karen Scott stated that the authorized signer will be available January 21 and requests that the Commission hear the item to be presented and understand that the contract <u>will not</u> be executed until proper signatures are obtained. The development of this tool to support our \$10 million investment into Parenting Education is critical as is the timeline. The start date of this contract will be January 23, 2015.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Weinstein to approve Agenda Item 5. Without further comment or objection, motion carried by unanimous vote.</p> |
| 6 | <p>Approve contract with San Bernardino County Preschool Services Department (PSD) in the amount of \$88,000 in support of the EHS-CCP for Fiscal Year 2014/15. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><u>Discussion</u> Commissioner Hill asked what the \$88,000 will be used for. Ms. Scott answered the non-federal contribution will be used for coaching and mentoring to support implementation of the Early Head Start Child Care Partnership in San Bernardino. PSD will partner with the Child Care Resource Center (CCRC) for coaching and mentoring support services. The collaboration developed between PSD, CCRC and F5SB allows leveraging of funds for greater collective impact.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Egge and seconded by Commissioner Hill to approve Agenda Item 6. Chair Haugan abstained since her office oversees the Preschool Services Department. Vice Chair Ohikhuare abstained due to his seat on the Preschool Services Governing Board. Without further comment or objection, motion carried.</p> |
| 7 | <p>Authorize Commission staff to negotiate a contract with Loma Linda University Research Affairs in support of the startup of the Autism Assessment Center of Excellence (AACE) in the Inland Empire in an amount not to exceed \$300,000 for Fiscal Year 2014/15. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> |

| | |
|----------|---|
| | <p><u>Discussion</u></p> <p>Commissioner Egge asked if First 5 Riverside is taking part in this. Ms. Scott stated yes and funding in the amount of \$300,000 was approved at December Commission Meeting. F5 Riverside does not have SART centers like we do and they are planning to develop satellite sites for other centers, like our SART centers, to continue this work. Commissioner Egge asked if we can anticipate how many children we might be looking at. Dr. Peter Currie, Clinical Director of Behavioral Health at IEHP approached the podium and answered the question.</p> <p>Dr. Currie stated that they anticipate having the capacity to make assessments for 500 children. The population in the Inland Empire is about 7000 children, of which 2800 are already identified. The biggest problem is identification and early access to these children so IEHP is partnering with the Autism Society to reach out to families. The Autism Society already has an initiative, particularly with the Hispanic community, in trying to get access to children. The Center is moving towards assessing children ages zero to five, who are a priority. Dr. Currie stated there is an agreement with Loma Linda Neurology Department to assess children zero to five and up to age 20. Funding is coming from a different source to assess the older children.</p> <p>Commissioner Weinstein asked if this center would be able to take referrals from the general community of physicians in the Inland Empire. Commissioner Weinstein cited Loma Linda's hesitancy to take patients in the past. Dr. Currie stated that the center will be able to take these referrals and agreed that Loma Linda did not have the capacity before and did refuse referrals. Loma Linda did come to the table early on to find a solution and bring the resources not currently available in the Inland Empire.</p> <p>Commissioner Egge asked Dr. Currie if there was a partnership with Inland Regional Center since they have an Early Start where they also conduct assessments. Dr. Currie stated that a number of collaborative partners have gone on record in writing to commit to lifetime contributions to the Center and Inland Regional Center is one of the founding partners with this collaborative. The intent is that Regional Centers, Departments of Education, etc., those organizations that serve these children will recognize and contribute to the assessment process so we're not having a duplicative process.</p> <p><u>Public Comment</u></p> <p>None</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Hill to approve Agenda Item 7. Without further comment or objection, motion carried by unanimous vote.</p> |
| <p>8</p> | <p>Authorize Commission staff to negotiate a contract with Housing Authority of the County of San Bernardino (HACSB) in support of their No Child Left Unsheltered initiative, in an amount not to exceed \$50,000 for Fiscal Year 2014/15. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><u>Discussion</u></p> <p>None</p> <p><u>Public Comment</u></p> <p>None</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Egge to approve Agenda Item 8. Commissioner Ramos abstained - Board of</p> |

| | |
|--|---|
| | Supervisor members sit as Board of Directors for Housing Authority. Without further comment or objection, motion carried. |
|--|---|

Public Comment Shelly Garcia, Theresa Palacios, Jessica Carranza, Leticia Bravo, Anita Schultz, Graciela Monge, Jessica Coleman, Lyubov Chernyshova, Dr. Pat Krizek - Rialto Unified School District

Commissioner Roundtable None

Adjournment A motion was made by Commissioner Ramos and seconded by Commissioner Ohikhuare to adjourn the meeting. Without further comment or objection, the meeting adjourned at 4:53 p.m. by unanimous vote.

Next Commission Meeting at First 5 San Bernardino February 4, 2015
3:30 p.m. to 5:00 p.m.

Attest

Linda Haugan, Chair

Ann M. Calkins, Commission Secretary



**AGENDA ITEM 2
FEBRUARY 4, 2015**

| | |
|-------------------------------|---|
| Subject | Appointment of Advisory Committee Chair |
| Recommendations | Appoint Chair for the First 5 San Bernardino Advisory Committee (Presenter: Karen E. Scott, Executive Director, 252-4252) |
| Background Information | <p>Per Section 130145 of the California Children and Families Act of 1998, each County Commission is required to establish at least one Advisory Committee to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act.</p> <p>Per the First 5 San Bernardino Advisory Committee Policy 04-03, the Commission shall designate a Commissioner to serve as the chair for the Advisory Committee. This officer presides at all meetings and generally oversees the Advisory Committee.</p> <p>The term of this office shall be “one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall hold office until their successors are duly elected.”</p> <p>Upon Commission approval, the appointment of the Advisory Committee Chair shall be conducted at this time.</p> |
| Financial Impact | None |
| Review | Regina Coleman, Commission Counsel |

| |
|--|
| Report on Action as taken |
| Action: |
| Moved: _____ Second: _____ |
| In Favor: |
| Opposed: |
| Abstained: |
| Comments: _____ |
| Witnessed: |



**AGENDA ITEM 3
FEBRUARY 4, 2015**

| | |
|-------------------------------|---|
| Subject | Housing Authority Systems Support – No Child Left Unsheltered |
| Recommendations | Approve Contract SI018 in the amount of \$50,000 with Housing Authority of the County of San Bernardino (HACSB) in support of their No Child Left Unsheltered initiative for the remainder of Fiscal Year 2014-15. (Presenter: Scott McGrath, Supervisor, 252-4259) |
| Background Information | <p>On January 7, 2015, the Commission authorized First 5 San Bernardino Staff to enter into negotiations with Housing Authority of the County of San Bernardino. At this time, approval is being requested to contract with Housing Authority in the amount of \$50,000 for support of their “No Child Left Unsheltered” Initiative from February 5, 2015 to June 30, 2015.</p> <p>No Child Left Unsheltered (NCLU) is an innovative initiative launched by the Housing Authority of the County of San Bernardino in 2013 which aims to permanently end the tragedy of unsheltered children in San Bernardino County. This small but powerful program has the potential to create a stable family environment, improve educational and social advancement of children and parents, and advance the economic well-being of the family. HACSB has ambitiously launched this new initiative without any additional funds to do so in the hopes of attracting philanthropic funds or demonstration grants that fit this powerful, unique approach to sheltering all children.</p> <p>Of key importance to retention of families in the NCLU program, is the ability to secure permanent housing immediately. It is the experience of HACSB that many families disengage from the program during the initial search for housing which can have many obstacles that need to be overcome. These obstacles include seeking funding for security deposits, utility “turn-on” costs which may include balances due, and the often steep expense of providing first and last month’s rent to landlords. At times, “bridge-housing” is necessary which often means a temporary stay at a motel until more permanent housing can be obtained.</p> <p>The collaborative nature of the NCLU strategy ensures several types of responses can be made available for the families who are identified as unsheltered and chronically homeless by designated referring agencies, including schools, police, fire, non-profits, hospitals, etc., identified as a gap is funding for initial housing as described above. First 5 San Bernardino requests authorization to support filling that gap.</p> <p>First 5 staff is requesting approval to contract with Housing Authority of the County of San Bernardino in an amount not to exceed \$50,000 for Fiscal Year 2014/15 to support ensured response specific to the 0-5 population, strengthen the overall housing system of care, allow leveraging of other funding, and promote collective impact with the scarce resources currently available to the system.</p> |

**AGENDA ITEM 3
FEBRUARY 4, 2015
PAGE 2**

| | |
|-------------------------|------------------------------------|
| Financial Impact | \$50,000 for FY 2014/15 |
| Review | Regina Coleman, Commission Counsel |

| |
|--|
| Report on Action as taken |
| Action: |
| Moved: _____ Second: _____ |
| In Favor: |
| Opposed: |
| Abstained: |
| Comments: _____ |
| Witnessed: |



Program Outline Document 2014-2015

AGENCY INFORMATION

Contract #: SI018

Legal Entity: Housing Authority of the County of San Bernardino (HACSB)

Dept./Division: Homeless Services

Project Name: No Child Left Unsheltered

Address: 715 East Brier Drive **Phone #:** (909) 890-0644
San Bernardino, CA 92408

Website: www.hacsb.com **Fax #:** (909) 915-1828

Program Site Address: 672 South Waterman Avenue **Client Referral Phone #:** (909) 890-5308
San Bernardino, CA 92408

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Daniel Nackerman **Title:** Executive Director

Address: 715 East Brier Drive **Direct Phone #:** 909) 890-0644
San Bernardino, CA 92408

E-Mail: dnackerman@hacsb.com **Fax #:** (909) 915-1828

PROGRAM CONTACT

Name: Lisa Jones **Title:** HA Deputy Director

Address: 715 East Brier Drive **Direct Phone #:** (909) 890-5311
San Bernardino, CA 92408

E-Mail: ljones@hacsb.com **Fax #:** (909) 915-1828

FISCAL CONTACT

Name: Lisa Jones **Title:** HA Deputy Director

Address: 715 East Brier Drive **Direct Phone #:** (909) 890-5311
San Bernardino, CA 92408

E-Mail: ljones@hacsb.com **Fax #:** (909) 915-1828

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution Describe: Choose an item.
- Government Agency Describe: County
- Private Entity/Institution Describe: Choose an item.
- Community-Based Describe: Choose an item.

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Family <input checked="" type="checkbox"/> Systems | <ul style="list-style-type: none"> <input type="checkbox"/> Early Screening and Intervention <input type="checkbox"/> Health Care Access <input type="checkbox"/> Oral Health <input type="checkbox"/> Early Education Programs <input type="checkbox"/> Access to Quality Child Care <input type="checkbox"/> Parent Education <input type="checkbox"/> Resource Center & Case Management <input type="checkbox"/> Integrated Systems Planning & Implementation <input type="checkbox"/> Countywide Information Referral Systems <input type="checkbox"/> Organizational Capacity Building | <ul style="list-style-type: none"> <input type="checkbox"/> Health & Safety Education <input type="checkbox"/> Other: _____ <input type="checkbox"/> Quality Provider Programs <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Community Outreach <input checked="" type="checkbox"/> Other: <u>Housing</u> |
|---|---|---|

PROGRAM DESCRIPTION

The Housing Authority of The County of San Bernardino (HACSB) will identify families with children 0-5 who currently reside in spaces not fit for human habitation and immediately find housing. Housing will consist of either “bridge housing”, “permanent housing” or both.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 2: Systems and Networks
 Goal 2.1: Leadership as a Convener and Partner
 Objective 2.1a: Systems and services effectively support and engage children, families and communities

ASSIGNED ANALYST: Bobbi Albano

CONTRACT AMOUNT

| Fiscal Year | Amount |
|--------------|-------------------------|
| 2014-2015 | \$ <u>50,000</u> |
| Total | \$ <u>50,000</u> |

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

| <i>FOR COMMISSION USE ONLY</i> | | | | | | |
|---|-------------|---------------------|-------|--|------------------|--------------------------|
| <input checked="" type="checkbox"/> New | Vendor Code | | | SC | Dept. A | Contract Number |
| <input type="checkbox"/> Change | | | | 903 | | SI018 |
| <input type="checkbox"/> Cancel | | | | | | |
| Organization | | | | Dept. | Orgn. | Contractor's License No. |
| Children and Families Commission | | | | 903 | PROG | |
| Commission Representative | | | | Telephone | | Total Contract Amount |
| Cindy Faulkner, Operations Manager | | | | 909-386-7706 | | \$50,000 |
| Contract Type | | | | | | |
| <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other: | | | | | | |
| If not encumbered or revenue contract type, provide reason: _____ | | | | | | |
| Commodity Code | | Contract Start Date | | Contract End Date | | Original Amount |
| 95200 | | February 5, 2015 | | June 30, 2015 | | |
| Fund | Dept. | Organization | Appr. | Obj/Rev Source | GRC/PROJ/JOB No. | Amount |
| RRC | 903 | PROG | 300 | 3357 | SNLCPY15 | \$50,000 |
| Fund | Dept. | Organization | Appr. | Obj/Rev Source | GRC/PROJ/JOB No. | Amount |
| Fund | Dept. | Organization | Appr. | Obj/Rev Source | GRC/PROJ/JOB No. | Amount |
| Abbreviated Use | | | | Estimated Payment Total by Fiscal Year | | |
| No Child Left Unsheltered | | | | FY | Amount | I/D |
| | | | | 14-15 | 50,000 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
Housing Authority of the County of San Bernardino
 Department/Division
Homeless Services
 Address
715 East Brier Drive
San Bernardino, CA 92408
 Phone
(909) 890-0644
 Federal ID No.

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

| Auditor-Controller/Treasurer Tax Collector Use Only | |
|---|------------------------------|
| <input type="checkbox"/> Contract Database | <input type="checkbox"/> FAS |
| Input Date | Keyed By |

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Adult-Adolescent Parent Inventory (AAPI): An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Carryover Clients: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Demonstrated Outcomes: Data supported evidence that indicators addressed through the program demonstrate marked improvement.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Dosage: The frequency and level of exposure to services offered to the participant.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Family Development Matrix (FDM): Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

Family Empowerment Plan: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan and appropriately aligned with the Nurturing Parenting Program session. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Homeless: Any person living in conditions not fit for human habitation and ongoing housing instability.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglectingful parenting and child-rearing practices. The long-term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Nurturing Parenting: Evidence/research based curriculum that is a family-centered and trauma-informed initiative designed parenting and child-rearing practices. The programs feature activities to foster positive parenting skills and self-nurturing, home practice exercises, family nurturing time, and activities to promote positive brain development in children birth to 18 years.

Nurturing Skills Competency Scale (NSCS): A comprehensive criterion referenced measure designed to gather demographic data of the family, as well as knowledge and utilization of Nurturing Parenting Practices. The data generated from the pre-post administration and NSCS allows parents and staff an opportunity to measure changes in family life, knowledge and utilization of Nurturing Parenting practices.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Parent-Peer: Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

- A. Contractor shall provide all program services identified in this Contract, including Attachment A-Program Work Plan 2014-2015. Pursuant to Section II, paragraphs D&F, and Section II, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list specific quantitative targets for the respective year.

- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.
- C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.
- D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission to support the evaluation system development and implementation process. Contractor agrees to provide statistical information and data regarding the impact of funds provided by the Commission on serving eligible homeless families under the No Child Left Unsheltered program in regards to the success of family resiliency and family stabilization efforts. Contractor and the Commission shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this contract, except for statistical information not identifying any participant.
- E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.
- F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. **CONTRACTOR'S GENERAL RESPONSIBILITIES**

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the

Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond 30 days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing and by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' agenda and items when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' agenda's and items will be provided to the commission when they pertain to this contract. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable to its standard programs and services.

O. Child Abuse Reporting

The Contractor, HACSB, shall act in compliance with the Department of Housing and Urban Development rules and regulations governing the federally funded Public Housing Programs in reference to child abuse reporting.

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P. Department of Justice Clearance

Contractor shall comply with the criminal background review process as detailed in its personnel policy and pursuant to the Department of Housing and Urban Development rules and regulations governing federally funded public housing programs.

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Q. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

R. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
2. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
3. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
4. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
5. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
6. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary.
7. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

8. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) 5) Personal injury
- 6) Contractual liability.
- 7) \$2,000,000 general aggregate limit.

- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When

used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

S. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

T. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

U. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

V. Attorney’s Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor’s sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney’s fees and costs regardless of who prevails in the outcome of the dispute.

W. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

X. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

Y. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

Z. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this

AA. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

▪ Program Reports

Contractor will submit Program Reports which include an end of the fiscal year progress report on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include statistical data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the reporting period. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due by July 15.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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▪ Fiscal Reports

For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 15 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 15 will be considered final and no additional reports will be accepted after this date.

Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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▪ Asset Report

Contractor shall report all assets worth \$500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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BB. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

CC. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

- a. The Contractor certifies that it and any potential subcontractors:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;
 - 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
 - 4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

IV. COMMISSION RESPONSIBILITIES

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$50,000 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof.

Initial Here

B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2014-2015 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over the contract term.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

Initial Here

E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Procurement

Contractor shall procure services or goods required under this Contract pursuant to the Department of Housing and Urban Development rules and regulations on procurement policies. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

H. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

I. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

Initial Here

VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

Unless in conflict with the Department of Housing and Urban Developments rules and regulations governing the maintenance of records related to administration of federally funded public housing programs, all records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents, excluding Privacy Act protected participant file data. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data, excluding Privacy Act protected participant file data shall be retained locally in San Bernardino County and made available upon request.

O. Assistance by Contractor
Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

Initial Here

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
 - Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
 - Withhold funds pending duration of the breach; and/or
 - Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.
- C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

- A. This Contract is effective commencing February 5, 2015 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.
- Initial Here
- B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
- C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.
- D. Continuation of this Contract for each fiscal year after June 30, 2015 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Housing Authority of the County of San Bernardino
715 East Brier Drive
San Bernardino, CA 92408

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

- B. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- C. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.
- D. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

Initial Here

- E. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- F. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- G. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample

of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the Commission. "Key employees" do not include clerical personnel providing service at the Contractor's offices or locations.

XIII. CONCLUSION

- A. This Contract, consisting of 20 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO

Legal Entity

▶ _____
Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Daniel Nackerman
Printed Name

Executive Director
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶ _____
Regina Coleman
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date

SPA 2: Systems and Networks
 Goal 2.1: Leadership as a Convener and Partner
 Objective 2.1.a: Systems and services effectively support and engage children, families and communities



Agency Name: HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
 Program Name: NO CHILD LEFT UNSHELTERED
 Contract #: SI018 Fiscal Year (FY): 2014-2015
 Service Area: COUNTYWIDE

| Expectation(s): Provide permanent housing for families with children ages 0-5 who currently live in spaces not fit for human habitation. Outcome(s): Families are in permanent housing. | | |
|--|--|-------------------|
| Objective | Activity | Verification |
| Obtain immediate housing for families enrolling in the No Child Left Unsheltered Program | Engage families living in spaces “not fit for human habitation” to acquire permanent housing | Narrative Reports |

Project Description:

The Housing Authority of The County of San Bernardino (HACSB) will identify families with children 0-5 who currently reside in spaces not fit for human habitation and immediately find them housing. Housing will consist of either “bridge housing”, “permanent housing” or both.

Agency Rep Name: _____
 Agency Signature: _____
 Date Signed: _____

Reporting Period: Monthly
 Program Period: Feb 2015 – June 2015
 Fiscal Year: FY 2014-2015

PROGRAM BUDGET FISCAL YEAR 2014 - 2015

AGENCY NAME **Housing Authority of the County of San Bernardino (HACSB)** **CONTRACT #** SI018

| DESCRIPTION | TOTAL PROGRAM COSTS | OTHER FUNDING | DONATED RESOURCES | FIRST 5 FUNDED PROJECT COSTS | First 5 Program Related Cost | First 5 Admin Cost | FIRST 5 % |
|--|-----------------------------------|---------------|-------------------|------------------------------|------------------------------|--------------------|----------------|
| A. | A | B | C | D | E | F | G |
| FTE | POSITION TITLE | | | | | | |
| 46 | TOTAL BENEFITS | | | \$ 0 | | | |
| TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN | | | | \$ 0 | \$ 0.00 | \$ 0.00 | #DIV/0! |
| B. | A | B | C | D | E | F | G |
| 1 | PROGRAM MATERIALS/SUPPLIES | | | \$ 0 | | | |
| 2 | PARTICIPANT SUPPORT/INCENTIVES | | | \$ 50,000 | \$ 50,000 | \$ 50,000 | 100.00% |
| 3 | PARTICIPANT TRANSPORTATION | | | \$ 0 | | | |
| 4 | FOOD EXPENSE FOR CLASSES/MEETINGS | | | \$ 0 | | | |
| 5 | STAFF DEVELOPMENT/TRAINING | | | \$ 0 | | | |
| 6 | EMPLOYEE MILEAGE/TRAVEL | | | \$ 0 | | | |
| 7 | ADVERTISEMENTS | | | \$ 0 | | | |
| 8 | PRINTING | | | \$ 0 | | | |
| 9 | POSTAGE | | | \$ 0 | | | |
| 10 | SUBSCRIPTIONS | | | \$ 0 | | | |
| 11 | OFFICE SUPPLIES | | | \$ 0 | | | |
| 12 | OFFICE EQUIPMENT | | | \$ 0 | | | |
| 13 | RENT/LEASE BUILDING | | | \$ 0 | | | |
| 14 | BUILDING/EQUIPMENT MAINTENANCE | | | \$ 0 | | | |
| 15 | UTILITIES | | | \$ 0 | | | |
| 16 | INSURANCE / TAXES / LICENSES | | | \$ 0 | | | |
| 17 | PROFESSIONAL SERVICES/CONSULTANTS | | | | | | |
| | PROFESSIONAL SERVICES - SUBTOTAL | | | \$ - | \$ - | \$ - | |
| 18 | INDIRECT COSTS (AS APPROVED) | | | | \$ - | | |
| TOTAL SERVICES/SUPPLIES | | | | \$ 50,000.00 | \$ 50,000.00 | \$ 0.00 | 100.00% |
| C. | A | B | C | D | E | F | G |
| 1 | SUBCONTRACTS - AGENCY NAME | | | | | | |
| | TOTAL SUBCONTRACTS | | | \$ | \$ | \$ | |
| TOTAL PROJECT BUDGET | | | | \$ 50,000 | \$ 50,000 | \$ | 100.00% |
| First 5 Funding % | | | | 100.00% | 0.00% | 0.00% | |
| Administrative Cost % | | | | 100.00% | 100.00% | 0.00% | |

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Housing Authority of the County of San Bernardino (HACSB)

CONTRACT # SI018

| Line | Position | Hours per Fiscal Year | Total Program Costs | Other Funding | Other Funding Sources | Donated Resources | First 5 Costs | Narrative (Please describe position duties) |
|------|----------|-----------------------|---------------------|---------------|-----------------------|-------------------|---------------|--|
| 1 | | | | | | | | |
| | | | | | | | | |

| Line | Listing of Covered Benefits | Total | Other | Other Funding | Donated | First 5 Costs | Narrative |
|--------------------------------------|-----------------------------|-------|-------|---------------|---------|---------------|-----------|
| 46 | | | | | | | |
| TOTAL SALARIES & BENEFITS | | \$ - | \$ - | | \$ - | \$ - | |

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Housing Authority of the County of San Bernardino (HACSB)

CONTRACT # SI018

| Line | Service/Supply | Total Program Costs | Other Funding | Other Funding Sources | Donated Resources | First 5 Costs | Narrative (Please describe need for services/supplies) |
|------|--------------------------------------|---------------------|---------------|-----------------------|-------------------|------------------|---|
| 1 | PROGRAM MATERIALS/SUPPLIES | \$ - | \$ - | | \$ - | \$ - | |
| 2 | PARTICIPANT SUPPORT/INCENTIVES | \$ 50,000 | \$ - | | \$ - | \$ 50,000 | Funds will be used short-term shelter (motel stay), security deposit and/or last month rent to secure a rental unit, and cut-on utilities (including deposit, first/last and arrears) for 0-5 families, to ensure bridge housing security and stabilization into permanent housing. |
| 3 | PARTICIPANT TRANSPORTATION | \$ - | \$ - | | \$ - | \$ - | |
| 4 | FOOD EXPENSE FOR CLASSES/MEETINGS | \$ - | \$ - | | \$ - | \$ - | |
| 5 | STAFF DEVELOPMENT/TRAINING | \$ - | \$ - | | \$ - | \$ - | |
| 6 | EMPLOYEE MILEAGE/TRAVEL | \$ - | \$ - | | \$ - | \$ - | |
| 7 | ADVERTISEMENTS | \$ - | \$ - | | \$ - | \$ - | |
| 8 | PRINTING | \$ - | \$ - | | \$ - | \$ - | |
| 9 | POSTAGE | \$ - | \$ - | | \$ - | \$ - | |
| 10 | SUBSCRIPTIONS | \$ - | \$ - | | \$ - | \$ - | |
| 11 | OFFICE SUPPLIES | \$ - | \$ - | | \$ - | \$ - | |
| 12 | OFFICE EQUIPMENT | \$ - | \$ - | | \$ - | \$ - | |
| 13 | RENT/LEASE BUILDING | \$ - | \$ - | | \$ - | \$ - | |
| 14 | BUILDING/EQUIPMENT MAINTENANCE | \$ - | \$ - | | \$ - | \$ - | |
| 15 | UTILITIES | \$ - | \$ - | | \$ - | \$ - | |
| 16 | INSURANCE / TAXES / LICENSES | \$ - | \$ - | | \$ - | \$ - | |
| 17 | PROFESSIONAL SERVICES - SUBTOTAL | \$ - | \$ - | | \$ - | \$ - | |
| 18 | INDIRECT COSTS (AS APPROVED) | \$ - | \$ - | | \$ - | \$ - | |
| | TOTAL SERVICES & SUPPLIES | \$ 50,000 | \$ - | | \$ - | \$ 50,000 | |

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Housing Authority of the County of San Bernardino (HACSB)

CONTRACT # SI018

| Line | Subcontractor | Total Program Costs | Other Funding | Other Funding Sources | Donated Resources | First 5 Costs | Narrative (Please describe need for subcontractors) |
|-----------------------------|---|---------------------|---------------|-----------------------|-------------------|---------------|--|
| 1 | Housing Authority of the County of San Bernardino (HACSB) | \$ - | \$ - | | \$ - | \$ - | |
| TOTAL SUBCONTRACTORS | | \$ - | \$ - | | \$ - | \$ - | |



**AGENDA ITEM 4
FEBRUARY 4, 2015**

| | |
|-------------------------------|--|
| Subject | Local Outcomes Brief for 2013-2014 |
| Recommendations | Receive information on Local Outcomes Brief for 2013-2014 (Presenter: Scott McGrath, Supervisor, 252-4259) |
| Background Information | <p>The 2013-2014 Outcomes Brief was prepared in partnership with Harder+Company, who has worked with over 30 First 5 county commissions since 1999 and has served as the external evaluator for First 5 San Bernardino since 2004. Over the years, Harder+Company has worked closely with First 5 San Bernardino staff and its funded agencies to collect, assess and measure data for program improvement and strategic decision-making. These efforts have served to tell the story of how First 5 programs and services have impacted the lives of children and families.</p> <p>The document highlights compelling data collected for the year in the First 5 San Bernardino Strategic plan focus areas of Health, Family, Education and Systems. The larger data set collected and arranged by Harder+Company is available in a separate "Data Book" intended to be used to provide more in depth information as necessary and/ or requested.</p> |
| Financial Impact | None |
| Review | Regina Coleman, Commission Counsel |

| |
|--|
| Report on Action as taken |
| Action: |
| Moved: _____ Second: _____ |
| In Favor: |
| Opposed: |
| Abstained: |
| Comments: _____ |
| Witnessed: |