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## Agenda: Children and Families Commission 05-2018

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

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**Meeting date, time, and place**      May 9, 2018  
Budget Workshop  
2:00 p.m. to 3:15 p.m.  
Tech and Training Center  
  
Commission Meeting  
3:30 to 5:00 p.m.  
Commission Conference Center

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

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**SPECIAL PRESENTATION**              None

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**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.

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**Report**                                      Legislative Report by Chekesha Gilliam  
Government Relations Analyst, County Administrative Office

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**Report**                                      Advisory Committee Report by Alan H. Garrett, Chair

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**Report**                                      Executive Director's Report by Karen E. Scott

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*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 05-2018**

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**Consent Items**

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

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<b>Item No.</b>	<b>CONSENT</b>
1	Approve Minutes of March 7, 2018 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	A. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contract between the County of San Bernardino and Children and Families Commission and Tania Offerrall as a Staff Analyst II, for an annual cost of \$85,347 (\$59,529 Salary, \$25,818 Benefits) for the period of April 28, 2018 through April 27, 2021. B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review. C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution. (Presenter: Karen E. Scott, Executive Director, 252-4252)

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<b>Item No.</b>	<b>DISCUSSION</b>
3	Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2016-2017. (Presenter: Scott McGrath, Evaluation Supervisor, 252-4259)
4	Approve CFC 18-01 Non-Public Personally Identifiable Information Policy for the Children and Families Commission (CFC) for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)
5	Approve Contract HW057 with County of San Bernardino Department of Behavioral Health (DBH) in the amount of \$26,250,000 for a five year contract term from July 2018 through June 2023. This continued support from the Commission enables DBH to provide services to children ages 0 – 5 and families for the Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EII) programs. (Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)
6	Approve Contract SI027 a five-year contract with County of San Bernardino Children's Network in the amount of \$172,648 per year for Fiscal Years 2018-2023 for a cumulative total amount of \$863,240 for the coordination of services provided by the Early Childhood Mental Health Systems Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
7	Approve Contract SI028 with Inland Empire United Way for a cumulative total of \$1,200,000 for Fiscal Years 2018 - 2021 for systems support of the County 211 Information and Referral Services system. (Presenter: Scott McGrath, Supervisor, 252-4254)
8	Approve Contract Amendment SI020 A1 with Children's Fund in the amount of \$552,990 for Fiscal Year 2018-2019 resulting in a cumulative total of \$2,211,960 for Fiscal Years 2015-2019 for the Emergency Needs Program. (Presenter: Scott McGrath, Supervisor (909) 252-4259)
9	Approve Contract Amendment SI021 A1 with Children's Fund in the total amount of \$263,900 for Fiscal Year 2018-2019 resulting in a cumulative total of \$1,055,600 for Fiscal

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	Years 2015-2019 to provide services to San Bernardino County children through the Children's Assessment Center. (Presenter: Scott McGrath, Supervisor, 252-4259)
10	Approve Contract Amendments for the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Contracts (RFP 14-02) for Fiscal Year 2018-2020 in the amount of \$1,557,530 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$3,949,359 with the following: A. Building a Generation, Contract FS065 A1, in the total amount of \$522,284 B. Walden Environment DBA Walden Family Services, Contract FS074 A1, in the total amount of \$724,866. C. West Care Arizona Inc., Contract FS075 A1, in the total amount of \$310,380. (Presenter: Scott McGrath Supervisor, 252-4259)

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**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."

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**Commissioner Roundtable**

Open to comments by the Commissioners.

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**Next Meeting at  
First 5 San  
Bernardino**

**Wednesday, June 6, 2018  
3:30 p.m. to 5:00 p.m.**

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: MAY 9, 2018**

**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	N/A
2	N/A	N/A	N/A	N/A
3	N/A			
4				
5	County of San Bernardino Department of Behavioral Health	Robert A. Lovingood Chairman Board of Supervisors	Dr. Timothy Hougen Senior Program Manager	Supervisor James Ramos  CaSonya Thomas
6	County of San Bernardino Children's Network	Robert A. Lovingood Chairman Board of Supervisors	Kathy Turnbull Network Officer	Supervisor James Ramos  CaSonya Thomas
7	Inland Empire United Way 2-1-1	Gary Madden Interim President and CEO	N/A	N/A
8	Children's Fund	Ciriaco Pinedo, Ed. D. President and CEO	N/A	N/A
9	Children's Fund	Ciriaco Pinedo, Ed. D. President and CEO	N/A	N/A
10 A	Building A Generation	Katie Ear Executive Director	N/A	N/A
10 B	Walden Environment DBA Walden Family Services	Sue Evans, M.S. Chief Operation Officer	N/A	N/A
10 C	West Care Arizona, Inc.	Cheryl DeBatt Director	N/A	N/A



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## Minutes: Children and Families Commission Meeting

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

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**Meeting Date, Time and Location** Commission Meeting  
March 7, 2018 - 3:35 p.m.  
First 5 San Bernardino

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**Pledge of Allegiance** The Pledge of Allegiance was led by Chair Ohikhuare

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**SPECIAL PRESENTATION** None

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**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.

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**Attendees**

**Commissioners Present**

- Margaret Hill
- Alan Garrett
- Maxwell Ohikhuare, M.D.
- James Ramos
- CaSonya Thomas
- Paul Vargas
- Elliot Weinstein, M.D.

**Staff Present**

- Karen Scott, Executive Director
- Scott McGrath, Supervisor
- Mary Jaquish, Supervisor
- Debora Dickerson-Sims, Administrative Supervisor II
- Ann Calkins, Executive Assistant
- Staci Scranton, Supervising Office Assistant
- Sophie Akins, Commission Counsel
- Amanda Ferguson, Staff Analyst II

- Will Kariuki, Staff Analyst II
- Ronnie Thomas, Staff Analyst II

**Changes to the Agenda**

None

**Report – Advisory Committee, Alan H. Garrett, Chair**

The Advisory Committee Meeting met on February 22<sup>nd</sup>.

Members heard a presentation from the Inland Empire Community Collaborative relating to San Bernardino Countywide Capacity Building.

Members also heard the latest updates relating to the Dental Transformation Initiative (DTI), Help Me Grow, Quality Start San Bernardino (QSSB), fatherhood involvement support, legislative matters, and childcare provider development.

The First 5 Association Network Strategy that will help First 5 increase influence, impact and funding by creating greater collaborations between commissions, the Association and First 5 California was shared with the group, as well.

First 5 Riverside gave a brief presentation on their strategic plan methodology that included Commissioner interviews, staff engagement and facilitated community convening's. First 5 San Bernardino will soon be revising their strategic plan and request input from the Advisory Committee as to whether the Commission should take a similar approach.

The next committee meeting is scheduled for March 22<sup>nd</sup> at 1:30 p.m. at this location.

**Report – Executive Director, Karen Scott**

**F5 Network Strategy**

The First 5 Association has launched an effort to elevate the capacity of local commissions, First 5 California and the Association to lead efforts to strengthen the early childhood development field. The goal is to position First 5 as a unified force for early childhood, acknowledged leaders in early childhood systems building, and credible partners in policy and funding efforts to increase resources for children 0-5 in California. This effort will take place over the next several years. There are currently nine full-day convenings planned. Further updates will be shared.

**2018 Child Health, Education and Care Summit**

Scheduled for April 10-12, 2018 in Glendale, CA. The Summit provides the perfect forum for early childhood stakeholders to learn from, collaborate with, and empower one another.

This year, a Pre-Commissioner Workshop is scheduled for April 10 from 2:00 p.m. to 4:00 p.m. First 5 Commissioners from across California are encouraged to attend for a presentation and facilitated discussion of the new First 5 Network Strategy to strengthen county connections across California. Association staff will present strategy, and lead conversations about how the network can support local commission investments, systems building and program sustainability.

**Legislative Update**

The report before you is legislation tracked through February 21, 2018.

**Consent**

Motion by Commissioner Weinstein and seconded by Commissioner Hill to approve Consent Item. Without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of February 7, 2018 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
2	<p>Approve Amendment A1 to Contract CE010 with County of San Bernardino Children's Network in the amount of \$459,877 for Fiscal Year 2018-2019 resulting in an increase of \$69,712 with a cumulative total amount not to exceed \$1,240,207 for Fiscal Years 2016-2019 for the delivery of countywide educational campaigns and community events addressing child abuse prevention. (Presenter: Mary Jaquish, Program Supervisor, 252-425)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Commissioner Ramos recused himself due to his position on the Board of Supervisors. Commissioner Thomas abstained due to her position as Appointment Authority over Children's Network.</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Vargas to approve Item 2. With the recusal and abstention noted from Commissioners Ramos and Thomas, respectively, and without further comment or objection, motion carried by unanimous vote.</p>
3	<p>A. Approve Cooperative Agreement with Riverside County Children and Families Commission ("First 5 Riverside") and authorize the receipt of up to \$98,461 in reimbursement from First 5 Riverside to share in the expenses of continued planning services identified in the Loma Linda University Children's Hospital HMG contract. Authorize the Executive Director or delegate to execute such agreement and take such actions as may be necessary to allow for the receipt of such reimbursement funds.</p> <p>B. Extend the term of Contract SI026 A1 for three months from April 1, 2018 through June 30, 2018, in the amount of \$196,923 not to exceed the cumulative total of \$346,812 with Loma Linda University Medical Center Children's Hospital (LLUCH) in a continued effort to launch the "Help Me Grow" (HMG) Initiative with shared financial responsibility with First 5 Riverside. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p>

	<p>Motion made by Commissioner Weinstein and seconded by Commissioner Ramos to approve Item 3. Without further comment or objection, motion carried by unanimous vote.</p>
<p>4</p>	<p>Approve Amendment A2 to Contract ECE010 with Child Care Resource Center in the amount of \$1,801,817 for Fiscal Year 2018-2019 resulting in an increase of \$376,542 with a cumulative total amount not to exceed \$3,372,176 for the coordination of quality improvement services, program evaluation, professional development and implementation of the QSSB Communications plan.                  (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)</p> <p><b><u>Discussion</u></b>                  None</p> <p><b><u>Public Comment</u></b>                  None</p> <p>Motion made by Commissioner Ramos and seconded by Commissioner Hill to approve Item 4. Without further comment or objection, motion carried by unanimous vote.</p>
<p>5</p>	<p>Conduct Public Hearing to approve Amendment A1 to CFC 06-02 Salary and Benefit Policy.                  (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><b><u>Discussion</u></b>                  Commissioner Ramos asked if the Board of Supervisors will see or need to review anything soon on this item. Ms. Scott answered that nothing related to this internal policy will go before the Board of Supervisors, however, any employment contracts that will come out of the reorganization will go before the Board.</p> <p>Since First 5 San Bernardino struggles to obtain and keep qualified experienced staff and is unable to draw qualified County staff due to disparate pay scale ranges, Commissioner Thomas asked if the revised policy's intent is to help align with future County MOU's. Ms. Scott answered that would be up to the Commission and the appointing authority. That is why the policy does not list a specific date tied to an MOU. Perhaps the policy can be reviewed yearly along with the budget.</p> <p>Commissioner Thomas also requested a correction on the last paragraph of the policy: delete the word "System" from the name "Department of Human Services". Also, an "s" is to be added to "Service".</p> <p><b><u>Public Comment</u></b>                  None</p> <p>Motion made by Commissioner Ramos and seconded by Commissioner Weinstein to approve Item 5. Without further comment or objection, motion carried by unanimous vote.</p>



6	<p>Authorize, approve and support the following actions required to execute a reorganization of the First 5 San Bernardino staff:</p> <ul style="list-style-type: none"><li>A. Authorize the Executive Director to conduct appropriate consults and coordination with San Bernardino County Human Resources Department (Classifications, Employee Relations and Benefits), the F5SB Appointing Authority and the department assigned Human Resources Officer to support a reorganization of the First 5 San Bernardino Commission staff and structure to better meet the business need and support sustainability.</li><li>B. Approve draft organizational restructure proposal as the guideline to reclassify certain leadership positions and appropriately upgrade salary scales, to establish and classify certain lead/coordinator positions and determine appropriate salary scales, and to incorporate additional promotional steps within the adopted pay scales for all remaining contract positions.</li><li>C. Support proposal to establish a reorganization of the F5SB Commission staff with no fiscal impact to increase salaries and benefits for the remainder of FY 2017-2018 (due to the currently adopted budget amount and realized salary savings) and that any on-going fiscal impact will adhere to current administrative overhead policy.</li></ul> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><b><u>Discussion</u></b></p> <p>In reviewing the proposed reorganization chart and to answer Commissioner Hill's question, Ms. Scott stated not all of the positions are currently filled, however, new staff member employment contracts will be presented to the Commission on April 4th to fill the open positions. Two other open positions are grant-funded which will be salary savings to First 5's budget.</p> <p>Ms. Scott mentioned that future budgets for F5SB will not go beyond 15 percent in administrative costs. F5SB's budget will never exceed its long-range financial plan.</p> <p>Regarding the 15 other First 5 pay scales and employee titles surveyed by Ms. Scott, Commissioner Garrett asked if Orange County, Riverside and Los Angeles were included in that survey. Ms. Scott answered yes to Orange County and Riverside and no to Los Angeles County since L.A. is too large for a comparison.</p> <p>Commissioner Garrett asked, in relation to a midpoint analysis, if First 5 would be significantly above the midpoint or below in what employees are currently paid and their new salaries? Ms. Scott answered possibly below the midpoint since First 5 took a very conservative approach. The plan in place for approval by the Commission is fair, equitable and makes sense for the F5SB Commission and County.</p> <p>Commissioner Thomas asked if there is an eventual wind down of First 5 Commissions throughout the State. Ms. Scott answered that it is a wind down in a manner in which most Commissions are currently operating. However, with the Network Strategy, First 5 should not have to wind down, but become stronger with greater collaboration.</p> <p><b><u>Public Comment</u></b></p> <p>None</p> <p>Motion made by Commissioner Ramos and seconded by Commissioner Weinstein to approve Item 5. Without further comment or objection, motion carried by unanimous vote.</p>
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**Public Comment** Gary Madden, Inland Empire United Way 2-1-1

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**Commissioner Roundtable** Commissioner Hill thanked the Advisory Committee and Chair Alan Garrett for her recent farewell luncheon and support.

Commission Chair Ohikhuare reiterated support and thanks for Commissioner Hill's continued passion and enthusiasm for both First 5's mission and the local community.

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**Adjournment** Motion to adjourn by Commissioner Vargas and seconded by Commissioner Hill. Without further comment or objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 4:32 p.m.

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**Next meeting at  
First 5 San  
Bernardino**

***Wednesday, April 4, 2018  
3:30 p.m. to 5:00 p.m.***

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**Attest**

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Maxwell Ohikhuare, M.D., Chair

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Ann M. Calkins, Commission Clerk

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**AGENDA ITEM 2**  
**MAY 9, 2018**

<b>Subject</b>	Employment Contract, Tania Offerrall, CFC Staff Analyst II
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contract between the County of San Bernardino and Children and Families Commission and Tania Offerrall as a Staff Analyst II, for an annual cost of \$85,347 (\$59,529 Salary, \$25,818 Benefits) for the period of April 28, 2018 through April 27, 2021.</li><li>2. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</li><li>3. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.</li></ol> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>
<b>Financial Impact</b>	Approval of this item does not impact Discretionary General Funding (Net County Cost). The total annual cost of \$85,347 is fully reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2017-18 budget and will be included in future recommended budgets.
<b>Background Information</b>	<p>The Commission has a vacancy for one Staff Analyst II position. The Staff Analyst II position is responsible for oversight and monitoring of direct service contracts; performing research and analytic oversight; serving as the program representative, and representing the Commission at governmental and community meetings. The recommended employment contract shall be effective April 28, 2018 and shall remain in effect through April 27, 2021, subject to the termination provisions of the contract.</p> <p>The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five and their families.</p> <p>On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.</p>

**PROCUREMENT**

At the request of the Commission, Human Resources provided a certification list of

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20 eligible candidates for the Staff Analyst II position. Eight qualified candidates were interviewed from January 11, 2018 through January 29, 2018 by members of the Commission’s Executive Team.

Based on her interview, education, and experience, the Commission recommends an employment contract with Tania Offerrall as a Staff Analyst II at a starting salary of \$28.62 per hour.

Authorization is requested for the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods. Notwithstanding the foregoing, either party may terminate the contract at any time without cause with 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

**Review**

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This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5564) on March 20, 2018; County Counsel (Cynthia O’Neill, Supervising Deputy County Counsel, 387-5571) on March 16, 2018; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on March 22, 2018; Finance (John Hallen, Administrative Analyst, 388-0208) on March 22, 2018; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on March 22, 2018.

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<b>Report on Action as taken</b>	
<b>Action:</b>	
<b>Moved:</b> _____	<b>Second:</b> _____
<b>In Favor:</b>	
<b>Opposed:</b>	
<b>Abstained:</b>	
<b>Comments:</b> _____	
<b>Witnessed:</b>	



**AGENDA ITEM 3  
MAY 9, 2018**

<b>Subject</b>	Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2016-2017.
<b>Recommendations</b>	Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2016-2017. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	None.
<b>Background Information</b>	<p>As required by California Health and Safety Code Section 130125(G), the California Children and Families Commission (CCFC) develops an Annual Report to reflect the annual achievements and expenditures of the First 5 California program. This report offers a summary of the State Commission's history, mission, vision as well as some 2016-2017 highlights as a summarization of the data submitted by the County Commissions.</p> <p>County Commissions are required, in accordance with Section 130140(a)(1)(H) of the Health and Safety Code, to conduct a public hearing of the State annual report. Any comments made by the public or Commissions will be provided to the State Commission.</p> <p>A copy of the Annual Report can be found in the State Commission's web-site at <a href="http://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_16-17.pdf">http://www.cfc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_16-17.pdf</a> and a hard copy can be requested from the First 5 San Bernardino office for review.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

**AGENDA ITEM 3  
MAY 9, 2018**

**CALIFORNIA CHILDREN AND FAMILIES COMMISSION ANNUAL REPORT  
FISCAL YEAR 2016-2017**

**►► HIGHLIGHTS ◀◀**

In accordance with the Health and Safety Code Sections related to Prop 10, First 5 California collects and reviews each county commission's annual report and includes this county-level data in this First 5 CA annual report.

While Prop 10 statutes direct the State and county commissions to achieve common goals and outcomes for children ages 0 to 5, it empowers each individual commission to develop its own strategic plan and programs to accomplish those goals according to the needs of local children and families. At the same time, as this report illustrates, First 5 California and the county commissions work as partners to implement the statewide Signature Programs and identify common policy goals.

For nearly two decades, the California Children and Families Commission (First 5 California) has established standards of quality child care and invested in the development of programs and services emphasizing improvement in early education, child care, social services, health care, research, and community awareness.

The State Board of Equalization collects an excise tax levied on all tobacco products and deposits the revenue into the California Children and Families Trust Fund, allocating 20 percent to First 5 California and 80 percent to county commissions.

In FY 2016-2017, First 5 California received \$79.9 million and County Commissions received \$318.9 million.

First 5 California tracks progress in four key result areas to support evidence-based funding decisions, program planning, and policies:

1. Improved Child Development
2. Improved Child Health
3. Improved Family Functioning
4. Improved Systems of Care

These result areas comprise a framework for reporting and assessing early childhood outcome data. Appendix A and B (pages 53-54) include descriptions of the result areas and services for First 5 California and the 58 county commissions.

This data reporting framework provides a statewide overview of the number, type, and costs of services provided to children and adults for a particular year. Stakeholders can use this information as one source to determine impact and resource allocation from First 5 statewide.

**First 5 San Bernardino's highlights are noted on Page 43 in the Report.**

The entire report is available for reviewing at:

[http://www.cafc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/Annual\\_Report\\_16-17.pdf](http://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual_Report_16-17.pdf)

**New Legislation:** First 5 California continued to garner awareness of the importance of First 5-funded programs and significant state-level support for its Policy Agenda goals from policymakers, advocacy partners, and other stakeholders during the 2017-2018 state legislative and budget session.

2017 was an active year for policies impacting young child children and First 5 California sponsored legislation for the first time in over a decade. F5CA co-sponsored AB 60 with Parent Voices and the Child Care Law Center, which was implemented and fully funded through the 2017-2018 Budget Act. The policy provisions of AB 60 adopted in the Budget Act modernize how working parents become eligible for child care subsidies by updating eligible criteria to 70 percent of the current state median income (SMI) for all child care programs. In addition, the policy also ensures families receive a minimum of 12 months of continuous care, even if they experience minor pay changes, so they will not be forced to decline a raise in order to retain care for their children.

F5CA also co-sponsored the New Parent Leave Act-SB 63 with the California Employment Lawyers Association and Legal Aid at Work, which was signed into law on October 12, 2017. Sb 63 provides up to 12 weeks of job-protected maternity and paternity leave for more California employees. (Additional information on Page 10 of the Annual Report).

**First 5 IMPACT:** First 5 California completed the second year of a five-year, \$190 million investment in First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) supporting a statewide network of local quality rating and improvement systems (QRIS) statewide. QRIS is a research-based strategy to improve the quality of early learning settings across the entire continuum – from alternative settings and family, friend, and neighbor care, to family child care homes, centers and preschools. First 5 IMPACT builds on a successful network of local quality improvement efforts, forges partnerships with all 58 counties, builds on past F5CA programs, and aligns with and leverages federal, state, and local investments.

During fiscal year 2016-2017, nearly 6,000 sites participated in QRIS in California and of those, approximately 72 percent were supported in full or in part with first 5 IMPACT funding. The most frequently cited lesson learned is implementing QRIS takes time and commitment. Core to a successful QRIS is building partnerships across consortia with a common vision, goals, and plan to improve quality for all children in all settings.

As of June 30, 2017, there were a total of 5,926 participating QRIS sites across the state. Of the total, 3,527 were centers, 2,025 were family child care homes, and 374 were alternative sites such as libraries, home visiting programs, family resource centers, and family, friend, and neighbor providers.

**Tobacco Cessation:** First 5 California supports the toll free California Smokers' Helpline at 1-800-NO-BUTTS which provides one-on-one telephone counseling, self-help materials, and referrals to local resources. In Fiscal Year 2016-2017, First 5 California supported the helpline with \$1.4 million for tobacco cessation services for parents and caregivers of young children, as well as for training of pediatric care providers to screen for secondhand smoke exposure. First 5 California participants are provided with telephone counseling and also receive free nicotine patches sent directly to their homes.

First 5 California's investment provided Helpline services for a total of 4,578 participants, including 226 pregnant smokers and 4,352 tobacco-using parents or caregivers of children ages 0 to 5.

**FIRST 5 CALIFORNIA COMMISSION MEMBERS FY 2016-2017**

<b><i>Commission Member</i></b>	<b><i>Appointing Power</i></b>
George Halvorson, Chair	Governor
Joyce Iseri, Vice-Chair	Senate Rules Committee
Conway Collis	Speaker of the Assembly
Shana Hazan	Speaker of the Assembly
Lupe Jaime	Governor
Muntu Davis	Governor
Erin K. Pak (member until January 30, 2017)	Senate Rules Committee
Alejandra Campoverdi	Senate Rules Committee
<b><i>Ex Officio Members</i></b>	
Diana Dooley	Secretary of the California Health and Human Services Agency
Jim Suennen, Ex-Officio Designee	





**AGENDA ITEM 4**  
**MAY 9, 2018**

<b>Subject</b>	Policy CFC 18-01 <i>Non-Public Personally Identifiable Information</i>
<b>Recommendations</b>	Approve CFC 18-01 <i>Non-Public Personally Identifiable Information Policy</i> for the Children and Families Commission (CFC) for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>According to the County of San Bernardino's Policy 14-02 <i>Non-Public Personally Identifiable Information</i>, all County officers, employees, agents and volunteers are required to maintain the integrity, security and confidentiality of non-public personally identifiable information.</p> <p>The term "non-public personally identifiable information" as used in the First 5 San Bernardino's (F5SB) proposed policy is any piece of information maintained by the County electronically or in paper format which can potentially be used to uniquely identify, contact, or locate County employees or members of the public. Examples are information such as, but not limited to, social security numbers, driver's license numbers, and financial and health information that is not subject to disclosure under the Public Records Act, Government Code Section 6250 et seq.</p> <p>The F5SB Non-Public Personally Identifiable Information Policy contains three objectives:</p> <ol style="list-style-type: none"><li>1. To protect the non-public personally identifiable information held by F5SB and the County of San Bernardino.</li><li>2. To promote and maintain the faith and confidence of the public and employees in F5SB and the County's use and disclosure of non-public personally identifiable information.</li><li>3. To inform the County officers, employees, agents and volunteers of their responsibility to protect the integrity, security and the confidentiality of non-public personally identifiable information.</li></ol> <p>Within the organizational structure of the County of San Bernardino, F5SB is housed under the Human Services Division. Departments and divisions in the County organization receive, collect, store and transmit non-public personally identifiable information in order to conduct daily operations.</p> <p>F5SB staff recommends approval of CFC 18-01 <i>Non-Public Personally Identifiable Information Policy</i> in order to comply with the County of San Bernardino's expectation that all County departments/divisions establish and implement policies and procedures for protecting the integrity, security and confidentiality of non-public personally identifiable information received, collected, stored and transmitted within each organization and to prevent loss or fraudulent use.</p>
<b>Review</b>	Sophie Akins, Commission Counsel

<b>Report on Action was taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>



Number	18-01
Effective	05-09-18
Page	<u>1</u> of <u>7</u>
Approved:	
_____	
<b>Chair</b>	

**NON-PUBLIC PERSONALLY IDENTIFIABLE INFORMATION**

**PURPOSE**

There are numerous policies within the County of San Bernardino Human Services Department (HS) regarding confidentiality, of which First 5 San Bernardino (F5SB) aligns with when applicable. However, this policy outlines F5SB's Non-Public Personally Identifiable Information practices which aligns with federal and state mandates regarding any/all confidential information maintained by F5SB electronically or in paper format, which can potentially be used to uniquely identify, contact, or locate members of the public.

The protection of confidential information is not specific to PII and/or PHI, but covers more of a broad spectrum of information/data utilized to administer F5SB initiatives. Therefore, F5SB staff shall adhere to this policy in conjunction with:

- San Bernardino County Personnel Rules
- Standards for Employee Conduct
- HS Policy and Standard Practice (HSPSP) Manual Section 15
- Department/Division policies/procedures

**POLICY**

All client/customer information is strictly confidential. Such information may be contained in verbal, printed, electronic or any other identifiable form or record. Confidential information includes, but is not limited to:

- Name
- Social Security Number
- Physical description
- Contact information (home address, telephone number, e-mail address, etc.)
- Financial matters
- Public benefit status
- Medical
- Employment
- Criminal history information and/or
- Any other information deemed to be confidential as per department requirements.

F5SB staff, contractors, volunteers, and others granted authorized access to confidential information are responsible for protecting/securing the information, having knowledge of, and being in compliance with, this policy.

The term “non-public personally identifiable information” as used in this policy is any piece of information maintained by **F5SB** electronically or in paper format, which can potentially be used to uniquely identify, contact, or locate **F5SB** employees or members of the public. Examples are information, such as but not limited to, social security numbers, driver’s license numbers, financial and health information that is not subject to disclosure under the Public Records Act, Government Code Section 6250 *et seq.*

<b>NON-PUBLIC PERSONALLY IDENTIFIABLE INFORMATION</b>	Number 18-01
	Page <u>2</u> of <u>7</u>

**POLICY AMPLIFICATION** To prevent loss or fraudulent use, it is the responsibility of every F5SB officer, employee, agent and volunteer to preserve the integrity, security and confidentiality of non-public personally identifiable information received, collected, stored or transmitted. Therefore, all departments and divisions shall establish and implement policies and procedures for protecting the integrity, security and confidentiality of non-public personally identifiable information received, collected, stored and transmitted within their respective department or division.

**GUIDELINES** This standard practice contains the following topics:

Topic	Page
General Requirements	2
Access to Confidential Information	4
Release of Confidential Information	5
Transmission of Confidential Information	8

## General Requirements

**INTRODUCTION** Confidential information used to conduct F5SB business requires appropriate safeguards to protect from accidental/deliberate misuse, disclosure, damage, or loss. F5SB departments/divisions must ensure confidential information is only accessed by or disclosed to authorized staff/persons that have a legal/reasonable need to know in order to perform/administer their assigned program. This section outlines the confidentiality requirements for all F5SB departments/divisions.

**MANAGER/SUPERVISOR RESPONSIBILITIES** F5SB Managers/Supervisors have the responsibility to ensure confidential information is protected and secured at all times. Managers/Supervisors need to be aware of the risks and potential consequences of confidentiality breaches, and must be committed in their efforts to uphold the integrity of the individual's confidentiality, leading by example through their own adherence to these requirements.

Managers shall:

- Monitor workplace practices to ensure confidential information is protected and secured at all times.
- Ensure staff is aware of and comply with all confidentiality requirements.
- Limit and control employee access to confidential information to the minimal amount needed to perform the assigned job function.
- Immediately mitigate and deal firmly with breaches of confidentiality.
- Seek advice from County Counsel whenever uncertain whether or not information should be released and how it is to be released.

*Continued on next page*

## General Requirements, Continued

**STAFF  
RESPONSIBILITIES**

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F5SB staff must be diligent in their efforts to protect/secure the confidentiality of client's/customer's information. All staff, volunteers, and those granted access to F5SB resources must adhere to the following:

- Only access confidential information as necessary to perform a job function, activity, or service directly related to the administration of F5SB initiatives.
  - Never access confidential information for personal use, family, or friends.
  - Secure confidential information, do not leave unattended on desks or in unsecured areas.
  - Secure printed documents containing confidential information from inappropriate access, not leaving on printers, fax machines, or copiers.
  - Not release any confidential information to an unauthorized person or agency without written authorization from the customer or service recipient, or approval from a supervisor, manager, County Counsel, or court order.
  - Dispose of confidential information in locked shred containers only (individual shred boxes prohibited).
  - Do not access/send confidential information from communication devices (Laptop, Personal Digital Assistant (PDA), or any other handheld/mobile information technology device) unless proper access control mechanisms are in place and approved by department/division management.
  - Report all actual or suspected breaches of confidentiality to department/division manager or supervisor.
-

## Access to Confidential Information

**INTRODUCTION**


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To ensure confidential information is protected and secured, F5SB departments/divisions shall have adequate security measures in place. These measures shall include, but are not limited to, the use of passwords and access controls to protect the security of the information from unauthorized staff/persons.

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**ACCESSING INFORMATION**

Access to confidential information must only be authorized on a “need-to-know” basis and not merely by position or title. HS departments/divisions must ensure access to confidential information is only granted to staff that require the information to administer a F5SB initiative.

Managers/Supervisors are responsible for requesting the appropriate level of access for their staff and must ensure the minimum necessary access is requested for the assigned job functions. When access to confidential information and computer system(s) is no longer required, authorization must be terminated immediately.

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**INAPPROPRIATE ACCESS**

Inappropriate access is taken very seriously within F5SB. Staff shall not access, view, or otherwise review any information pertaining to:

- Their own case/record, nor shall staff review any information pertaining to a relative, friend or acquaintance.
  - Any case/record in which the staff person does not have a need to know in order to complete his/her assigned duties.
  - Any access, discussion, and/or questions regarding an employee’s own case/record shall only be conducted by the appropriate assigned worker or other person as designated by the appointing authority. This type of inquiry should not be conducted on F5SB time. If an employee is uncertain with whom to inquire, questions should be directed to their manager/supervisor.
  - A breach of confidentiality, whether intended or done negligently, may result in disciplinary action (including termination from employment), criminal penalties, and/or civil liability.
-

## Release of Confidential Information

**INTRODUCTION** Federal, state and county regulatory guidelines were created to protect the customer from identification, exploitation or embarrassment that could result from the release of information identifying them as having applied for or having received public assistance. This section outlines confidentiality requirements; however, due to the uniqueness and complexity of the various programs, staff should refer to department policy/procedures for appropriate release specific to their administered human service program.

**INFORMATION SHARING** Confidential information shall not be discussed or exchanged between staff, except for legitimate business purposes or otherwise permitted by law. Such discussion or exchange of information must occur in confidential surroundings, for legitimate consultation purposes only.

Customer privacy must be maintained to the fullest extent possible. F5SB staff must consult with their manager/supervisor prior to releasing confidential information. All requests for information, including subpoenas and public records requests must **immediately** be forwarded to a manager/supervisor. Managers/Supervisors are responsible for forwarding such requests to the departments/divisions custodian of records or County Counsel.

**RELEASE OF INFORMATION WITH CONSENT** A client/customer has the right to receive factual information relating to eligibility provided solely by the client/customer contained in any applications and records kept by F5SB. No information may be provided through telephone or other electronic medium without first verifying the identity of the person to whom the information is provided, and that he/she is authorized to receive such information. Use a combination of the following to confirm a customer's identity:

- Driver's License Number
- Identification (ID) Number
- Last four (4) of Social Security Number (SSN)
- Date of Birth (DOB)
- Case number
- Address

A client's/customer's confidential information can be released to an authorized representative when a written, signed and dated authorization has been obtained. An authorized representative is a person or group who has authorization from the customer to act on their behalf. Written consent or authorizations for release of information shall be dated and shall expire one year from the date given unless a shorter time period is specified.

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*Continued on next page*

## Release of Confidential Information, Continued

**RELEASE OF  
INFORMATION  
WITHOUT  
CONSENT**

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Confidential information may be released for purposes of administration of a human service program. This allowable flow of information applies to any aid or services administered or supervised by:

- County Welfare Departments
- F5SB and/or HS contractors
- California Department of Social Services (CDSS)
- Department of Health Care Services (DHCS)
- Department of Health and Human Services (HHS)
- Social Security Administration (SSA)
- Federal, State, and F5SB Auditors (performing fiscal audits or procedural reviews to determine if fiscal accountability is being maintained)
- Legislative committees (authorized by law to audit records)

**TRAINING**

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If cases are used for departmental authorized training, no confidential information may be identifiable through either written or verbal materials.

**CONTRACT  
PROVISIONS**

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Whenever a contract or Memoranda of Understanding (MOU) is entered into with a public or private agency which involves the release of confidential information, the contract shall contain a provision insuring the information will only be used in accordance with the administration of a human service program.

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## Transmission of Confidential Information

**INTRODUCTION** F5SB departments/division must take reasonable measures to ensure confidential information is transmitted appropriately to the receiving party and that there is a legitimate need for the information requested. This section outlines security measures that F5SB staff must adhere to when transmitting confidential information over an electronic communications network.

**E-MAIL CONFIDENTIALITY REQUIREMENTS** To avoid release of confidential information to an unauthorized person, or when sending confidential information outside of the F5SB network, no identifying information should be included in the subject line or body of an e-mail.

It is suggested a unique identifier (de-identification) to the confidential information be utilized such that a client/customer cannot be identified. Only as necessary, should confidential information be included in the subject line or body of an e-mail in **one** of the following manners:

- First name (with last name initial)
- Last name only
- Case number
- Any other identifying number

**ATTACHMENTS** Any additional client/customer information that is being e-mailed must be transmitted in a Word, PDF document, or Item that is attached to the e-mail and not displayed in the body of the e-mail.

**FAXING** A universal F5SB Fax Coversheet has been developed to ensure all out-going faxes include a statement of confidentiality. This fax coversheet shall be used when faxing confidential information.

The coversheet is available in the F5SB shared drive. Staff shall adhere to the following requirements regarding faxing. Fax machines:

- Must be kept in secured areas where information is not available to unauthorized persons, including unauthorized staff.
- Confidential transmission must not be left unattended.
- Fax numbers must be verified with the intended recipient prior to sending.
- Receipt of transmission must be verified with the intended recipient (when possible).



**AGENDA ITEM 5  
MAY 9, 2018**

<b>Subject</b>	Approve Contract with the County of San Bernardino Department of Behavioral Health.
<b>Recommendations</b>	<p>Approve Contract HW057 with County of San Bernardino Department of Behavioral Health (DBH) in the amount of \$26,250,000 for a five year contract term from July 2018 through June 2023. This continued support from the Commission enables DBH to provide services to children ages 0 – 5 and families for the Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EIIS) programs.</p> <p>(Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)</p>
<b>Financial Impact</b>	\$5,250,000 to DBH for each Fiscal Year from July 2018 – June 2023 for a cumulative total of \$26,250,000.
<b>Background Information</b>	<p>Since 2004, the First 5 San Bernardino Commission has invested in the comprehensive <u>S</u>creening <u>A</u>ssessment <u>R</u>eferral and <u>T</u>reatment (SART) Initiative in efforts towards building a system of care for children in San Bernardino County. In 2013, the SART Initiative expanded to include <u>E</u>arly <u>I</u>dentification &amp; <u>I</u>ntervention <u>S</u>ervices (EIIS).</p> <p>From 2004 through 2012, First 5 San Bernardino (F5SB) independently procured for mental health services related to programs for children ages 0-5. On March 6, 2013, the Commission approved a selected procurement with DBH for SART and EIIS services, acknowledging that DBH is the most qualified organization in San Bernardino County to administrator the operation and oversight of this mental health service partnership for children 0-5.</p> <p>The Commission recognized the opportunity to support a more efficient and effective system by contracting directly with DBH, utilizing their expertise in mental health services for the County of San Bernardino, and including in their scope of work the requirement to secure contracted providers, ensure efficiency and effectiveness throughout the system. F5SB's financial investment into the SART/EIIS programs provides a required local match, not to exceed 14%, which enables DBH to draw upon <u>E</u>arly, <u>P</u>eriodic, <u>S</u>creening, <u>D</u>iagnosis and <u>T</u>reatment (EPSDT) dollars (Federal) that increases services to children and families.</p> <p>DBH provides the Commission very comprehensive information and data about the SART and EIIS programs allowing for in-depth evaluation of the program and results. Over the years, DBH has skillfully strengthened a collaborative partnership especially with Children and Family Services (CFS), driving both agencies towards superior system services and has allowed for a more comprehensive approach to reuniting children and families. This partnership also allows DBH to leverage additional Federal, State, and local dollars to providers serving enrolled children in the SART and EIIS system of care.</p> <p>The system is divided into two programs: Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention Services (EIIS). The</p>

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intention is to provide a continuum of care with high quality intensive services provided through SART and high quality, less intensive services provided through EIIS. This allows providers to expand the population served to include more children who do not qualify for Medi-Cal services.

SART services are provided by a transdisciplinary team including, mental health clinicians, pediatricians, public health nurses, pediatric neuropsychologists, occupational therapists, and speech and language therapists.

Currently six agencies providing SART and EIIS services countywide. There are two additional EIIS agencies serving the rural communities of Crestline and Barstow. The review of FY 17-18 indicates that solid services continue to be provided to children with high needs.

The target population SART and EIIS are designed to serve are children involved with county welfare (i.e., Children and Family Services –CFS). Program reviews continue to expose difficulties in the provision of services to foster youth. CFS and DBH meet monthly in a collaborative meeting focused on helping foster youth access care. Contracted agencies are participating in these efforts and remain interactive in the creation of a more accessible system of care.

During the latest funding cycle with DBH for SART and EIIS services, significant outcomes continue to accrue. For example, of those children participating in SART, 65.20% generally improved in decreasing the needs they presented upon referral for services. For EIIS, 70% decreased those needs. The biggest improvements were in the area of affect deregulation where the decrease in need went from 67.61% of all participants at intake to 27.36% at discharge in the SART program and 72.36% at intake to 29.25% at discharge for EIIS.

On June 7, 2017, the Commission extended contract HW052 A2 adding an additional year of funding to cover SART and EIIS services for Fiscal Year 2017-2018. The agenda item on November 1, 2017 enabled F5SB and DBH to align the procurement cycle to run from Fiscal Year 2018-2019 onwards for five-year period, at the conclusion of current agency contracts that end effective June 30, 2018.

Approval of this contract of \$26,250,000 to the Department of Behavioral Health will allow DBH to procure and fund providers to continue supporting SART and EIIS direct services for a five-year period. These services are designed for at-risk children in need of assessment and treatment related to social, emotional, developmental, and health disorders and require specific services. Approval of this item allows F5SB to engage in a sole source contract with DBH pursuant to F5SB Procurement Policy No. 04-04 A4.

Approval of this investment supports:

**SPA 1: Child Health**

Objective 1.1.a – Families have access to resources and environments that support the total wellness of the child.

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Objective 1.1.b – Families are knowledgeable of and utilize available resources to manage their health.

**SPA 2: Systems and Networks**

Objective 2.1.a – Systems and services effectively support and engage children, families and communities

Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

**Review**

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Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000468	<b>SC</b>	Dept. 903	<b>A</b>
Organization Children and Families Commission				Contract Number HW057
Commission Representative Cindy Faulkner, Operations Manager				Contractor's License No.
Telephone 909-386-7706			Total Contract Amount \$26,250,000	
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 95200	Contract Start Date July 1, 2018	Contract End Date June 30, 2023	Original Amount	Amendment Amount
Cost Center 9033009900	GL Account 53003357	Internal Order No. 1000731	Amount \$5,250,000	
Cost Center	GL Account	Internal Order No.		
Cost Center	GL Account	Internal Order No.	Amount	
Abbreviated Use Treatment Services: SART and Early Identification & Intervention Services & EPSDT Local Match	FY	Estimated Payment Amount	I/D	Total by Fiscal Year FY Amount I/D
	FY 18-19	\$5,250,000		FY 21-22 \$5,250,000
	FY 19-20	\$5,250,000		FY 22-23 \$5,250,000
	FY 20-21	\$5,250,000		

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)

County of San Bernardino

Department/Division

Department of Behavioral Health

Address

303 E. Vanderbilt Way

San Bernardino, CA 92415-0026

Phone

(909) 387-7000

Federal ID No.

95-6002748

Program Address (if different from legal address):

658 East Brier Drive, Suite 150

San Bernardino, CA 92408

**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

- I. DEFINITIONS.....3
- II. CONTRACTOR’S SERVICE RESPONSIBILITIES.....7
- III. CONTRACTOR'S GENERAL RESPONSIBILITIES .....8
- IV. COMMISSION RESPONSIBILITIES ..... 17
- V. MUTUAL RESPONSIBILITIES ..... 18
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- XIV. CONCLUSION.....26
- PROGRAM WORK PLAN .....Attachment A**
- PROGRAM BUDGET .....Attachment B**

## I. DEFINITIONS

1. **Accessibility:** Ease of obtaining services, measured by addressing geographical, travel and other barriers.
2. **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.
3. **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.
4. **Behavioral Assessment:** This assessment is a structured evaluation of a child's behavior by a behavioral assessment specialist, or a team of professionals that can include a Public Health Nurse, child psychologist, mental health rehabilitation specialist, case manager, TBS worker or other clinical staff. May also utilize standardized assessment instruments as determined by the staff providing the assessment.
5. **Behavioral Screening:** A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential behavioral problems or challenges. Utilizes a standard screening instrument such as the ASQ:SE.
6. **Behavioral Treatment Session:** Services provided to child and/or parent to provide intervention and treatment to address child's behavioral needs.
7. **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.
8. **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.
9. **Case Management:** 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 not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.
10. **Child Mental Health/Therapy Session:** Mental health services (usually provided by a recognized mental health professional) including therapy or counseling. If indicating a Child Mental Health/Therapy Session, the child is both the identified client and the person identified on a treatment plan
11. **Cost Effectiveness:** Achieving the desired goal with the minimum of expenditure.
12. **Contractor Data Report:** A report provided by DBH which details client system information as agreed by both parties and required by local, State and Federal guidelines and regulations.
13. **Department of Behavioral Health (DBH)** – DBH, under state law, provides mental health, substance use disorder treatment and prevention services to County residents. In order to maintain a continuum of care, DBH operates, or contracts for the provision of 24-hour care, day treatment, outpatient services, case management, and crisis and referral services. Community services are provided in all major county metropolitan areas and are readily accessible to most County residents. Additionally, DBH assists individuals utilizing a Wellness, Recovery and Resilience approach to help the individual to live a healthy, satisfying, and hopeful life despite limitation and/or continuing effects caused by his/her mental illness and/or substance use disorder in the least restrictive setting possible.
14. **Department of Public Health (DPH)** – DPH provides a foundation for success for children by giving them the highest quality child development and family support services while offering community and

preventive health services that promote and improve the health, safety, well-being and quality of life in the County.

15. **Developmental Assessment:** This assessment is a structured evaluation of a child's development (physical, language, intellectual, social and/or emotional) by a developmental assessment specialist, or a team of professionals that can include a pediatrician, language specialist, audiologist, occupational therapist, child psychologist, and child psychiatrist, among others. May also utilize standardized assessment instruments as determined by the staff providing the assessment.
16. **Developmental Screening:** A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential developmental problems or challenges. Utilizes a standard screening instrument such as the ASQ.
17. **Developmental Treatment Session:** Services provided to child and/or parent to provide intervention and treatment to address child's developmental needs.
18. **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.
19. **Early Identification and Intervention Services:** Services to young children who do not qualify for SART services, but display some type of developmental, behavioral concern or who are at risk for disabilities or special needs provided through a variety of activities, both clinical and non-clinical, to ensure that these children grow to their greatest potential.
20. **Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) Medi-Cal** – A federally-mandated Medicaid option that requires states to provide screening, diagnostic and treatment services to persons under age 21 who have unrestricted Medi-Cal and also meet necessary medical criteria by having a qualifying mental health diagnosis and functional impairment that is not responsive to treatment by a healthcare-based provider. In addition, services are generally acceptable for the purpose of correcting or ameliorating the mental disorder. For the purposes of this proposal, EPSDT Medi-Cal Rehabilitative Mental Health Services activities may include Assessment, Collateral, Crisis Intervention, Medication Support Services, Plan Development, Rehabilitation and Therapy.
21. **Evidence-Based:** Refers to the use of research and scientific studies as a base for determining best practices.
22. **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.
23. **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.



24. **Health Insurance Assistance:** This includes health insurance enrollment assistance, strategies to retain health insurance, and insurance premium payments or subsidies.
25. **Health Insurance Enrollment:** This service is provided once a client is enrolled in health insurance. Proof of insurance should be provided.
26. **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.
27. **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.
28. **Outgoing Referral for Behavioral Services:** Providing parents with connections or access to behavioral intervention services deemed necessary to meet the child's need.
29. **Parenting Education:** Programs that improve knowledge and increase positive parenting skills.
30. **Parent Support Session:** Provided in a group setting, parent support increases parental feelings of connectedness and support. May be led by agency staff by may also be facilitated or co-facilitated by parent partners.
31. **Participant:** A recipient of funded services in accordance with the target population, are children prenatal through age five and/or pregnant women.
32. **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.
33. **Participant Transportation:** Budget line item category for costs involved with transporting participants to needed services and/or appointments.
34. **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.
35. **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.
36. **Professional Services/Consultants:** Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.
37. **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.
38. **Program Requirements and Expectations:** A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.
39. **Referral 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.
40. **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.
  41. **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.
  42. **Request for Proposal (RFP):** The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.
  43. **Researched Based:** See evidence-based: Using research as the basis for determining best practices.
  44. **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).
  45. **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.
  46. **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.
  47. **Screening, Assessment, Referral and Treatment (SART):** Children ages 0 - 5 within the context of their families, will be screened, assessed, and referred for treatment through a universal collaborative and standardized process that strengthens and builds on existing programs in the community. Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth to 5 years old (i.e., through the child's fifth year). Accordingly, the target population will be children up through 5 years of age who have experienced physical, sexual or emotional abuse; experienced premature birth, poor maternal nutrition, or prenatal exposure to alcohol or other drugs; family violence, family substance use disorder, maternal mental illness, or been involved in the foster care system. This population is at risk for manifesting emotional and behavioral disorders and significant developmental delays.
  48. **Special Needs:** Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.
  49. **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.
  50. **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.
  51. **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.
  52. **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.

53. **Substance Use Disorder Assessment:** A service that determines the characteristics of the client's situation that may influence treatment decisions and will contribute to the success of treatment including the person's substance use behavior, substance-related problems, and other areas of psychological and social functioning.
54. **Substance Use Disorder Screening:** Testing to identify individuals with substance-related problems or consequences, or those who are at risk for such difficulties. Screening is used to determine whether a client does or does not warrant further assessment at the current time.
55. **Substance Use Disorder Treatment Session:** Treatment, counseling, and/or therapy for adult/parent identified as having a substance use disorder problem.
56. **Therapeutic Behavior Services (TBS):** TBS are one-to-one behavioral mental health services available to children/youth with serious emotional challenges who are under age 21 and who are eligible for a full array of Medi-Cal benefits without restrictions or limitations (full scope Medi-Cal). TBS can help children/youth and parents/caregivers, foster parents, group home staff, and school staff learn new ways of reducing and managing challenging behaviors as well as strategies and skills to increase the kinds of behavior that will allow children/youth to be successful in their current environment. TBS are designed to help children/youth and parents/caregivers (when available) manage these behaviors utilizing short-term, measurable goals based on the needs of the child/youth and family. TBS are never a stand-alone therapeutic intervention. It is used in conjunction with another mental health service.
57. **Tobacco Cessation Session:** Education on tobacco-related issues and abstinence support for participants using tobacco products. Includes providing information on reducing exposure of tobacco smoke to young children.
58. **Transdisciplinary Team** – A multidisciplinary team of professionals, including a Pediatrician, Pediatric Clinical Psychologist, licensed and pre-licensed clinicians, occupational therapists trained in sensory integration, speech and language specialists, and family advocates that may meet with and confer with other members of a Behavioral Health (Mental Health and Substance Use Disorder) MDT in the care of a child or client. (Note: These are not EPSDT Mental Health Medi-Cal services.)
59. **Verification:** Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.
60. **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, County of San Bernardino Department of Behavioral Health (DBH), hereafter referred to as the "County or Contractor," shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2018 – 2023 and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, and Section IX, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year, which will have to be approved by the County of San Bernardino Board of Supervisors.
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- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.
  - 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. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.
- 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 Contractor's data report. Contractor is bound by the information contained in the data report. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data report, the information in the report 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 contained in the data report, 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 IX.

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- G. Contractor shall support the 0-5 Comprehensive Treatment Services program by managing the Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention Services that will support, in conjunction with other funding sources, the delivery of 0-5 Comprehensive Treatment Services countywide.
- H. Contractor agrees to provide 0-5 Comprehensive Treatment Services process, outcome, and fiscal data obtained from contracted vendors (also referred to as subcontractors) to the Commission in an effort to meet the Commission's funding requirements.
- I. Contractor will have the primary responsibility to monitor the 0-5 Comprehensive Treatment Services contracts and coordinate site visits.

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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 (5) 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

Subcontracting the treatment services is a primary aspect of this contract. It is expected that subcontracts shall only be awarded in compliance with the County of San Bernardino contractual processes [i.e., through competitive bidding upon a Request For Proposal (RFP)]. Contractor is at liberty to award subcontracts as long as County Policies and Procedures are followed. Contractor agrees that upon entering into any subcontracting agreements for work contemplated under this Contract written notification will be provided to the Commission within thirty (30) days. 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, and by extension, subcontractors, 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.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

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 (5) 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 thirty (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 (1) 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 fifteen (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 (2) 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 (5) 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

The "Governing Board" of the Contractor is understood to be the County of San Bernardino Board of Supervisors (Board). The Commission has access to all public records of the Board meetings and these shall serve to provide any and all required information.

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.

The Commission and the County, and by extension, subcontractors, shall protect from unauthorized use of disclosure names and other identifying information concerning person receiving services pursuant to this Contract, except for statistical information not identifying any participant. The Commission and the County shall not use or disclose any identifying information for any other purpose other than carrying out their obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the agreement.

#### O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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#### P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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#### Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

#### R. 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 ten (10) business days prior to the meeting.

#### S. 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. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. 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.
5. 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.
6. 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.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".
8. 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.
9. 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 and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.
10. 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. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

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.

11. 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) Explosion, collapse and underground hazards.
- 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.

- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

#### T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

#### U. 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.

#### V. 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.

W. 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.

X. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within thirty (30) days of Contract's 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.

Y. 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.

Z. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines.

AA. 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 Contract or under representation such activity is being performed under this Contract.

BB. 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](http://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 Quarterly Program Reports, which include quarterly and year-to-date progress on actual achievement of program targets to serve 1500 children compared to projected achievements as detailed in Program Requirements and Expectations (Attachment A) and other data collection information as requested by the Commission. Program Reports are due the last day of the month following the end of the program-reporting period (i.e., October 31st, January 31st, April 30th, and July 31st).

Structure and content of Program Reports will be developed through collaboration between Contractor and Commission.

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.

- Fiscal Reports

Contractor shall provide the Commission with a Quarterly Fiscal Report for each provider with supporting documentation covering the fiscal quarter period. This report is due on the 15<sup>th</sup> day of the second month following the end of the fiscal reporting period, except for the last quarterly report of the fiscal year which is due the end of the first full week of August (i.e., November 15<sup>th</sup>, February 15<sup>th</sup>, May 15<sup>th</sup>, and the end of the first full week of August).

Contractor shall submit any and all Final/Revised Fiscal Reports by for the previous fiscal year period or part thereof during the Contract term. All reports submitted by the end of the first full week of August 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 thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (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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#### CC. 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.).

#### DD. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

#### EE. 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 (3)-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 (3)-year period preceding 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.

#### GG. Data Sharing

The Commission and the County, and by extension, subcontractors, agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable State and Federal laws and regulations. It is understood that all data will not include any client identifiers that would deem said data protected health information.

#### HH. Conflict Resolution

The Commission and the County agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution through the appropriate chain of command, as deemed necessary.

#### II. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

### **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 VI 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 fifteen (15) days of the Contract approval date.
- F. DBH Cultural Competency Program

The State mandates counties to develop and implement a Cultural Competency Plan (Plan). The Commission shall adhere to this plan as the Plan applies to all DBH services. Policies and procedures and all services must be culturally and linguistically appropriate. All subcontracted agencies will be included in the implementation process of the most recent state approved cultural competency plan for the County of San Bernardino and shall adhere to all competency standards and requirements. The requirements will be outlined in each subcontractor's contract.

- G. The Commission shall permit authorized County, State, and/or Federal Agency(ies), through any authorized representative, the right to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract support activities and the premises which it is being performed. The Commission shall provide all reasonable assistance for the safety and convenience of

the authorized representative in the performance of their duties. All inspections and evaluations shall be made in a manner that will not unduly delay the work.

## V. MUTUAL RESPONSIBILITIES

- A. The Commission and the County will provide reports to the respective agencies. The reports will include, but are not limited to, information relevant to the ongoing identification, verification, status and tracking of participants of the 0-5 Comprehensive Services program. Each agency will provide a Statement of Definitions (data dictionary) if necessary, and updates as they occur for data fields requested in all reports provided to other agency. Each agency will make available future required data deemed necessary by the Commission or the County for the identification, verification and tracking of clients and services.
- B. The Commission and the County shall agree to performance targets and shall provide evidence of achievement as identified in the verification as specified by each agency. The verification tools must be approved by the Commission and the County. When specified by the Commission and the County shall meet and agree on the verification tools that must be developed in collaboration with staff or agencies as designated by each agency.
- C. The Commission and the County will designate a representative from each agency to serve as the primary point of contact for this Contract. The Commission and the County shall not change the primary contact without written notification to the other agency. The Commission and the County shall notify the other agency when the primary contact will be unavailable/out of the office for one (1) or more week(s) and will also designate a back-up point of contact in the event the primary contact is not available.
- D. The Commission and the County shall comply with all State performance measurement requirements and participate in the outcomes measurement process as required by the State for each agency.
- E. DBH will provide reports to First 5 that include, but is not limited to, information relevant to the ongoing identification, verification and tracking of participant status. DBH will provide a Statement of Definitions (data dictionary), and updates as they occur for data fields requested in all reports provided to First 5. DBH will make available future required data deemed necessary by First 5 for the identification, verification and tracking of clients and services. In addition, First 5 and DBH will share data that is deemed relevant on participants that are enrolled in the 0-5 Comprehensive Services program or other 0-5 programs.
- F. The DBH Research and Evaluation Section (R&E) will collect important outcome information from targeted consumer groups and Contractor throughout the term of this Agreement. R&E will notify the Commission when its participation is required. The performance outcome measurement process will not be limited to survey instruments but will also include, as appropriate, client and staff interviews, chart reviews, and other methods of obtaining the information needed.

Research cannot be conducted without the prior written approval of the Director of DBH. Any approved research must follow the guidelines in the DBH Research Policy.

## VI. FISCAL PROVISIONS

### A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 26,250,000 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. These funds are divided as follows:

Fiscal Year 2018-19	\$ 5,250,000	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ 5,250,000	July 1, 2019 through June 30, 2020
Fiscal Year 2020-21	\$ 5,250,000	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ 5,250,000	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ 5,250,000	July 1, 2022 through June 30, 2023

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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 quarterly invoices.

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 terms of this contract.

Such specified funds shall be for the sole purpose of reimbursement for 0-5 Comprehensive Treatment Services subcontractors and administrative costs incurred by Contractor. Funds are to be used for children ages 0-5 for SART program services, cost of services for the Early Identification and Intervention Services program, costs to administer the program and as a match for Contractor to draw down EPSDT Medi-Cal funding.

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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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. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. 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.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

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).

K. 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.

L. 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.

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**VII. 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

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 (5) 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. 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 shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. 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.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract. These reports shall be made available to the Commission.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified



**X. 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:** County of San Bernardino  
Department of Behavioral Health  
303 East Vanderbilt Way  
San Bernardino, CA 92415

Notices will be cc'd to DBH Program Manager at:

Department of Behavioral Health  
Children and Youth Collaborative Services  
658 East Brier Drive Suite 150  
San Bernardino, CA 92408

**Commission:** First 5 San Bernardino  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
  - C. 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.
  - D. 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.
  - E. 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.
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- F. 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.
  - G. 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.
  - H. 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.

## **XI. NONDISCRIMINATION**

### **A. General**

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

### **B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Program Manager if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

### **C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

#### **1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

#### **2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

#### D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

## **XII. 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.

## **XIII. 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.

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continued on next page

**XIV. CONCLUSION**

- A. This Contract, consisting of 26 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**

**COUNTY OF SAN BERNARDINO**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Robert A. Lovingood  
Printed Name

Chairman, Board of Supervisors  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date



**Agency Name:** COUNTY OF SAN BERNARDINO  
 DEPARTMENT OF BEHAVIORAL HEALTH  
**Program Name:** 0-5 COMPREHENSIVE TREATMENT  
 SERVICES: EIIS, & SART (EPSDT MEDI-CAL  
 REIMBURSEMENT MATCH)  
**Contract #:** HW057      **Fiscal Year (FY):** 2018 – 2023  
**Service Area:** COUNTYWIDE

## 1. Program Administration

### 0-5 Comprehensive Treatment Services: Screening, Assessment, Referral and Treatment (SART) & Early Identification and Intervention Services (EIIS)

The County of San Bernardino Department of Behavioral Health (DBH) will procure and contract with service providers in order to implement these programs in the four (4) regions of San Bernardino County designated as: (1) West End, (2) Central/East Valley, (3) Morongo-Basin and (4) Desert/Mountain areas. DBH will provide services for a minimum of 1500 at-risk children, ages 0-5, in need of assessment and treatment related to social-emotional, developmental, and mental health conditions. These services will be delivered through two programs, SART and EIIS, and these services are to be coordinated through the structure currently serving the SART system (e.g., DBH SART Liaison, Early Childhood Mental Systems Coordinator (ECMHS), here after referred to at the 0-5 Comprehensive Treatment Services system. DBH will ensure that successful providers will implement and adhere to the additional requirements outlined by First 5 San Bernardino in the program Requirements and Expectations, which is Attachment A of the contract.

### Strategic Goals and Outcomes

It is First 5 San Bernardino's mission and vision to promote, support, and enhance the health and early development of children prenatal through age five. The First 5 San Bernardino Strategic Plan outlines activities through five strategic and inter-related initiatives: (1) Early Screening and Intervention, (2) Health Care Access, (3) Oral Health, (4) Primary Care Services, and (5) Health and Safety Education. These strategies support our goal that "*Children and families are healthy and safe*". Services for this procurement align with the Early Screening and Intervention strategy. To support our mission and vision, the following "guiding principles" help to clarify how services should be provided and what children and families should expect from services provided through the 0-5 Comprehensive Treatment Services system of care, they are:

- Service providers have a responsibility to ensure that screening, assessment, referral and treatment of young children at risk for developmental challenges are provided in a nurturing fashion which respects the cultural, ethnic and linguistic needs of our

residents and builds on family strengths.

- Services for young children in our county should be easily accessible with many points of entry and no “wrong door”.
- Children have a right to appropriate services to help support their development regardless of status, insurance coverage or ability to pay.
- Families should be supported through every step of the process in obtaining services necessary to enhance their child’s development within SART (intensive services) or through coordinated referral to Early Identification and Intervention Services (less intensive services).
- All aspects of services must be grounded in best practices and meet quality standards.
- Principles of equity and social justice must be considered when developing priorities for whom will have access to any new services developed.

**Task 1.1 – Include Screening, Assessment, Referral, & Treatment (SART)**

The County of San Bernardino Department of Behavioral Health (DBH) will include in the procurement a Screening, Assessment, Referral, and Treatment (SART) program as a component to be implemented and included in the 0-5 Comprehensive Treatment Services Model of Care (see Diagram A.1). First 5 San Bernardino defines SART as transdisciplinary services to young children who have a developmental, behavioral concerns or who are at risk for disabilities or special needs provided through a wide range of disciplines and approaches (often referred to as “treatment”) to ensure that these children grow to their greatest potential.

Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth through 5 years old. For the SART program, the target population will be children up through 5 years of age who have experienced physical, sexual or emotional abuse; experienced premature birth, poor maternal nutrition, or prenatal exposure to alcohol or other drugs; family violence, family substance abuse, maternal mental illness, or been involved in the foster care system. This population is at risk for manifesting emotional and behavioral disorders and significant developmental delays.

Funding, Requirements & Expectations

Funding, requirements and Expectations for SART Service Providers utilizing First 5 funds are listed below and are in addition to DBH requirements. In addition, the funding amount is listed in Article VI Fiscal Provisions of the current contract between First 5 and DBH.

<b>Screening Assessment Referral and Treatment Services</b>
<ul style="list-style-type: none"> <li>• Must serve children ages 0-5.</li> <li>• Must implement the First 5 San Bernardino SART Service model of care as agreed upon by First 5 and DBH.</li> </ul>



<ul style="list-style-type: none"> <li>• Contracted service providers must have a current Medi-Cal Certification or have the ability to become Medi-Cal Certified within 90 days of the contract awarded in order to bill for Medi-Cal eligible services.</li> <li>• Must adhere and implement the scope of work and program description outlined in the 0 – 5 Comprehensive Treatment Services.</li> <li>• Must implement a structured Referral Coordination process.</li> <li>• Must implement a structured Case Management process with a Public Health Nurse establishing a Memorandum of Understanding (MOU) with the Department of Public Health.</li> <li>• Must provide Transdisciplinary Assessment services.</li> <li>• Must implement evaluation tools set forth and issued by DBH.</li> </ul>
<b>Priority Recommended Components</b>
<ul style="list-style-type: none"> <li>• Contracted service providers must address the barrier caused by location and access to reliable transportation of the participant(s) and identify their specific plan for addressing transportation barriers as specified by DBH.</li> <li>• Expansion of services in or into priority/high-need areas.</li> </ul>

**Task 1.2 – Include Early Identification and Intervention Services**

The County of San Bernardino Department of Behavioral Health (DBH) will include in the procurement the Early Identification and Intervention Services (EIIS) as a component to be implemented and included in the 0-5 Comprehensive Treatment Services Model of Care (see Diagram A.1). First 5 San Bernardino defines Early Identification and Intervention Services as services to young children who do not qualify for SART services, but display some type of developmental, behavioral concern or who are at risk for disabilities or special needs provided through a variety of activities, both clinical and non-clinical, to ensure that these children grow to their greatest potential.

Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth through 5 years old. For EIIS, the target population will be children up through 5 years of age who may, or may not, have experienced the abuse or trauma, but are perceived as being at risk for manifesting emotional and behavioral disorders and significant developmental delays without the provision of attachment enrichment activities and do not require SART services.

Funding, Requirements & Expectations

Funding, requirements and expectations for Early Identification and Intervention Service Providers utilizing First 5 funds are listed below and are in addition to DBH requirements. The funding amount is listed in Article VI Fiscal Provisions of the current contract between First 5 and DBH.

<p style="text-align: center;"><b>Early Identification and Intervention Services</b></p>
<ul style="list-style-type: none"> <li>• Must serve children ages 0-5.</li> <li>• Must implement the Early Identification and Intervention Services to support the 0 – 5 Comprehensive Treatment Services program.</li> <li>• Have a current Medi-Cal Certification or have the ability to become Medi-Cal Certified within 90 days of the contract awarded in order to bill for Medi-Cal eligible services.</li> <li>• Must adhere and implement the scope of work and program description outlined in the 0 – 5 Comprehensive Treatment Services Request for Proposal (RFP) issued by DBH.</li> <li>• Must implement a structured Referral Coordination process.</li> <li>• Must implement evaluation tools set forth by the RFP issued by DBH.</li> </ul>
<p style="text-align: center;"><b>Priority/Recommended Components</b></p>
<ul style="list-style-type: none"> <li>• Address the barrier caused by location and access to reliable transportation of the participant(s) and identify their specific plan for addressing transportation barriers as specified by RFP issued by DBH.</li> <li>• Expansion of services in or into priority/high-need areas.</li> </ul>

# 0-5 COMPREHENSIVE TREATMENT SERVICES SYSTEM OF CARE MODEL

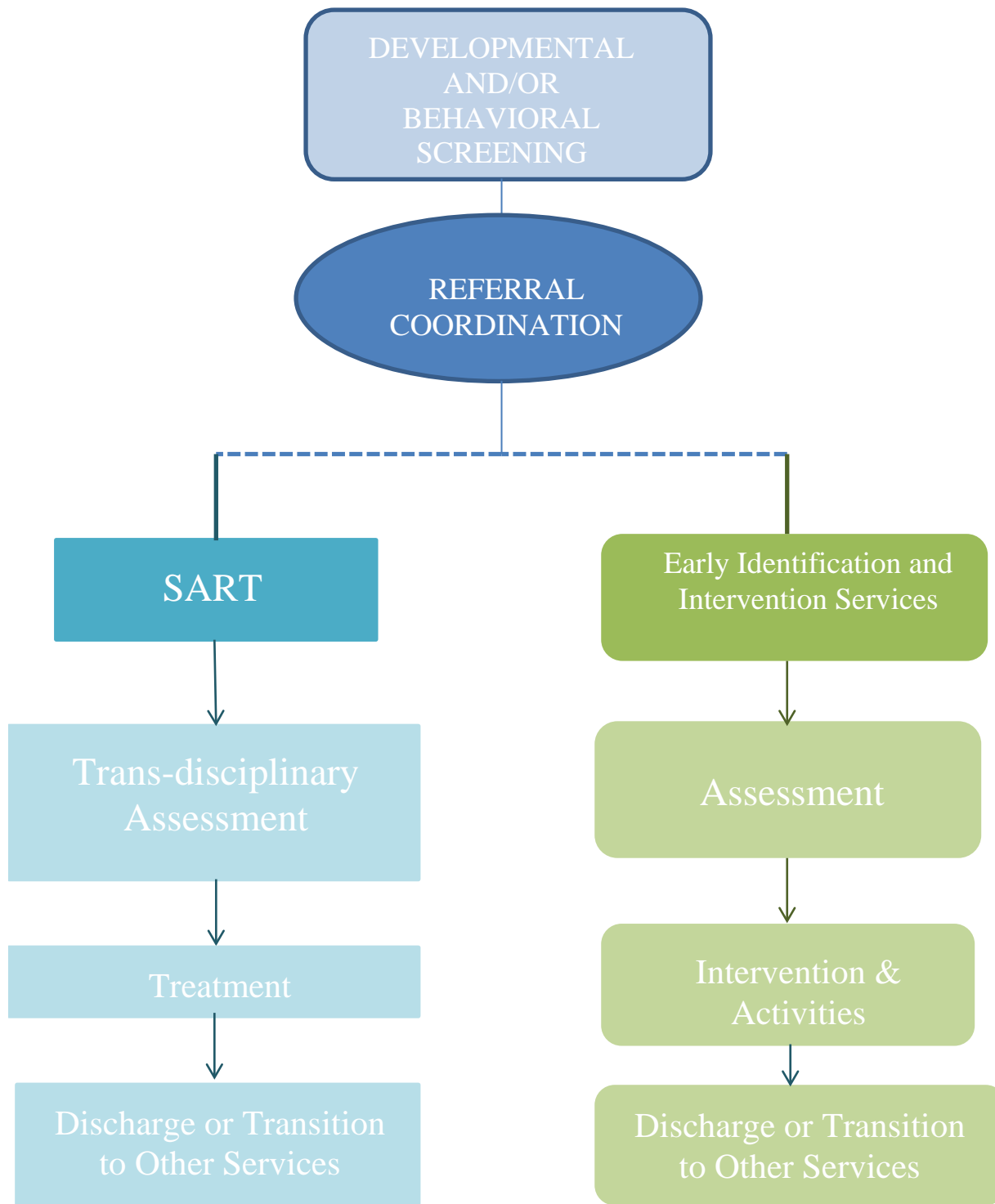


Diagram A.1

**2. Data Sharing, Research and Evaluation Activities**

Develop an effective mechanism for sharing evaluation data on the 0-5 Comprehensive Treatment Services Model of Care (SART services and Early Identification and Intervention Services) outlined in the Contract and Attachment A.

**3. Local Match for EPSDT Medi-Cal Services**

DBH shall support the 0-5 Comprehensive Treatment Services Model of Care (SART services and Early Identification and Intervention Services) by managing the Medi-Cal Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) reimbursement that will support, in conjunction with other funding sources, the delivery of SART services countywide and will have the primary responsibility to monitor the Medi-Cal EPSDT contracts and coordinate site visits with the selected Vendors.

The contract amount for the local match for EPSDT Medi-Cal Services shall not exceed 14% to administer the SART program for children 0-5 for fiscal years 2018-2023 for the duration of the contract term. This is subject to the availability of California Children and Families Trust Fund monies.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,039	40,634	123,673	123,673	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2018-2019
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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
2	Business Systems Analyst II	1.00	42,6177	2,080	45%	88,645	39,816	128,461	128,461	100%	Identifies, gathers, analyzes and documents business requirements; reviews and approves prototypes and design specifications; develops and coordinates acceptance criteria; Identifies security and application access needs for department and agency customers; identifies and develops recommendations for other system controls; writes departmental and agency system documentation; develops and writes training documentation and trains departmental and agency customers; coordinates with vendors and other external agencies regarding system interfaces and other business application and information technology issues; reviews or assists with the review of team member performance and team project progress to ensure compliance with customer requests, cost effectiveness, and team capability to produce and support information technology applications and systems within allocated resources.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Clinical Therapist I	1.00	32,1725	2,080	50%	66,919	33,317	100,236	100,236	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



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FISCAL YEAR: 2018-2019**

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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19,2778	2,080	55%	40,098	22,219	62,317	62,317	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
<b>Total Salaries &amp; Benefits</b>						278,700	135,985	414,686	414,686		





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

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II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.14%	7,200	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.61%	32,000	Office equipment for staff includes such items as monitors, laptops, ipads, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.36%	19,000	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room(s)	0.62%	32,574	Electronic devices for outfitting new conference/training room at which SART/EIIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.
6	Utilities	0.04%	2,150	Phone services including dial tone, long distance and voicemail.



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7	Professional Services	0.69%		1. ISD programing services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programing of algorithms and reports for past and future data comparisons.
			36,000	

	Total Services & Supplies		139,924	
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**III. FOOD**

	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	Classes/Meetings		5,000	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
	Total Food		5,000	

**IV. TRAVEL**

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	First 5 Approved	Staff Development/Training	25,390	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.



**FIRST 5 SAN BERNARDINO  
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2	Employee Mileage/Travel		Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.
		15,000	
	Total Travel	40,390	

**V. SUBCONTRACTORS**

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	SART & EIS Contracts including local match		Subcontractors utilized in the provision of direct services through the SART & EIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIS.
	Total Subcontractors	4,650,000	

**VI. INDIRECT COSTS**

Percent:			
Basis:			
Total Indirect Costs		\$ -	

<b>TOTAL FIRST 5 BUDGET</b>		\$ 5,250,000	
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2019-2020
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1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,039	40,634	123,673	123,673	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
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3	Clinical Therapist I	1.00	32,1725	2,080	50%	66,919	33,317	100,236	100,236	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19,2778	2,080	55%	40,098	22,219	62,317	62,317	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
<b>Total Salaries &amp; Benefits</b>						278,700	135,985	414,686	414,686		



**FIRST 5 SAN BERNARDINO  
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II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.29%	15,000	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.46%	24,200	Office equipment for staff includes such items as monitors, laptops, ipads, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.36%	19,000	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse, trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room(s)	0.19%	10,000	Electronic devices for outfitting new conference/training room at which SART/EIIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

6	Utilities	0.04%	2,150	Phone services including dial tone, long distance and voicemail.
7	Professional Services	0.69%	36,000	1. ISD programming services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programming of algorithms and reports for past and future data comparisons.
	Total Services & Supplies		117,350	

<b>III. FOOD</b>				
	Event(s):		<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	Classes/Meetings		5,000	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
	Total Food		5,000	

<b>IV. TRAVEL</b>				
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	First 5 Approved	Staff Development/Training	30,964	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

2	Employee Mileage/Travel		Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.
		15,000	
	Total Travel	45,964	

**V. SUBCONTRACTORS**

Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1 SART & EIS Contracts including local match		Subcontractors utilized in the provision of direct services through the SART & EIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIS.
	4,667,000	
Total Subcontractors	4,667,000	

**VI. INDIRECT COSTS**

Percent:		
Basis:		
Total Indirect Costs	0	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057
<b>TOTAL FIRST 5 BUDGET</b>	\$ 5,250,000	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,039	40,634	123,673	123,673	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2020-2021
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
2	Business Systems Analyst II	1.00	42,6177	2,080	45%	88,645	39,816	128,461	128,461	100%	Identifies, gathers, analyzes and documents business requirements; reviews and approves prototypes and design specifications; develops and coordinates acceptance criteria; Identifies security and application access needs for department and agency customers; identifies and develops recommendations for other system controls; writes departmental and agency system documentation; develops and writes training documentation and trains departmental and agency customers; coordinates with vendors and other external agencies regarding system interfaces and other business application and information technology issues; reviews or assists with the review of team member performance and team project progress to ensure compliance with customer requests, cost effectiveness, and team capability to produce and support information technology applications and systems within allocated resources.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Clinical Therapist I	1.00	32.1725	2,080	50%	66,919	33,317	100,236	100,236	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19,2778	2,080	55%	40,098	22,219	62,317	62,317	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
Total Salaries & Benefits						278,700	135,985	414,686	414,686		



**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2020-2021
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTI:</b> HW057 HW057

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.29%	15,000	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.46%	24,200	Office equipment for staff includes such items as monitors, laptops, ipads, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.36%	19,000	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room(s)	0.19%	10,000	Electronic devices for outfitting new conference/training room at which SART/EIIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.
6	Utilities	0.04%	2,150	Phone services including dial tone, long distance and voicemail.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell		<b>PROGRAM YEAR:</b> 2020-2021	
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen		<b>TOTAL BUDGET:</b> \$ 5,250,000	
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara		<b>RFP/CONTI</b> HW057 HW057	
7	Professional Services	0.69%		36,000	1. ISD programing services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programing of algorithms and reports for past and future data comparisons.
	Total Services & Supplies			117,350	
III. FOOD					
	Event(s):		<b>TOTAL F5SB BUDGET</b>		<b>Description/Justification:</b>
1	Classes/Meetings			5,000	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
	Total Food			5,000	
IV. TRAVEL					
	Destination:	Purpose:		<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	First 5 Approved	Staff Development/Training		30,964	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2020-2021
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTI:</b> HW057 HW057
2	Employee Mileage/Travel		Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.
	Total Travel	15,000 45,964	
<b>V. SUBCONTRACTORS</b>			
	Organization Name:	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	SART & EIS Contracts including local match		Subcontractors utilized in the provision of direct services through the SART & EIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIS.
	Total Subcontractors	4,667,000 4,667,000	
<b>VI. INDIRECT COSTS</b>			
	Percent:		
	Basis:		
	Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 5,250,000	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,039	40,634	123,673	123,673	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
2	Business Systems Analyst II	1.00	42,6177	2,080	45%	88,645	39,816	128,461	128,461	100%	Identifies, gathers, analyzes and documents business requirements; reviews and approves prototypes and design specifications; develops and coordinates acceptance criteria; Identifies security and application access needs for department and agency customers; identifies and develops recommendations for other system controls; writes departmental and agency system documentation; develops and writes training documentation and trains departmental and agency customers; coordinates with vendors and other external agencies regarding system interfaces and other business application and information technology issues; reviews or assists with the review of team member performance and team project progress to ensure compliance with customer requests, cost effectiveness, and team capability to produce and support information technology applications and systems within allocated resources.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Clinical Therapist I	1.00	32.1725	2,080	50%	66,919	33,317	100,236	100,236	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19,2778	2,080	55%	40,098	22,219	62,317	62,317	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
Total Salaries & Benefits						278,700	135,985	414,686	414,686		



**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONT HW057</b> HW057

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.29%	15,000	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.46%	24,200	Office equipment for staff includes such items as monitors, laptops, ipads, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.36%	19,000	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room(s)	0.19%	10,000	Electronic devices for outfitting new conference/training room at which SART/EIIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.
6	Utilities	0.04%	2,150	Phone services including dial tone, long distance and voicemail.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell		<b>PROGRAM YEAR:</b> 2021-2022	
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen		<b>TOTAL BUDGET:</b> \$ 5,250,000	
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara		<b>RFP/CONT HW057</b> HW057	
7	Professional Services	0.69%		36,000	1. ISD programing services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programing of algorithms and reports for past and future data comparisons.
	Total Services & Supplies			117,350	
<b>III. FOOD</b>					
	Event(s):		<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1	Classes/Meetings			5,000	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
	Total Food			5,000	
<b>IV. TRAVEL</b>					
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1	First 5 Approved	Staff Development/Training		30,964	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONT HW057</b> HW057
2	Employee Mileage/Travel		Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.
		15,000	
	Total Travel	45,964	
<b>V. SUBCONTRACTORS</b>			
	Organization Name:	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	SART & EIIS Contracts including local match		Subcontractors utilized in the provision of direct services through the SART & EIIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIIS.
		4,667,000	
	Total Subcontractors	4,667,000	
<b>VI. INDIRECT COSTS</b>			
	Percent:		
	Basis:		
	Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 5,250,000	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONTRACT #:</b> HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,039	40,634	123,673	123,673	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
2	Business Systems Analyst II	1.00	42,6177	2,080	45%	88,645	39,816	128,461	128,461	100%	Identifies, gathers, analyzes and documents business requirements; reviews and approves prototypes and design specifications; develops and coordinates acceptance criteria; Identifies security and application access needs for department and agency customers; identifies and develops recommendations for other system controls; writes departmental and agency system documentation; develops and writes training documentation and trains departmental and agency customers; coordinates with vendors and other external agencies regarding system interfaces and other business application and information technology issues; reviews or assists with the review of team member performance and team project progress to ensure compliance with customer requests, cost effectiveness, and team capability to produce and support information technology applications and systems within allocated resources.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Clinical Therapist I	1.00	32.1725	2,080	50%	66,919	33,317	100,236	100,236	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Department of Behavioral Health	<b>DIRECTOR:</b>	Michael Shertell	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b>	Dr. Timothy Hougen	<b>TOTAL BUDGET:</b>	\$ 5,250,000
<b>INITIATIVE:</b>	Health Systems	<b>FINANCE OFFICER:</b>	Doris Melara	<b>RFP/CONTRACT #:</b>	HW057

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19,2778	2,080	55%	40,098	22,219	62,317	62,317	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
Total Salaries & Benefits						\$278,700	\$135,985	\$414,686	\$414,686		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Department of Behavioral Health	<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services	<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems	<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONT</b> HW057 HW052-A2

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.29%	15,000	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.46%	24,200	Office equipment for staff includes such items as monitors, laptops, ipads, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.36%	19,000	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room(s)	0.19%	10,000	Electronic devices for outfitting new conference/training room at which SART/EIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.
6	Utilities	0.04%	2,150	Phone services including dial tone, long distance and voicemail.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell		<b>PROGRAM YEAR:</b> 2022-2023	
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen		<b>TOTAL BUDGET:</b> \$ 5,250,000	
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara		<b>RFP/CONT HW057</b> HW052-A2	
7	Professional Services	0.69%		36,000	1. ISD programing services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programing of algorithms and reports for past and future data comparisons.
	Total Services & Supplies			117,350	
<b>III. FOOD</b>					
	Event(s):		<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1	Classes/Meetings			5,000	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
	Total Food			5,000	
<b>IV. TRAVEL</b>					
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>	
1	First 5 Approved	Staff Development/Training		30,964	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Department of Behavioral Health		<b>DIRECTOR:</b> Michael Shertell	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> 0-5 Comprehensive Treatment Services		<b>PROGRAM DIRECTOR:</b> Dr. Timothy Hougen	<b>TOTAL BUDGET:</b> \$ 5,250,000
<b>INITIATIVE:</b> Health Systems		<b>FINANCE OFFICER:</b> Doris Melara	<b>RFP/CONT</b> HW057 HW052-A2
2	Employee Mileage/Travel		Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.
		15,000	
	Total Travel	45,964	
<b>V. SUBCONTRACTORS</b>			
	Organization Name:	<b>TOTAL F5SB BUDGET</b>	<b>Description/Justification:</b>
1	SART & EIIS Contracts including local match		Subcontractors utilized in the provision of direct services through the SART & EIIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIIS.
		4,667,000	
	Total Subcontractors	4,667,000	
<b>VI. INDIRECT COSTS</b>			
	Percent:		
	Basis:		
	Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 5,250,000	





## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** HW057

**Legal Entity:** County of San Bernardino

**Dept./Division:** Department of Behavioral Health

**Project Name:** 0-5 Comprehensive Treatment Services: SART and Early Identification & Intervention Services

**Address:** 303 E. Vanderbilt Way  
San Bernardino, CA 92415

**Phone #:** 909-387-7000

**Website:** www.sbcounty.gov/dbh/index.asp

**Fax #:** 909-387-7611

**Program Site Address:** 658 East Brier Drive, Suite 150  
San Bernardino, CA 92408

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Robert A. Lovingood

**Title:** First District Supervisor and Chairman of the Board of Supervisors

**Address:** County of San Bernardino Board of Supervisors  
385 North Arrowhead Avenue, 5<sup>th</sup> Floor  
San Bernardino, CA 92415-0011

**Direct Phone #:** 909-387-4830

**Fax #:** 909-387-3018

**E-Mail:** [Robert.Lovingood@bos.sbcounty.gov](mailto:Robert.Lovingood@bos.sbcounty.gov)

#### CONTRACT REPRESENTATIVE

**Name:** Dr. Timothy Hougen

**Title:** Senior Program Manager

**Address:** 658 East Brier Drive, Suite 150  
San Bernardino, CA 92408

**Direct Phone #:** 909-387-5300

**Fax #:** 909-387-7611

**E-Mail:** thougen@dbh.sbcounty.gov

#### PROGRAM CONTACT

**Name:** Dr. Timothy Hougen

**Title:** Senior Program Manager

**Address:** 658 East Brier Drive, Suite 150  
San Bernardino, CA 92408

**Direct Phone #:** 909-387-5300

**Fax #:** 909-387-7611

**E-Mail:** thougen@dbh.sbcounty.gov

#### FISCAL CONTACT

**Name:** Nancy Hernandez **Title:** Accounting Technician  
**Address:** 303 E. Vanderbilt Way, Suite 400 **Direct Phone #:** 909-388-0836  
San Bernardino, CA 92415  
**Fax #:** 909-890-1291  
**E-Mail:** NHernandez@dbh.sbcounty.gov

**ADDITIONAL CONTACT (Describe):** Choose an item.  
**Name:** VACANT **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Direct Phone #:** \_\_\_\_\_  
 \_\_\_\_\_  
**Fax #:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**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**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Health | <input checked="" type="checkbox"/> Early Screening and Intervention  | <input type="checkbox"/> Health & Safety Education |
|  | <input type="checkbox"/> Health Care Access                           | <input type="checkbox"/> Other: _____              |
|  | <input type="checkbox"/> Oral Health                                  |  |
| <input type="checkbox"/> Education         | <input type="checkbox"/> Early Education Programs                     | <input type="checkbox"/> Quality Provider Programs |
|  | <input type="checkbox"/> Access to Quality Child Care                 | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Family            | <input type="checkbox"/> Parent Education                             | <input type="checkbox"/> Other: _____              |
|  | <input type="checkbox"/> Resource Center & Case Management            |  |
| <input type="checkbox"/> Systems           | <input type="checkbox"/> Integrated Systems Planning & Implementation | <input type="checkbox"/> Community Outreach        |
|  | <input type="checkbox"/> Countywide Information Referral Systems      | <input type="checkbox"/> Other: _____              |
|  | <input type="checkbox"/> Organizational Capacity Building             |  |

**PROGRAM DESCRIPTION**

The impact of the problems associated with substance abuse in pregnancy is very costly to society and to the life of every child affected. Services will be provided to children ages birth to their sixth birthday. DBH will provide services for a minimum of 1,500 at risk children, ages 0-5, in need of assessment and treatment related to social-emotional, developmental and

**SERVICE AREA (LOCATIONS)**

Countywide

mental health conditions. These services will be delivered through two programs, SART and EIS, and these services are to be coordinated through the structure currently serving the SART system (e.g., DBH SART Liaison, Early Childhood Mental Health Systems Coordinator (ECMHS), here after referred to as the 0-5 Comprehensive Treatment Services system. The mission of this community-based public/private partnership is to ensure that all pregnant women and their children in our county receive a comprehensive continuum of prevention services, screening, assessment, referral, treatment.

**COMMISSION LEVEL OUTCOMES**

Children and families are healthy and safe

**SPA 1: Child Health**

**Objective 1.1.a** – Families have access to resources and environments that support the total wellness of the child.

**Objective 1.1.b** – Families are knowledgeable of and utilize available resources to manage their health.

**SPA 2: Systems and Networks**

**Objective 2.1.a** – Systems and services effectively support and engage children, families and communities

**Objective 2.1.b** – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

**ASSIGNED ANALYST:** Ronnie S. Thomas

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2018-2019	\$ 5,250,000
2019-2020	\$ 5,250,000
2020-2021	\$ 5,250,000
2021-2022	\$ 5,250,000
2022-2023	\$ 5,250,000
<b>Total</b>	<b>\$ 26,250,000</b>



**AGENDA ITEM 6**  
**May 9, 2018**

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**Subject** Contract SI027 with County of San Bernardino Children’s Network Early Childhood Mental Health System Coordination

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**Recommendations** Approve Contract SI027 a five-year contract with County of San Bernardino Children’s Network in the amount of \$172,648 per year for Fiscal Years 2018-2023 for a cumulative total amount of \$863,240 for the coordination of services provided by the Early Childhood Mental Health Systems Coordinator.

(Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)

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**Financial Impact** \$172,648 for Fiscal Years 2018 through 2023.

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**Background Information** Since 2004, the Commission has invested in collaborative partnership with Children’s Network to provide continued leadership, coordination, and support for County and community systems. These systems include the comprehensive Screening Assessment Referral and Treatment (SART) Initiative as well as the Early Identification and Intervention Services (EIS).

In the past, the SART Coordinator provided continued leadership and support for County and Community system linkages/supports, which involved the Department of Children and Family Services and participating public and private agencies to develop mutual problem-solving strategies, evaluation, and long-term planning in support of the enrichment of the model of care.

As current systems have evolved, the SART Coordinator explored opportunities to expand the effort and support of all stakeholders in early childhood mental health. Instead of early mental health stakeholders working in silos to improve the delivery of services to children, activities of the SART Coordinator will expand and be re-branded to broaden the reach and coordinate early mental health system efforts countywide. As part of the re-branding, the SART Coordinator position will now be called the Early Childhood Mental Health System Coordinator.

Under the direction of the Children’s Network Officer and in coordination with First 5 San Bernardino (F5SB) staff and the Department of Behavioral Health, the Early Childhood Mental Health System (ECMHS) Coordinator will assess the vast array of services offered countywide. The ECMHS Coordinator will develop a comprehensive assessment that will help to identify gaps, overlaps and distinctions in service delivery. The ECMHS Coordinator will work collaboratively with government agencies, community based organizations with diverse strengths, and varying backgrounds to strengthen efforts by facilitating monthly meetings, explore leveraged funding opportunities and enhance children services.

Through a collaborative effort, the Coordinator will also identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population, report/discuss outcome findings, challenges and successes.

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A key component of this project is to continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population.

Pending Commission approval, these services provided by the now Early Mental Health System Coordinator will be offered as part of the 0-5 Comprehensive Treatment Collaborative Initiative.

Approval of this investment supports the Commission’s Strategic Plan:

**SPA 2: Systems and Networks**

Objective 2.1.a – Systems and services effectively support and engage children, families and communities.

Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

**Review**

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Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>	
<b>Action:</b>	
<b>Moved:</b> _____	<b>Second:</b> _____
<b>In Favor:</b>	
<b>Opposed:</b>	
<b>Abstained:</b>	
<b>Comments:</b> _____	
<b>Witnessed:</b>	



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

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000460	<b>SC</b>	Dept. 903	<b>A</b>
Organization Children and Families Commission				Contract Number <b>SI027</b>
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706	Contractor's License No.
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Total Contract Amount <b>\$863,240</b>
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2018	Contract End Date June 30, 2023	Original Amount	Amendment Amount
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$172,648
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use	FY	Estimated Payment Amount	I/D	Total by Fiscal Year FY Amount I/D
	18-19	\$172,648		22-23 \$172,648
	19-20	\$172,648		
	20-21	\$172,648		
	21-22	\$172,648		

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)

County of San Bernardino

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2<sup>nd</sup> Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

**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

I.	DEFINITIONS.....	3
II.	CONTRACTOR'S SERVICE RESPONSIBILITIES.....	9
III.	CONTRACTOR'S GENERAL RESPONSIBILITIES .....	9
IV.	COMMISSION RESPONSIBILITIES .....	18
V.	FISCAL PROVISIONS.....	18
VI.	RIGHT TO MONITOR AND AUDIT .....	21
VII.	CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION.....	22
VIII.	TERM .....	22
IX.	GENERAL PROVISIONS .....	23
X.	NONDISCRIMINATION .....	23
XI.	IMPROPER CONSIDERATION.....	24
XII.	DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS .....	25
XIII.	CONCLUSION.....	26
	<b>PROGRAM WORK PLAN .....</b>	<b>Attachment A</b>
	<b>PROGRAM BUDGET .....</b>	<b>Attachment B</b>



## 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.

**Affordable Care Act (ACA):** Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

**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.

**Behavioral Assessment:** This assessment is a structured evaluation of a child's behavior by a behavioral assessment specialist, or a team of professionals that can include a Public Health Nurse, child psychologist, mental health rehabilitation specialist, case manager, TBS worker or other clinical staff. May also utilize standardized assessment instruments as determined by the staff providing the assessment.

**Behavioral Screening:** A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential behavioral problems or challenges. Utilizes a standard screening instrument such as the ASQ:SE.

**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.

**Caries:** A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**Case Management:** 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 not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

**Child Mental Health/Therapy Session:** Mental health services (usually provided by a recognized mental health professional) including therapy or counseling. If indicating a Child Mental Health/Therapy Session, the child is both the identified client and the person identified on a treatment plan

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

**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.

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

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

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

**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.

**Department of Behavioral Health (DBH)** – DBH, under state law, provides mental health, substance use disorder treatment and prevention services to County residents. In order to maintain a continuum of care, DBH operates, or contracts for the provision of 24-hour care, day treatment, outpatient services, case management, and crisis and referral services. Community services are provided in all major county metropolitan areas and are readily accessible to most County residents. Additionally, DBH assists individuals utilizing a Wellness, Recovery and Resilience approach to help the individual to live a healthy, satisfying, and hopeful life despite limitation and/or continuing effects caused by his/her mental illness and/or substance use disorder in the least restrictive setting possible.

**Department of Public Health (DPH)** – DPH provides a foundation for success for children by giving them the highest quality child development and family support services while offering community and preventive health services that promote and improve the health, safety, well-being and quality of life in the County.

**Developmental Assessment:** This assessment is a structured evaluation of a child's development (physical, language, intellectual, social and/or emotional) by a developmental assessment specialist, or a team of professionals that can include a pediatrician, language specialist, audiologist, occupational therapist, child psychologist, and child psychiatrist, among others. May also utilize standardized assessment instruments as determined by the staff providing the assessment.

**Developmental Screening:** A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential developmental problems or challenges. Utilizes a standard screening instrument such as the ASQ.

**Developmental Treatment Session:** Services provided to child and/or parent to provide intervention and treatment to address child's developmental needs.

**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.

**Early Identification and Intervention Services:** Services to young children who do not qualify for SART services, but display some type of developmental, behavioral concern or who are at risk for disabilities or special needs provided through a variety of activities, both clinical and non-clinical, to ensure that these children grow to their greatest potential.

**Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) Medi-Cal** – A federally-mandated Medicaid option that requires states to provide screening, diagnostic and treatment services to persons under age 21 who have unrestricted Medi-Cal and also meet necessary medical criteria by having a qualifying mental health diagnosis and functional impairment that is not responsive to treatment by a healthcare-based provider. In addition, services are generally acceptable for the purpose of correcting or ameliorating the mental disorder. For the purposes of this proposal, EPSDT Medi-Cal Rehabilitative Mental Health Services activities may include Assessment, Collateral, Crisis Intervention, Medication Support Services, Plan Development, Rehabilitation and Therapy.

**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.

**Health Insurance Assistance:** This includes health insurance enrollment assistance, strategies to retain health insurance, and insurance premium payments or subsidies.

**Health Insurance Enrollment:** This service is provided once a client is enrolled in health insurance. Proof of insurance should be provided.

**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.

**Inland Empire Autism Assessment Center of Excellence (AACE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Nurturing Parenting:** Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglectful 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.

**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.

**Outgoing Referral for Behavioral Services:** Providing parents with connections or access to behavioral intervention services deemed necessary to meet the child's need.

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

**Parent Support Session:** Provided in a group setting, parent support increases parental feelings of connectedness and support. May be led by agency staff by may also be facilitated or co-facilitated by parent partners.

**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.

**Referral 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.

**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.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**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.

**Screening, Assessment, Referral and Treatment (SART):** Children ages 0 - 5 within the context of their families, will be screened, assessed, and referred for treatment through a universal collaborative and standardized process that strengthens and builds on existing programs in the community. Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth to 5 years old (i.e., through the child's fifth year). Accordingly, the target population will be children up through 5 years of age who have experienced physical, sexual or emotional abuse; experienced premature birth, poor maternal nutrition, or prenatal exposure to alcohol or other drugs; family violence, family substance use disorder, maternal mental illness, or been involved in the foster care system. This population is at risk for manifesting emotional and behavioral disorders and significant developmental delays.

**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.

**Substance Use Disorder Assessment:** A service that determines the characteristics of the client's situation that may influence treatment decisions and will contribute to the success of treatment including the person's substance use behavior, substance-related problems, and other areas of psychological and social functioning.

**Substance Use Disorder Screening:** Testing to identify individuals with substance-related problems or consequences, or those who are at risk for such difficulties. Screening is used to determine whether a client does or does not warrant further assessment at the current time.

**Substance Use Disorder Treatment Session:** Treatment, counseling, and/or therapy for adult/parent identified as having a substance use disorder problem.

**Therapeutic Behavior Services (TBS):** TBS are one-to-one behavioral mental health services available to children/youth with serious emotional challenges who are under age 21 and who are eligible for a full array of Medi-Cal benefits without restrictions or limitations (full scope Medi-Cal). TBS can help children/youth and parents/caregivers, foster parents, group home staff, and school staff learn new ways of reducing and managing challenging behaviors as well as strategies and skills to increase the kinds of behavior that will allow children/youth to be successful in their current environment. TBS are designed to help children/youth and parents/caregivers (when available) manage these behaviors utilizing short-term, measurable goals based on the needs of the child/youth and family. TBS are never a stand-alone therapeutic intervention. It is used in conjunction with another mental health service.

**Tobacco Cessation Session:** Education on tobacco-related issues and abstinence support for participants using tobacco products. Includes providing information on reducing exposure of tobacco smoke to young children.

**Transdisciplinary Team** – A multidisciplinary team of professionals, including a Pediatrician, Pediatric Clinical Psychologist, licensed and pre-licensed clinicians, occupational therapists trained in sensory integration, speech and language specialists, and family advocates that may meet with and confer with other members of a Behavioral Health (Mental Health and Substance Use Disorder) MDT in the care of a child or client. (Note: These are not EPSDT Mental Health Medi-Cal services.)

**Unduplicated Clients:** Clients who are counted as receiving service for the first time in a fiscal year.

**Uninsured:** Individuals not covered by health insurance.

**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, County of San Bernardino Children's Network, hereafter referred to as the "County or Contractor," shall provide all program services identified in this Contract, including Attachment A – Program Work Plan. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.
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- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.
- 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. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.
- 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 Program 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 VIII.

## 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 (5) 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.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

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 (5) 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 thirty (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 (1) 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 fifteen (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 (2) 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 (5) 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

The "Governing Board" of the Contractor is understood to be the County of San Bernardino Board of Supervisors (Board). The Commission has access to all public records of the Board meetings and these shall serve to provide any and all required information.

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.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;

- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. 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 ten (10) business days prior to the meeting.

S. 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. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission

to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor’s employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. 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.
5. 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.
6. 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.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A- VII”.
8. 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.
9. 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 and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.
10. 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. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission’s risk.

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.

11. 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) Explosion, collapse and underground hazards.
- 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.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

#### T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

#### U. 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.

#### V. 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.

#### W. 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.

X. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within thirty (30) days of Contract's 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.

Y. 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.

Z. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines.

AA. 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 Contract or under representation such activity is being performed under this Contract.

BB. 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](http://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 monthly and year-to-date progress 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 data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

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 fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 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 thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (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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CC. 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.).

DD.Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

EE. 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 (3)-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 (3)-year period preceding 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.

**FF. Conflict Resolution**

The Commission and the County agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution through the appropriate chain of command, as deemed necessary.

**GG. Recycled Paper Products**

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

**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 fifteen (15) days of the Contract approval date.

**V. FISCAL PROVISIONS**

**A. Contract Amount**

The maximum amount of reimbursement under this Contract shall not exceed \$863,240 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. These funds are divided as follows:

Fiscal Year 2018-19	\$ <u>172,648</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>172,648</u>	July 1, 2019 through June 30, 2020
Fiscal Year 2020-21	\$ <u>172,648</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ <u>172,648</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ <u>172,648</u>	July 1, 2022 through June 30, 2023

                      
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**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.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.



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 a ten (10) month period.

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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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. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

#### H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

#### I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

#### J. 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.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

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).

#### K. 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.

L. 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.

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**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

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 (5) 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. 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 shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. 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.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).



## 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:** County of San Bernardino  
Children's Network  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

**Commission:** First 5 San Bernardino  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. 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.
- D. 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.
- E. 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.

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- F. 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.
- G. 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.
- H. 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. NONDISCRIMINATION

### A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order

No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

**B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Program Manager if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

**C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

**1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

**2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

**D. Sexual Harassment**

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

**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 firms 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.

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continued on next page

**XIII. CONCLUSION**

- A. This Contract, consisting of 26 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**

**COUNTY OF SAN BERNARDINO**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Robert A. Lovingood  
Printed Name

Chairman, Board of Supervisors  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
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 service effectively support and engage children, families and communities  
**Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child



**Agency Name:** County of San Bernardino  
**Program Name:** Early Childhood Mental Health Systems Coordinator  
**Service Area:** Countywide

**Contract #:** SI027  
**Fiscal Years:** 2018 - 2023

<b>Expectations(s):</b>	Provide leadership within San Bernardino County in the development of a support system serving children prenatal through 5, their families, and communities that result in sustainable and collective impact		
<b>Outcome(s):</b>	Strengthened Early Childhood mental health system of care for high risk 0-5 population		
Objective	Activity	Dosage	Verification
Facilitate/Attend regular meetings related to Early Childhood Mental Health	Early Childhood Mental Health Collaborative meeting (Facilitate)	Quarterly	Quarterly Report on activities and meeting minutes uploaded into Persimmony (narrative)
	RSAT meeting	Quarterly	
	Children's Assessment Center Steering Committee Meeting	Monthly	
	SART/EIIS funders/providers meeting	Monthly	
	Children's Network Policy Council Meeting (report out)	Quarterly	
	Child Care Planning Council meeting	Monthly	
	Autism Collaborative meeting	Monthly	
	County and Community Early Childhood Mental Health service provider meetings, as identified and appropriate	TBD	

**SPA 2:** Systems and Networks  
**Goal 2.1:** Leadership as a Convener and Partner  
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**Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ATTACHMENT A SI027  
WORKPLAN**

Facilitate/coordinate trainings for providers and/or community	Adverse Child Experiences (ACE) trainings	Bi-Monthly	Attend Early Childhood conferences and workshops Research latest emerging and best practice models and trainers Coordinate discussion with providers of Early Childhood Mental Health Services
	Including but not limited to:: NCAST, Dyadic Art Therapy, Watch, Wait, Wonder	As Needed	Perform bi-annual training needs assessment Training Calendar by September 30, 2018 Training sign-in sheets
	Local/national/international experts on high-risk 0-5 population	Semi annual	Training evaluations
Create/Strengthen relationships with community partners	Connect County and Community partners to enhance all aspects of child development	Quarterly	Early Childhood Mental Health Service community partner/agency program presentations and updates provided at quarterly meetings.
	Health Care Providers (Molina, IEHP, ARMC, DPH)	Quarterly	Managed Health Care partner program updates provided at quarterly meetings.
Develop systems/Providers needs assessment	Identify services/programs available to the 0-5 population and disseminate information appropriately throughout the County.	Semi-annual	Comprehensive needs assessment report 2X annually. Information gathering meetings with county/community partners Coordinate discussions with providers of Early Childhood Mental Health Services Research latest emerging and best practice models Identify gaps and overlaps in services Attend conferences and workshops

**SPA 2:** Systems and Networks  
**Goal 2.1:** Leadership as a Convener and Partner  
**Objective 2.1.a:** Systems and service effectively support and engage children, families and communities  
**Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

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**Program Description:**

Early Childhood Mental Health Systems Coordinator will assess the vast array of services offered Countywide for the identified population. The comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population, report/discuss outcome findings, challenges and successes. A key component of this project is to continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population. Verification will be confirmed via quarterly reports.

**Agency Rep Name:** \_\_\_\_\_

**Data Type:** N/A

**Agency Signature:** \_\_\_\_\_

**Reporting Period:** Quarterly      **Due:**      On the 30<sup>th</sup>

**Date Signed:** \_\_\_\_\_

**Program Cycle:** July 2018 – June 2023



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Network	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Early Childhood Mental Health Systems Coordinator (E)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Linda Revoner Associate Network Officer	0.50	37.84	1040	31%	39,354	12,200	51,553	103,106	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	TBD SART Office Assistant	1.00	18.61	2080	39%	38,709	15,096	53,805	53,805	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Jannette Zito CN Analyst	0.25	26.18	520	27%	13,614	3,676	17,289	69,157	25%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report & CDRT report.
Total Salaries & Benefits								\$	122,648		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator. ECMHS partners, and ECMHS providers.	
2 Staff Development	100%	2,000	The ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.	
3 Printing	100%	500	To cover the expense of training materials and ECMHS brochures.	
4 Professional Trainings/Consultants	100%	40,000	This amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county.	
Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 SART monthly meetings	600	To provide light snacks and water for SART/EIS meetings and trainings. Approximately \$50 per meeting for 12 meetings.
2 ECMHS trainings and community events	2,900	Approximately \$200 per session of NCAST trainings; two session per fiscal year. Approximately \$2,900 for Countywide trainings that will be held throughout the fiscal year.
Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027
Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>	<b>\$ 172,648</b>	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Children's Network	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Early Childhood Mental Health Systems Coordinator (E)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
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Total Salaries & Benefits								\$	122,648		





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator. ECMHS partners, and ECMHS providers.	
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2019-2020
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
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Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health <b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS) <b>INITIATIVE:</b>	<b>DIRECTOR:</b> Kathy Turnbull <b>PROGRAM DIRECTOR:</b> Linda Revoner <b>FINANCE OFFICER:</b> Jannette Zito	<b>PROGRAM YEAR:</b> 2019-2020 <b>TOTAL BUDGET:</b> \$ 172,648 <b>RFP/CONTRACT #:</b> S1027
Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>	\$ 172,648	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Children's Network	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2020-2021
<b>PROGRAM TITLE:</b> Early Childhood Mental Health Systems Coordinator (E)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2020-2021
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Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2020-2021
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	Total Food	3,500	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
2				
	Total Travel		-	

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
	Total Subcontractors		-

VI. INDIRECT COSTS			
	Percent:		
	Basis:		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2020-2021**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health		<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2020-2021
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<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027
Total Indirect Costs		\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 172,648	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Children's Network	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> Early Childhood Mental Health Systems Coordinator (E)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
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	Name:		Position:									
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2	TBD	1.00	SART Office Assistant	18.61	2080	39%	38,709	15,096	53,805	53,805	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Jannette Zito	0.25	CN Analyst	26.18	520	27%	13,614	3,676	17,289	69,157	25%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report & CDRT report.
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2021-2022
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

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Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health		<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)		<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027
Total Indirect Costs		\$ -	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 172,648	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Children's Network	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> Early Childhood Mental Health Systems Coordinator (E)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:		Position:									
1	Linda Revoner	0.50	Associate Network Officer	37.84	1040	31%	39,354	12,200	51,553	103,106	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	TBD	1.00	SART Office Assistant	18.61	2080	39%	38,709	15,096	53,805	53,805	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Jannette Zito	0.25	CN Analyst	26.18	520	27%	13,614	3,676	17,289	69,157	25%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report & CDRT report.
Total Salaries & Benefits								\$	122,648			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator. ECMHS partners, and ECMHS providers.	
2 Staff Development	100%	2,000	The ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.	
3 Printing	100%	500	To cover the expense of training materials and ECMHS brochures.	
4 Professional Trainings/Consultants	100%	40,000	This amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county.	
Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health	<b>DIRECTOR:</b> Kathy Turnbull	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS)	<b>PROGRAM DIRECTOR:</b> Linda Revoner	<b>TOTAL BUDGET:</b> \$ 172,648
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Jannette Zito	<b>RFP/CONTRACT #:</b> SI027

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 SART monthly meetings	600	To provide light snacks and water for SART/EIS meetings and trainings. Approximately \$50 per meeting for 12 meetings.
2 ECMHS trainings and community events	2,900	Approximately \$200 per session of NCAST trainings; two session per fiscal year. Approximately \$2,900 for Countywide trainings that will be held throughout the fiscal year.
Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Children's Network Early Childhood Mental Health <b>PROGRAM TITLE:</b> Systems Coordinator (ECMHS) <b>INITIATIVE:</b>	<b>DIRECTOR:</b> Kathy Turnbull <b>PROGRAM DIRECTOR:</b> Linda Revoner <b>FINANCE OFFICER:</b> Jannette Zito	<b>PROGRAM YEAR:</b> 2022-2023 <b>TOTAL BUDGET:</b> \$ 172,648 <b>RFP/CONTRACT #:</b> S1027
Total Indirect Costs	\$ -	
<b>TOTAL FIRST 5 BUDGET</b>	\$ 172,648	



## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** SI027

**Legal Entity:** County of San Bernardino

**Dept./Division:** Children's Network

**Project Name:** Early Childhood Mental Health Systems Coordination

**Address:** 825 East Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

**Phone #:** 909.383.9677

**Website:** <http://hs.sbcounty.gov/CN>

**Fax #:** 909.383.9688

**Program Site Address:** 825 East Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

**Client Referral Phone #** 909.383.9677

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

**Name:** Robert A. Lovingood

**Title:** First District Supervisor and  
Chairman of the Board of  
Supervisors

**Address:** County of San Bernardino Board of  
Supervisors  
385 North Arrowhead Avenue, 5<sup>th</sup> Floor  
San Bernardino, CA 92415

**Direct Phone #:** 909.387.4830

**Fax #:** 909-387-3018

**E-Mail:** [Robert.Lovingood@bos.sbcounty.gov](mailto:Robert.Lovingood@bos.sbcounty.gov)

#### PROGRAM CONTACT

**Name:** Linda Revoner

**Title:** Associate Network Officer

**Address:** 825 East Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

**Direct Phone #:** 909.383.9758

**Fax #:** 909.383.9688

**E-Mail:** [Linda.revoner@hss.sbcounty.gov](mailto:Linda.revoner@hss.sbcounty.gov)

#### FISCAL CONTACT

**Name:** Jannette Zito

**Title:** Staff Analyst II

**Address:** 825 East Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415

**Direct Phone #:** 909.383.9771

**Fax #:** 909.383.9688

**E-Mail:** [Jannette.Zito@hss.sbcounty.gov](mailto:Jannette.Zito@hss.sbcounty.gov)



**ADDITIONAL CONTACT (Describe):** Program

**Name:** Kathy Turnbull **Title:** Children's Network Officer  
**Address:** 825 East Hospitality Lane, 2<sup>nd</sup> Floor **Direct Phone #:** 909.383.9696  
San Bernardino, CA 92415 **Fax #:** 909.383.9688  
**E-Mail:** kturnbull@hss.sbcounty.gov

**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**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Health</b>             | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b>  | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b> _____ |
| <input type="checkbox"/> <b>Education</b>          | <input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b>   | <input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b> _____     |
| <input type="checkbox"/> <b>Family</b>             | <input type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b>  | <input type="checkbox"/> <b>Other:</b> _____  |
| <input checked="" type="checkbox"/> <b>Systems</b> | <input checked="" type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b> _____            |

**PROGRAM DESCRIPTION**

The Early Childhood Mental Health Systems Coordinator will assess the vast array of services offered Countywide for the identified population. The comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the Coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population, report/discuss outcome findings, challenges and successes. A key component of this project is to continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population.

**SERVICE AREA (LOCATIONS)**

Countywide

**COMMISSION LEVEL OUTCOMES**

- SPA 2:** Systems and Networks
- Goal 2.1:** Leadership as a Convener and Partner
- Objective 2.1.a:** Systems and service effectively support and engage children, families and communities
- Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ASSIGNED ANALYST:** Ronnie S. Thomas

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2018-2019	\$ 172,648
2019-2020	\$ 172,648
2020-2021	\$ 172,648
2021-2022	\$ 172,648
2022-2023	\$ 172,648
<b>Total</b>	<b>\$ 863,240</b>



**AGENDA ITEM 7**  
**May 9, 2018**

<b>Subject</b>	Approve Contract SI028 with Inland Empire United Way 211
<b>Recommendations</b>	Approve Contract SI028 with Inland Empire United Way for year for a cumulative total of \$1,200,000 for Fiscal Years 2018 - 2021 for systems support of the County 211 Information and Referral Services system. (Presenter: Scott McGrath, Supervisor, 252-4254)
<b>Financial Impact</b>	\$400,000 per year for Fiscal Years 2018-2021 for a total contracted amount of \$1,200,000.
<b>Background Information</b>	First 5 San Bernardino (F5SB) has established an effective partnership with Inland Empire United Way (IEUW) 211 since 2006 in their role as the County's Information and Referral Service.

The 211 Resource and Referral System is a toll-free number that connects people from anywhere in the County of San Bernardino to a centralized, 24-hour service offering information and referrals for social services in their area. First 5 San Bernardino funded agencies are required to provide their information to the 211 administration to ensure it is available to families and that it is up-to-date and accurate.

On a monthly basis, 211 collects and provides to F5SB relevant data affecting the 0 – 5 population. The original intent was that the Commission would use this information as a tool when considering future investments in support of San Bernardino County families. The recommendation set forth herein is to recognize that 211 is a system where resources are directed to programs and our intent now is more valuable, far-reaching and sustaining by supporting the general system.

Supporting 211 in a more general operating manner within a built system ultimately designed to ensure the best resources and outcomes for our community - the foundation being our children ages 0-5 and their families - allows 211 to maximize the potential for all stakeholders and ensure effectiveness and efficiencies.

211 is willing to partner with F5SB and will work closely with the Commission in Systems Development work by providing additional focused data, gap analysis and research, responses to queries, and valuable information to connect all stakeholders within the system. This includes and is especially important to the Commission when focusing on initiatives such as Help Me Grow, Family Support/Family Strengthening, Maternal Health/Postpartum Depression, Literacy and Health Care Access countywide and systems-wide.

211 is a sole source contract for systems support of the County 211 Information and Referral Services. The contract work plan has been amended to reflect this general operations and infrastructure support.

The 211 contract allocates \$400,000 per year for Fiscal Years 2018-2021. This amount is a 17.6% level of support for their total operating budget. The number of callers involving children 0-5 in a contract year is around 19.7% of the total callers to the system

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Approval of this contract supports SPA 2 of First 5 San Bernardino's Strategic Plan specifically **Goal 2.1: Leadership as a convener and partner and objective activities for Objective 2.1.a: Systems and services effectively support and engage children, families and communities.**

**Review**

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Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 99000018	<b>SC</b>	Dept. 903	<b>A</b>
Organization Children and Families Commission				Contract Number <b>SI028</b>
Commission Representative Cindy Faulkner, Operations Manager				Telephone 909-386-7706
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Contractor's License No.
If not encumbered or revenue contract type, provide reason:				Total Contract Amount \$1,200,000
Commodity Code 95200	Contract Start Date July 1, 2018	Contract End Date June 30, 2021	Original Amount	Amendment Amount
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$400,000
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Inland Empire United Way 2-1-1	FY 18-19	Estimated Payment Amount \$400,000	I/D ---	Total by Fiscal Year FY Amount I/D
	19-20	\$400,000	---	
	20-21	\$400,000	---	

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)

Inland Empire United Way

Department/Division

2-1-1

Address

9644 Hermosa Avenue

Rancho Cucamonga, CA 91730

Phone

(909) 980-2857

Federal ID No.

33-0502676

Program Address (if different from legal address):

**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

I.	DEFINITIONS.....	3
II.	CONTRACTOR'S SERVICE RESPONSIBILITIES.....	7
III.	CONTRACTOR'S GENERAL RESPONSIBILITIES .....	7
IV.	COMMISSION RESPONSIBILITIES .....	16
V.	FISCAL PROVISIONS.....	16
VI.	RIGHT TO MONITOR AND AUDIT .....	18
VII.	CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION.....	19
VIII.	TERM .....	20
IX.	GENERAL PROVISIONS .....	20
X.	NONDISCRIMINATION .....	21
XI.	IMPROPER CONSIDERATION.....	22
XII.	DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS .....	22
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	<b>PROGRAM WORK PLAN .....</b>	<b>Attachment A</b>
	<b>PROGRAM BUDGET .....</b>	<b>Attachment B</b>

## 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.

**Affordable Care Act (ACA):** Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

**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.

**Caries:** A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**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 Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

**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.



**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.

**Inland Empire Autism Assessment Center of Excellence (AAE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Nurturing Parenting:** Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglectful 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 95<sup>th</sup> 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 85<sup>th</sup> percentile and lower than the 95<sup>th</sup> 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.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**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.

**Unduplicated Clients:** Clients who are counted as receiving service for the first time in a fiscal year.

**Uninsured:** Individuals not covered by health insurance.

**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. Pursuant to Section II, paragraphs D & F, and Section III, paragraph AA, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.
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- B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.
- 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. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.
- 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 Program 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 VIII.

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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 (5) 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.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

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 (5) 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 thirty (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 (1) 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 fifteen (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 (2) 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 (5) 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' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. 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.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. 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 ten (10) business days prior to the meeting.

S. 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. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. 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.
5. 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.
6. 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.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".
8. 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.
9. 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 and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.
10. 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. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of

insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

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.

11. 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) Explosion, collapse and underground hazards.
- 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.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

#### T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

#### U. 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.

#### V. 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.

#### W. 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.

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 Media Guidelines.

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 Contract or under representation such activity is being performed under this Contract.

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](http://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 monthly and year-to-date progress 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 data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

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 fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 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 thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (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. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

DD. 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 (3)-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 (3)-year period preceding 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.

EE. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material

created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

#### 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 fifteen (15) days of the Contract approval date.

#### V. FISCAL PROVISIONS

##### A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,200,000 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. These funds are divided as follows:

Fiscal Year 2018-19	\$ <u>400,000</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>400,000</u>	July 1, 2019 through June 30, 2020
Fiscal Year 2020-21	\$ <u>400,000</u>	July 1, 2020 through June 30, 2021

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##### 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.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

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 a ten (10) month period.

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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#### 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. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

#### H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to

the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. 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.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

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).

K. 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.

L. 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.

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**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

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 (5) 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. 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 shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. 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.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

## 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
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; 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 July 1, 2018 and expires June 30, 2021, 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 (1) additional one (1)-year period by mutual agreement of the parties.
  - D. Continuation of this Contract for each fiscal year after June 30, 2021 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:** Inland Empire United Way  
9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730

**Commission:** First 5 San Bernardino  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. 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.
- D. 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.
- E. 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.



- F. 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.
- G. 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.
- H. 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. NONDISCRIMINATION**

### **A. General**

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

### **B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Program Manager if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

### **C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

#### **1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

#### **2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with

disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

#### D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

### **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 firms 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.

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continued on next page

**CONCLUSION**

- A. This Contract, consisting of 23 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**

**INLAND EMPIRE UNITED WAY**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Gary Madden  
Printed Name

Interim President and CEO  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
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: Inland Empire United Way  
 Program Name: 211  
 Service Area: Countywide

Contract #: SI028  
 Period: July 2018 - June 2021

<b>Expectation(s):</b>	Provide referral provisions to the community identifying resources that support families.		
<b>Outcome(s):</b>	Process 72,000 referrals per year		
Objective	Activity	Dosage	Verification
Callers will be given referrals to needed services	Referral Provision	Ongoing	Monthly Reports

**Program Description:**

2-1-1 is an information referral system that includes a countywide, comprehensive, searchable database of verified government and non-profit service providers and programs. With the addition of 2.25 FTE to serve the general population of callers, 211 will process 72,000 referrals per year.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Aggregate  
 Reporting Period: Monthly      **Due:** On the 15<sup>th</sup> of the following month  
 Program Cycle: July 2018 – June 2021



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018-2019**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
1	Brenda Roper Director of Finance	0.20	36.47	420	18%	15,317	2,757	18,075	89,512	20%	Responsible for managing and overseeing the Finance & HR Department, prepare all
2	Suzan Attaway HR	0.22	24.48	450	18%	11,016	1,983	12,999	60,084	22%	The HR & Office Manager is responsible for monitoring and ordering supplies, maintain vendor accounts, coordinate and schedule repair and maintenance of equipment and facilities, maintain compliance with federal and state HR regulations concerning employment, maintain accurate and complete personnel records, oversee training and safety programs, conduct new employee orientations, prepare payroll, develop and maintain employee handbook, record and process accounts payable, supervise the donor designation process
3	Cherly Genung IT	0.29	45.01	600	18%	27,006	4,861	31,867	110,473	29%	The in-house IT Tech is directly responsible for the proper functioning of the computers, servers, switches, firewall, the full network and phone technology required for the 211 Call Center and supportive divisions.
4	Gary Maddon 211 Director	0.33	44.57	686	18%	30,575	5,504	36,079	109,393	33%	Responsible for all 211 activity, CPUC requirements, negotiating and managing contracts, promotional activities, outcomes, reporting, data collection and strategies, fundraising efforts, coordination with County and other partners.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018-2019**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Jeannette Sepulveda 211 Operations Manager	0.33	31.53	686	18%	21,630	3,893	25,523	77,387	33%	Oversee daily operations of the 211 Call Center and Data & Research, team building/staff development, Quality Assurance, attainment of operational goals, overall service level performance and monitoring and staff hiring and training.
6	Chris Darbee 211 Operations Supervisor	0.38	23.69	800	18%	18,952	3,411	22,363	58,145	38%	Oversee overall maintenance of the 211 database, assist with oversight of 211 call center, produce data reports, respond to trouble issues.
7	Monique Cain Data & Research	0.38	18.63	800	18%	14,904	2,683	17,587	45,725	38%	Lead team member on maintaining the 211 database, including data accuracy, the look and feel of the page layout, format continuity and appropriate linking of AIRS Taxonomy terms to the services agencies provide, and developing and maintaining progressive relationships with providers.
8	Gena Rodriguez Lead Community Resource Advisor	0.38	17.75	800	18%	14,200	2,556	16,756	43,566	38%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Creates and Maintains training materials. Performs in-service trainings including Post Partum Depression, Trauma Informed Care and other early childhood development issues..



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018-2019**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	Cynthia Torres EPIC Quality Assurance Coordinator	0.38	17.51	800	18%	14,008	2,521	16,529	42,977	38%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Operates Quality Assurance Processes with all call center staff.
10	Ana Lopez/Ana Prado Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Leads response to First 5 calls & performs 100% callback surveys.
11	Hallary Morales/Henry Guero Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
12	Imelda Banuelos/Raul Moreno Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
13	Eddie Ortiz/Maria Aguilar Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018-2019**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
14	Mariza Pelayo/Shawna Thorton Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
Total Salaries & Benefits						\$ 291,608	\$ 48,025	\$ 339,633	\$ 821,673		





**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2018-2019

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Program Materials/Supplies	1%	\$ 2,100	Program materials and supplies such as web traffic tracking, call center management & other software, headsets, directories, banners, displays, non-printed outreach materials, and name tags.	
2 Staff Development/Training	0%	\$ 1,000	Includes software trainings, specialized professional development trainings for Community Resource Advisors such as cultural competency, Post Partum Depression, Child Abuse, etc and training for and data maintenance specialists .	
3 Printing	1%	\$ 2,500	The printing costs are for collateral that will be targeted and disseminated to low/moderate income First 5 families, especially in the underserved areas, and to service providers.	
4 Postage	0%	\$ 500	The postage dollars requested are for sending materials to the low/moderate income 0-5 families, especially in the underserved areas, and to service providers, libraries, city staff, etc. for distribution to those in need.	
5 Subscriptions	0%	\$ 500	Subscriptions include a subscription fee to AIRS/CAIRS for membership, certification, etc. a subscription to the taxonomy database search and ancillary services, membership in HDRN, etc. for certification, accreditation, standards compliance, and growth of staff professionalism.	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

6	Office Supplies	1%	\$ 2,500	The office supplies required to operate a 211 database and call center are significant, mostly within normal business categories.
7	Office Equipment	1%	\$ 2,100	The 211 program is computer, phone and internet based and is directly dependent upon desks, chairs, computers, light fixtures, etc.
8	Rent/Lease Building	6%	\$ 26,000	The 211 operation occupies about 8,000 sq. ft. of the 35,000 sq. ft. IEUW operation in Rancho Cucamonga. This includes space for call center, database maintenance, accounting, HR, additional fundraising, meeting space, and storage for collateral and supplies.
9	Building/Equipment Maintenance	1%	\$ 2,700	24/7 operation: Security, software and hardware maintenance, Janitorial, Pest control, Trash services, Plumbing services, Electrical repairs, Heating/air conditioning maintenance & repairs, Painting, Lock repair & keys, and Window cleaning.
10	Utilities	4%	\$ 16,567	24/7 operation including heating, lighting, water, telecommunications and internet connectivity.
11	Professional Services/Consultants	0%	\$ 1,250	Charity Logic (211 database)
12	Professional Services/Consultants	0%	\$ 2,000	Independent Audit
	<b>Total Services &amp; Supplies</b>		<b>\$ 59,717</b>	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

III. FOOD			
	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	211 Advisory Council Meetings	100	Stakeholder input to improve service delivery, efficiency, collaboration, etc.
2	211 Open House	100	Market
3	211 Staff Training Meetings	150	Continuing Education of Staff, refresher courses on Maternal Health, Trauma Informed Care, etc.
	Total Food	\$ 350	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Various	First 5 Meetings/Provider Site Visits	300	To both contribute to and learn from 0-5 relevant mtgs & Resource Database inclusion & Updates
	Total Travel		300	

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
	Total Subcontractors		-

VI. INDIRECT COSTS			
	Percent:	TOTAL F5SB BUDGET	Description/Justification:
	Basis:		
	Total Indirect Costs		-



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2018-2019

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

<b>TOTAL FIRST 5 BUDGET</b>	\$ 400,000
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-2020**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:		Position:								
1	Brenda Roper	0.20	36.47	420	18%	15,317	2,757	18,075	89,512	20%	Responsible for managing and overseeing the Finance & HR Department, prepare all
2	Suzan Attaway	0.22	24.48	450	18%	11,016	1,983	12,999	60,084	22%	The HR & Office Manager is responsible for monitoring and ordering supplies, maintain vendor accounts, coordinate and schedule repair and maintenance of equipment and facilities, maintain compliance with federal and state HR regulations concerning employment, maintain accurate and complete personnel records, oversee training and safety programs, conduct new employee orientations, prepare payroll, develop and maintain employee handbook, record and process accounts payable, supervise the donor designation process
3	Cherly Genung	0.29	45.01	600	18%	27,006	4,861	31,867	110,473	29%	The in-house IT Tech is directly responsible for the proper functioning of the computers, servers, switches, firewall, the full network and phone technology required for the 211 Call Center and supportive divisions.
4	Gary Maddon	0.33	44.57	686	18%	30,575	5,504	36,079	109,393	33%	Responsible for all 211 activity, CPUC requirements, negotiating and managing contracts, promotional activities, outcomes, reporting, data collection and strategies, fundraising efforts, coordination with County and other partners.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-2020**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Jeannette Sepulveda 211 Operations Manager	0.33	31.53	686	18%	21,630	3,893	25,523	77,387	33%	Oversee daily operations of the 211 Call Center and Data & Research, team building/staff development, Quality Assurance, attainment of operational goals, overall service level performance and monitoring and staff hiring and training.
6	Chris Darbee 211 Operations Supervisor	0.38	23.69	800	18%	18,952	3,411	22,363	58,145	38%	Oversee overall maintenance of the 211 database, assist with oversight of 211 call center, produce data reports, respond to trouble issues.
7	Monique Cain Data & Research	0.38	18.63	800	18%	14,904	2,683	17,587	45,725	38%	Lead team member on maintaining the 211 database, including data accuracy, the look and feel of the page layout, format continuity and appropriate linking of AIRS Taxonomy terms to the services agencies provide, and developing and maintaining progressive relationships with providers.
8	Gena Rodriguez Lead Community Resource Advisor	0.38	17.75	800	18%	14,200	2,556	16,756	43,566	38%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Creates and Maintains training materials. Performs in-service trainings including Post Partum Depression, Trauma Informed Care and other early childhood development issues..



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-2020**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	Cynthia Torres EPIC Quality Assurance Coordinator	0.38	17.51	800	18%	14,008	2,521	16,529	42,977	38%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Operates Quality Assurance Processes with all call center staff.
10	Ana Lopez/Ana Prado Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Leads response to First 5 calls & performs 100% callback surveys.
11	Hallary Morales/Henry Guero Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
12	Imelda Banuelos/Raul Moreno Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
13	Eddie Ortiz/Maria Aguilar Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-2020**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
14	Mariza Pelayo/Shawna Thorton Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
	Total Salaries & Benefits					\$ 291,608	\$ 48,025	\$ 339,633	\$ 821,673		





FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Program Materials/Supplies	1%	\$ 2,100	Program materials and supplies such as web traffic tracking, call center management & other software, headsets, directories, banners, displays, non-printed outreach materials, and name tags.	
2 Staff Development/Training	0%	\$ 1,000	Includes software trainings, specialized professional development trainings for Community Resource Advisors such as cultural competency, Post Partum Depression, Child Abuse, etc and training for and data maintenance specialists .	
3 Printing	1%	\$ 2,500	The printing costs are for collateral that will be targeted and disseminated to low/moderate income First 5 families, especially in the underserved areas, and to service providers.	
4 Postage	0%	\$ 500	The postage dollars requested are for sending materials to the low/moderate income 0-5 families, especially in the underserved areas, and to service providers, libraries, city staff, etc. for distribution to those in need.	
5 Subscriptions	0%	\$ 500	Subscriptions include a subscription fee to AIRS/CAIRS for membership, certification, etc. a subscription to the taxonomy database search and ancillary services, membership in HDRN, etc. for certification, accreditation, standards compliance, and growth of staff professionalism.	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2019-2020**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

6	Office Supplies	1%	\$ 2,500	The office supplies required to operate a 211 database and call center are significant, mostly within normal business categories.
7	Office Equipment	1%	\$ 2,100	The 211 program is computer, phone and internet based and is directly dependent upon desks, chairs, computers, light fixtures, etc.
8	Rent/Lease Building	6%	\$ 26,000	The 211 operation occupies about 8,000 sq. ft. of the 35,000 sq. ft. IEUW operation in Rancho Cucamonga. This includes space for call center, database maintenance, accounting, HR, additional fundraising, meeting space, and storage for collateral and supplies.
9	Building/Equipment Maintenance	1%	\$ 2,700	24/7 operation: Security, software and hardware maintenance, Janitorial, Pest control, Trash services, Plumbing services, Electrical repairs, Heating/air conditioning maintenance & repairs, Painting, Lock repair & keys, and Window cleaning.
10	Utilities	4%	\$ 16,567	24/7 operation including heating, lighting, water, telecommunications and internet connectivity.
11	Professional Services/Consultants	0%	\$ 1,250	Charity Logic (211 database)
12	Professional Services/Consultants	0%	\$ 2,000	Independent Audit
	<b>Total Services &amp; Supplies</b>		<b>\$ 59,717</b>	



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2019-2020

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	211 Advisory Council Meetings		100	Stakeholder input to improve service delivery, efficiency, collaboration, etc.
2	211 Open House		100	Market
3	211 Staff Training Meetings		150	Continuing Education of Staff, refresher courses on Maternal Health, Trama Informed Care, etc.
	Total Food		\$ 350	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Various	First 5 Meetings/Provider Site Visits	300	To both contribute to and learn from 0-5 relevent mtgs & Resource Database inclusion & Updates
	Total Travel		300	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1				
	Total Subcontractors		-	
VI. INDIRECT COSTS				
	Percent:			
	Basis:			
	Total Indirect Costs		-	



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2019-2020

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

<b>TOTAL FIRST 5 BUDGET</b>	\$ 400,000
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2020-2021**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:		Position:								
1	Brenda Roper	0.20	36.47	420	18%	15,317	2,757	18,075	89,512	20%	Responsible for managing and overseeing the Finance & HR Department, prepare all
2	Suzan Attaway	0.22	24.48	450	18%	11,016	1,983	12,999	60,084	22%	The HR & Office Manager is responsible for monitoring and ordering supplies, maintain vendor accounts, coordinate and schedule repair and maintenance of equipment and facilities, maintain compliance with federal and state HR regulations concerning employment, maintain accurate and complete personnel records, oversee training and safety programs, conduct new employee orientations, prepare payroll, develop and maintain employee handbook, record and process accounts payable, supervise the donor designation process
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4	Gary Maddon	0.33	44.57	686	18%	30,575	5,504	36,079	109,393	33%	Responsible for all 211 activity, CPUC requirements, negotiating and managing contracts, promotional activities, outcomes, reporting, data collection and strategies, fundraising efforts, coordination with County and other partners.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2020-2021**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Jeannette Sepulveda 211 Operations Manager	0.33	31.53	686	18%	21,630	3,893	25,523	77,387	33%	Oversee daily operations of the 211 Call Center and Data & Research, team building/staff development, Quality Assurance, attainment of operational goals, overall service level performance and monitoring and staff hiring and training.
6	Chris Darbee 211 Operations Supervisor	0.38	23.69	800	18%	18,952	3,411	22,363	58,145	38%	Oversee overall maintenance of the 211 database, assist with oversight of 211 call center, produce data reports, respond to trouble issues.
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2020-2021**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	Cynthia Torres EPIC Quality Assurance Coordinator	0.38	17.51	800	18%	14,008	2,521	16,529	42,977	38%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Operates Quality Assurance Processes with all call center staff.
10	Ana Lopez/Ana Prado Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls. Leads response to First 5 calls & performs 100% callback surveys.
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12	Imelda Banuelos/Raul Moreno Community Resource Advisor	0.77	15.50	1600	18%	24,800	4,464	29,264	38,043	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
13	Eddie Ortiz/Maria Aguilar Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2020-2021**

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
14	Mariza Pelayo/Shawna Thorton Community Resource Advisor	0.77	15.50	1600	9%	24,800	2,232	27,032	35,142	77%	Answers calls, collects demographic and other information, performs caller assessment, provides information and referrals to persons seeking help, and conducts follow-up calls.
Total Salaries & Benefits						\$ 291,608	\$ 48,025	\$ 339,633	\$ 821,673		





**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Program Materials/Supplies	1%	\$ 2,100	Program materials and supplies such as web traffic tracking, call center management & other software, headsets, directories, banners, displays, non-printed outreach materials, and name tags.	
2 Staff Development/Training	0%	\$ 1,000	Includes software trainings, specialized professional development trainings for Community Resource Advisors such as cultural competency, Post Partum Depression, Child Abuse, etc and training for and data maintenance specialists .	
3 Printing	1%	\$ 2,500	The printing costs are for collateral that will be targeted and disseminated to low/moderate income First 5 families, especially in the underserved areas, and to service providers.	
4 Postage	0%	\$ 500	The postage dollars requested are for sending materials to the low/moderate income 0-5 families, especially in the underserved areas, and to service providers, libraries, city staff, etc. for distribution to those in need.	
5 Subscriptions	0%	\$ 500	Subscriptions include a subscription fee to AIRS/CAIRS for membership, certification, etc. a subscription to the taxonomy database search and ancillary services, membership in HDRN, etc. for certification, accreditation, standards compliance, and growth of staff professionalism.	



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

6	Office Supplies	1%	\$ 2,500	The office supplies required to operate a 211 database and call center are significant, mostly within normal business categories.
7	Office Equipment	1%	\$ 2,100	The 211 program is computer, phone and internet based and is directly dependent upon desks, chairs, computers, light fixtures, etc.
8	Rent/Lease Building	6%	\$ 26,000	The 211 operation occupies about 8,000 sq. ft. of the 35,000 sq. ft. IEUW operation in Rancho Cucamonga. This includes space for call center, database maintenance, accounting, HR, additional fundraising, meeting space, and storage for collateral and supplies.
9	Building/Equipment Maintenance	1%	\$ 2,700	24/7 operation: Security, software and hardware maintenance, Janitorial, Pest control, Trash services, Plumbing services, Electrical repairs, Heating/air conditioning maintenance & repairs, Painting, Lock repair & keys, and Window cleaning.
10	Utilities	4%	\$ 16,567	24/7 operation including heating, lighting, water, telecommunications and internet connectivity.
11	Professional Services/Consultants	0%	\$ 1,250	Charity Logic (211 database)
12	Professional Services/Consultants	0%	\$ 2,000	Independent Audit
	<b>Total Services &amp; Supplies</b>		<b>\$ 59,717</b>	



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

<b>III. FOOD</b>					
	Event(s):		<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1	211 Advisory Council Meetings		100	Stakeholder input to improve service delivery, efficiency, collaboration, etc.	
2	211 Open House		100	Market	
3	211 Staff Training Meetings		150	Continuing Education of Staff, refresher courses on Maternal Health, Trauma Informed Care, etc.	
	Total Food		\$ 350		
<b>IV. TRAVEL</b>					
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1	Various	First 5 Meetings/Provider Site Visits	300	To both contribute to and learn from 0-5 relevant mtgs & Resource Database inclusion & Updates	
	Total Travel		300		
<b>V. SUBCONTRACTORS</b>					
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1					
	Total Subcontractors		-		
<b>VI. INDIRECT COSTS</b>					
	Percent:				
	Basis:				
	Total Indirect Costs		-		



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<b>ORGANIZATION:</b>	Inland Empire United Way	<b>DIRECTOR:</b>	Gary Madden Interim CEO	<b>PROGRAM YEAR:</b>	2020-2021
<b>PROGRAM TITLE:</b>	211 San Bernardino County	<b>PROGRAM DIRECTOR:</b>	Gary Madden	<b>TOTAL BUDGET:</b>	400,000
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Brenda Roper, Director of Finance	<b>RFP/CONTRACT #:</b>	SI028

<b>TOTAL FIRST 5 BUDGET</b>	\$ 400,000
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## Program Outline Document 2018-2019

### AGENCY INFORMATION

Contract #: SI028

Legal Entity: Inland Empire United Way

Dept./Division: 2-1-1

Project Name: \_\_\_\_\_

Address: 9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730

Phone #: 909-980-2857

Website: www.211sb.org

Fax #: 909-980-2957

Program Site Address: 9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730  
No additional sites

Client Referral Phone #: 888-435-7565

### CONTACT INFORMATION

#### SIGNING AUTHORITY

Name: Gary Madden

Title: Interim President and CEO

Address: 9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730

Direct Phone #: 909-980-2857 X211

Fax #: 909-980-2957

E-Mail: [gmadden@ieuw.org](mailto:gmadden@ieuw.org)

#### CONTRACT REPRESENTATIVE

Name: Gary Madden

Title: Interim President and CEO

Address: 9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730

Direct Phone #: 909-980-2857 X211

Fax #: 909-980-2957

E-Mail: [gmadden@ieuw.org](mailto:gmadden@ieuw.org)

#### PROGRAM CONTACT

Name: Brenda Roper

Title: Director of Finance

Address: 9644 Hermosa Avenue  
Rancho Cucamonga, CA 91730

Direct Phone #: 909-980-2857 X211

Fax #: 909-980-2957

E-Mail: [broper@ieuw.org](mailto:broper@ieuw.org)

**FISCAL CONTACT**

**Name:** Brenda Roper **Title:** Director of Finance

**Address:** 9644 Hermosa Avenue **Direct Phone #:** 909-980-2857 X225  
Rancho Cucamonga, CA 91730

**Fax #:** 909-466-6867

**E-Mail:** [broper@ieuw.org](mailto:broper@ieuw.org)

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Suzan Attaway **Title:** Office/HR Manager

**Address:** 9644 Hermosa Avenue **Direct Phone #:** 909-980-2857 X219  
Rancho Cucamonga, CA 91730

**Fax #:** 909-466-6867

**E-Mail:** [sattaway@ieuw.org](mailto:sattaway@ieuw.org)

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

- Health
- Education
- Family
- Systems

**STRATEGY**

- Early Screening and Intervention
- Health Care Access
- Oral Health
- Early Education Programs
- Access to Quality Child Care
- Parent Education
- Resource Center & Case Management
- Integrated Systems Planning & Implementation
- Countywide Information Referral Systems
- Organizational Capacity Building

- Health & Safety Education
- Other: \_\_\_\_\_
- Quality Provider Programs
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Community Outreach
- Other: \_\_\_\_\_

**PROGRAM DESCRIPTION**

1. 2-1-1 will give referrals to needed services to callers with children 0-5.

**SERVICE AREA (LOCATIONS)**

Countywide

**COMMISSION LEVEL OUTCOMES**

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

**ASSIGNED ANALYST:** Ronnie Thomas

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2018-2019	\$ 400,000
2019-2020	\$ 400,000
2020-2021	\$ 400,000
<b>Total</b>	<b>\$ 1,200,000</b>



**AGENDA ITEM 8**  
**May 9, 2018**

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**Subject** Amend Contract with Children’s Fund Emergency Needs Program

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**Recommendations** Approve Contract Amendment SI020 A1 with Children’s Fund in the amount of \$552,990 for Fiscal Year 2018-2019 resulting in a cumulative total of \$2,211,960 for Fiscal Years 2015-2019 for the Emergency Needs Program.  
(Presenter: Scott McGrath, Supervisor (909) 252-4259)

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**Financial Impact** \$552,991 for fiscal year 2018-2019

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**Background Information** On April 1, 2015, the Commission approved contract SI020 with Children’s Fund for a three year period not to exceed \$552,990 per year to provide Emergency funds to clients participating in the Family and Community Support and Partnerships initiative (FCSP). The contract ends on June 30, 2018. An additional year of funding is being requested at this time.

FCSP is a structured parenting education and case management program intended to reduce the risk of child abuse. Families accessing these services are often in need of funds to mitigate a crisis such as an eviction, utilities or “hard goods” including beds, appropriate bedding and critical appliances such as refrigerators. This funding source was developed as a way to provide these items in a thoughtful and fiscally responsible manner. 480 children will benefit from this service. An additional 7,500 children will be provided with a developmentally appropriate gift through the Celebration of Giving Campaign using these funds.

These funds are dispersed through an intensive referral process. An agency must be providing case management services to recipients of the funds and must be able to provide an active service plan that supports the need for the items requested. The plan must also demonstrate that it is a one-time expense and that they are working with the family to prevent it from being an ongoing need. In addition, an agency must demonstrate that they requested the needed services through three other referral sources and were unsuccessful prior to a referral to Children’s Fund to ensure that First 5 is the “payor of last resort”. Families are not provided with the funds directly but instead the case manager purchases the items or pays the bills involved using the funding.

Originally, the funding was intended to serve only clients that were participating in FCSP but over time, the eligibility was expanded to any organization providing similar case management services to children 0-5 as well as families who have a child enrolled in Head Start through the County of San Bernardino Preschool Services Department.

Additionally, \$50,000 is utilized during the annual “Celebration of Giving” campaign; Children’s Fund will disburse developmentally appropriate toys to underserved children age 0-5 using these funds.

Children’s Fund has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past three years. Approval of this contract supports SPA 2 of First 5 San Bernardino’s Strategic Plan.



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Goal 2.1: Leadership as a Convener and Partner

Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

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**Review**

Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

FOR COMMISSION USE ONLY				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 99000006	<b>SC</b>	Dept. 903	<b>A</b> Contract Number SI020 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$2,211,960
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 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2019	Original Amount \$1,658,970	Amendment Amount \$552,990
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$552,990
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use		Estimated Payment Total by Fiscal Year		
		FY	Amount	I/D
Emergency Needs		18-19	\$552,990	I

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)

Children's Fund \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

348 W. Hospitality Lane, Suite 110

San Bernardino, Ca. 92408

Phone \_\_\_\_\_

(909)379-0000

Federal ID No. \_\_\_\_\_

33-0193286

Program Address (if different from legal address):

\_\_\_\_\_

\_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$2,211,960 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. These funds are divided as follows:

Fiscal Year 2015-16 \$ 552,990 July 1, 2015 through June 30, 2016

Fiscal Year 2016-17 \$ 552,990 July 1, 2016 through June 30, 2017

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2017-18 \$ 552,990 July 1, 2017 through June 30, 2018  
Fiscal Year 2018-19 \$ 552,990 July 1, 2018 through June 30, 2019

\_\_\_\_\_  
Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

\_\_\_\_\_  
Initial Here

3. Section VIII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015, and expires June 30, 2019, 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 (1) additional one (1)-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2019 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.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

**X. NONDISCRIMINATION**

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability

pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

**B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

**C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

**1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

**2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

**D. Sexual Harassment**

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2019

Attachment B – Amended Program Budget for FY 2018-2019

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**CHILDREN'S FUND**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
Ciriaco Pinedo, Ed.D.  
\_\_\_\_\_  
Printed Name  
  
President and CEO  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶  
\_\_\_\_\_  
Cindy Faulkner  
\_\_\_\_\_  
Operations Manager  
  
\_\_\_\_\_  
Date

Approved as to Legal Form

▶  
\_\_\_\_\_  
Sophie Akins  
\_\_\_\_\_  
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.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child



Agency Name: Children’s Fund  
 Program Name: Emergency Needs  
 Service Area: Countywide

Contract #: SI020A1  
 Period: July 2018 – June 2019

<b>Expectation(s):</b>	Leverage resources through partnership alignment among agencies and across systems		
<b>Outcome(s):</b>	Children 0-5 and pregnant women will have access to basic needs		
	<b>Objective</b>	<b>Activity</b>	<b>Dosage</b>
	Partner with approved agencies for provision of basic needs (180 Children) (Recipient will be a Children’s Fund approved agency)	Basic Needs Provision	Ongoing
	Disperse developmentally appropriate toys to needy children through Celebration of Giving Campaign (7,500 Children)	Campaign	Once a year
	Provide basic needs to County Preschool Services Department (PSD) clients (300 Children)	PSD Referrals	Ongoing
			<b>Verification</b>
			Referral form, justification letter & resource distribution cover sheet reported quarterly
			Toy request forms and service log reported end of fiscal year
			HS Admin/PSD Voucher Report reported end of fiscal year

**Program Description:**

- 1) Children’s Fund will partner with agencies to provide basic needs to clients accessing services from a list of organizations serving children ages 0-5 that have been agreed upon by First 5 San Bernardino and Children’s Fund.
- 2) Children’s Fund will disburse developmentally appropriate toys to needy children age 0-5 during the “Celebration of Giving” campaign once a year.
- 3) Children’s Fund will use First 5 San Bernardino funding to leverage funding from other organizations to provide basic needs for PSD children.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Aggregate  
 Reporting Period: Quarterly  
 Period: July 2018 – June 2019  
 Due: 30 days after quarter ends



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Fund	<b>DIRECTOR:</b> Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Emergency Needs Program	<b>PROGRAM DIRECTOR:</b> Betty Chambers	<b>TOTAL BUDGET:</b> 552,990
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Beth Spalding	<b>RFP/CONTRACT #:</b> SI020 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Betty Chambers	Director of Programs	0.70	36.21	1450	33%	52,505	17,326	69,831	100,171	70%	Provides oversight to the emergency Needs and Voucher Programs including approving referrals, managing the data platform, coordinating with agency partners and service as the point person for program issues.
2	Beth Spalding	Operations Manager	0.10	35.02	200	33%	7,004	2,311	9,315	96,879	10%	Manages the organization's operations, fiscal and contract compliance related functions. Provide direct supervision and resources for fiscal staff.
3	Syrone Harvey	Program Coordinator	0.50	20.50	1050	15%	21,525	3,229	24,754	49,036	50%	Provides support to ensure successful program including researching request, facilitating distribution of goods, identifying and communication additional or alternative resources and other general program support functions. Oversees the coordination of the Celebration of Giving Campaign providing toys, books and clothing to thousands of young children throughout the county during the holiday. (This position has a lower benefit rate due to no health benefits being attached to this position. Syrone waived her health benefits part of negotiating a higher salary.)
4	Kristin Hollenbrook	Program Assistant	0.40	14.85	825	33%	12,251	4,043	16,294	41,081	40%	Provides support to ensure successful program including researching request, facilitating distribution of goods, ensuring necessary documentation is collected, identifying and communication additional or alternative resources and other general program support functions.
5	Linda Franklin	Fiscal Coordinator	0.75	21.22	1550	33%	32,891	10,854	43,745	58,703	75%	Provides coordination of in-house fiscal functions including processing requests, cutting checks, reconciling spending, processing invoices and other general fiscal functions. Provides administrative support for reporting requirements pertaining to billing.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Fund	<b>DIRECTOR:</b> Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Emergency Needs Program	<b>PROGRAM DIRECTOR:</b> Betty Chambers	<b>TOTAL BUDGET:</b> 552,990
<b>INITIATIVE:</b>	<b>FINANCE OFFICER:</b> Beth Spalding	<b>RFP/CONTRACT #:</b> SI020 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Total Salaries & Benefits					\$ 126,176	\$ 37,763	\$ 163,939	\$ 345,871		





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b> Children's Fund	<b>DIRECTOR:</b> Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b> 2018-2019
<b>PROGRAM TITLE:</b> Emergency Needs Program	<b>PROGRAM DIRECTOR:</b> Betty Chambers	<b>TOTAL BUDGET:</b> 552,990
<b>INITIATIVE:</b> 0	<b>FINANCE OFFICER:</b> Beth Spalding	<b>RFP/CONTRACT #:</b> SI020 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Emergency Needs Expense	37%	\$ 205,000	To provide Emergency needs hard goods and service to children serving agencies. Support includes but not limited to beds, beddings, food, hygiene, clothing, rental and utility assistance and medical/dental services.	
2 Celebration of Giving	9%	\$ 50,000	Celebration of Giving (COG) campaign providing toys, books, and clothing to young children through San Bernardino County during the holidays (% allocation takes into account in-kind as well as cash received for the overall campaign).	
3 PSD Voucher Service	14%	\$ 80,000	To provide the basic needs of PSD children through the voucher program. Children's Fund will bill First 5 in a lump sum in order to make resources available throughout the year. Support includes but not limited to beds, beddings, food, hygiene, clothing, rental and utility assistance.	
4 Staff Development Training	0%	\$ 1,500	To ensure program staff members are kept informed about relevant program practices as well as leadership methods and technical skills for maximum quality performance.	
5 Marketing & Promotion	0%	\$ 2,000	To enhance branding efforts and raise awareness about the value of children's Fund and our partnership with First 5 to improve the lives of San Bernardino families.	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Emergency Needs Program	<b>PROGRAM DIRECTOR:</b>	Betty Chambers	<b>TOTAL BUDGET:</b>	552,990
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	SI020 A1

6	Printing	0%	\$ 1,000	General printing and copying costs, including xerox copy costs as well as any program related print jobs such as Celebration of Giving materials, Emergency Needs Referral documents, etc.
7	Postage/Mailing	0%	\$ 200	To mail emergency Needs referrals to remote areas as well as for any other Emergency Needs or COG related postage cost.
8	Subscriptions	0%	\$ 500	Subscription to Survey Monkey to better understand the needs of potential areas of improvement through the lens of the service providers.
9	Office Supplies and Materials	0%	\$ 2,151	General office supplies such as file folders, paper, pens, printer ink which is necessary to the overall function of service delivery.
10	Rent/Lease Building	3%	\$ 16,000	Lease cost based on the proportion of staff dedicated to the contract (2.6 FTE)
11	Telephone/Communications	1%	\$ 3,000	Phone costs relevant to the program (speaking with case managers to address questions, etc.)
12	Employee Mileage/Travel	0%	\$ 400	
13	Insurance/Taxes Licenses	0%	\$ 2,000	Includes insurance cost proportionate to relevant staff to cover liability insurance.



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2018-2019

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Emergency Needs Program	<b>PROGRAM DIRECTOR:</b>	Betty Chambers	<b>TOTAL BUDGET:</b>	552,990
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	SI020 A1

14	Professional Services/Consultation Bookkeeping	1%	\$ 7,600	For more complex accounting services as well as to strengthen internal controls.
15	Professional Services Consultation-IT Support	1%	\$ 4,000	Omni platform database maintenance, updated software package for data maintenance, required PC's and as well as overall IT support for computer use with program staff.
16	Professional Services/Consultation - Payroll processing	0%	\$ 1,200	For the processing of payroll (for pertinent staff) every other week.
17	Professional Services Consultation- HS Admin Fees	1%	\$ 6,500	To support the processing of PSD Vouchers.
18	Office Equipment	1%	\$ 6,000	Supportive office equipment necessary to the overall function of service delivery such as laptops, computer assessories, and printers.
	<b>Total Services &amp; Supplies</b>		<b>\$ 389,051</b>	

**III. FOOD**

	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1			
	<b>Total Food</b>	<b>\$ -</b>	

**IV. TRAVEL**

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
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**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Ciriaco "Cid" Pinedo	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Emergency Needs Program	<b>PROGRAM DIRECTOR:</b>	Betty Chambers	<b>TOTAL BUDGET:</b>	552,990
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	SI020 A1

1				
	Total Travel		-	
V.	SUBCONTRACTORS			
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1				
	Total Subcontractors		-	
VI.	INDIRECT COSTS			
	Percent:			
	Basis:			
	Total Indirect Costs		-	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 552,990	



## Program Outline Document 2018-2019

### AGENCY INFORMATION

Contract #: SI020 A1

Legal Entity: Children's Fund

Dept./Division: \_\_\_\_\_

Project Name: Emergency Needs Program (Daily Referral Program)

Address: 348 W. Hospitality Lane, Suite 110  
San Bernardino, CA 92408

Phone #: 909-379-0000

Website: Childrensfund.org

Fax #: 909-379-0006

Program Site **Children's Fund Office**  
Address: 348 W. Hospitality Lane, Suite 110  
**No additional sites**

Client Referral  
Phone # \_\_\_\_\_

### CONTACT INFORMATION

#### SIGNING AUTHORITY

Name: Ciriaco "Cid" Pinedo, Ed.D.

Title: President and CEO

Address: 348 W. Hospitality Lane, Suite 110  
San Bernardino. CA 92408

Direct Phone #: 909-379-6021

Fax #: 909-379-0006

E-Mail: [Cid@childrensfund.org](mailto:Cid@childrensfund.org)

#### CONTRACT REPRESENTATIVE

Name: Ciriaco "Cid" Pinedo, Ed.D.

Title: President and CEO

Address: 348 W. Hospitality Lane, Suite 110  
San Bernardino, CA 92408

Direct Phone #: 909-379-6021

Fax #: 909-379-0006

E-Mail: [Cid@childrensfund.org](mailto:Cid@childrensfund.org)

#### PROGRAM CONTACT

Name: Betty Chambers

Title: Director of Programs

Address: 348 W. Hospitality Lane, Suite 110  
San Bernardino, CA 92408

Direct Phone #: 909-379-6028

Fax #: 909-379-0006

E-Mail: [betty@childrensfund.org](mailto:betty@childrensfund.org)

**FISCAL CONTACT**

**Name:** Beth Spalding **Title:** Operations Manager

**Address:** 348 W. Hospitality Lane, Suite 110 **Direct Phone #:** 909-379-6023  
San Bernardino, CA 92408

**Fax #:** 909-379-0006

**E-Mail:** [beth@childrensfund.org](mailto:beth@childrensfund.org)

**ADDITIONAL CONTACT (Describe):** Choose an item.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** For Staff Analyst use only. No mail will be sent to this contact. **Direct Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

- Health
- Education
- Family
- Systems

**STRATEGY**

- Early Screening and Intervention
- Health Care Access
- Oral Health
- Early Education Programs
- Access to Quality Child Care
- Parent Education
- Resource Center & Case Management
- Integrated Systems Planning & Implementation
- Countywide Information Referral Systems
- Organizational Capacity Building
- Health & Safety Education
- Other: \_\_\_\_\_
- Quality Provider Programs
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Community Outreach
- Other: Emergency Needs Program  
PSD Voucher Program

**PROGRAM DESCRIPTION**

1. Children’s Fund will partner with agencies to provide basic needs to clients accessing services from a list of organizations serving children ages 0-5 that have been agreed upon by First 5 San Bernardino and Children’s Fund
2. Children’s Fund will disburse developmentally appropriate toys to needy children age 0-5 during the “Celebration of Giving” campaign once a year.
3. Children’s Fund will use First 5 San Bernardino funding to leverage funding from the other organizations to provide basic needs for PSD children.

**SERVICE AREA (LOCATIONS)**

Countywide

**COMMISSION LEVEL OUTCOMES**

SPA 2: Systems and Networks

Goal 2.1: Leadership as a Convener and Partner

Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of child

**ASSIGNED ANALYST:** Ronnie Thomas

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ 552,990
2016-2017	\$ 552,990
2017-2018	\$ 552,990
2018-2019	\$ 552,990
<b>Total</b>	<b>\$ 2,211,960</b>



**AGENDA ITEM 9**  
**May 9, 2018**

<b>Subject</b>	Amend Contract with Children's Fund for Children's Assessment Center services
<b>Recommendations</b>	Approve Contract Amendment SI021 A1 with Children's Fund in the total amount of \$263,900 for Fiscal Year 2018-2019 resulting in a cumulative total of \$1,055,600 for Fiscal Years 2015-2019 to provide services to San Bernardino County children through the Children's Assessment Center. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	\$263,900 for fiscal year 2018-2019
<b>Background Information</b>	<p>Child abuse and neglect have both immediate and long-term health and mental health consequences. Abuse - particularly experienced when children are young - causes stress that can disrupt early brain and physical development, placing mistreated young children at higher risk for health problems as adults.</p> <p>In an effort to minimize these consequences and effectively serve young child abuse victims throughout San Bernardino County, First 5 San Bernardino (F5SB) has contracted with Children's Fund for the past six years to support the Children's Assessment Center (CAC), the only center of its kind in the county designed to serve victims of abuse through a multi-disciplinary model. Pending Commission approval, ongoing investment in this quality center will continue to assist our county's most vulnerable children.</p> <p>Established in 1994, the CAC serves as a comprehensive, one-stop program where children, who have experienced sexual/physical abuse or severe neglect, can be assessed, examined, and interviewed in one location by specially-trained Forensic Pediatricians. Child abuse victims are allowed to disclose their experience one time to all the appropriate personnel (such as representatives from the department of Children and Family Services, Sheriff, District Attorney, Behavioral Health, etc.) simultaneously in a child-friendly environment. In addition, the CAC promotes abuse prevention strategies in an effort to strengthen families and mitigate reoccurrences of abuse in the future. The CAC is a model collaborative and is nationally accredited through the National Children's Alliance.</p> <p>The Children's Assessment Center treats children from every area of San Bernardino County who are suspected victims of abuse. Approximately 45 – 50% of the children seen at the CAC are birth through age five.</p> <p>First 5 San Bernardino's ongoing support of the CAC will contribute to three important areas:</p> <ul style="list-style-type: none"><li>▪ <b>Helping Children</b> – At least 600 abused children ages 0-5 will be cared for.</li><li>▪ <b>Training Parents</b> – Toward prevention, 1,200 parents, pregnant teens, and other caregivers will receive tools and information to help them protect their children from abuse and effectively care for them.</li><li>▪ <b>Increasing the Capacity of Professionals</b> – San Bernardino County professionals will be trained to better understand the specialty of child abuse and be well equipped to identify and respond to incidents of abuse.</li></ul>



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As a result of this contract, vulnerable children will receive more timely treatment and improved quality of services; families will receive the therapy, support, and referrals they need to begin the healing process; and parents will receive the tools and information to help them keep their children safe from abuse.

Approval of this contract supports SPA 2 of First 5 San Bernardino's Strategic Plan specifically, **Goal 2.1:** Leadership as a convener and partner and Objective Activities for **Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

**Review**

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Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>

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

<i>FOR COMMISSION USE ONLY</i>				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 99000006	<b>SC</b>	Dept. 903	<b>A</b> Contract Number SI021 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$1,055,600
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 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2019	Original Amount \$791,700	Amendment Amount \$263,900
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$263,900
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Children's Assessment Center (CAC)		FY	Estimated Payment Amount	Total by Fiscal Year I/D
		18-19	\$263,900	I

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)

Children's Fund \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

348 W. Hospitality Lane, Suite 110 \_\_\_\_\_

San Bernardino, Ca. 92408 \_\_\_\_\_

Phone \_\_\_\_\_

(909)379-0000 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

33-0193286 \_\_\_\_\_

Program Address (if different from legal address): \_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

1. Paragraph S. Subsection 11 a. of Section III, CONTRACTOR'S GENERAL RESPONSIBILITIES, is amended to read as follows:

- 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.

2. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ \$1,055,600 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. These funds are divided as follows:

Fiscal Year 2015-16	\$ <u>263,900</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>263,900</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>263,900</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>263,900</u>	July 1, 2018 through June 30, 2019

Initial Here

3. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Paragraph A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective commencing July 1, 2015 and expires June 30, 2019, 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.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

## **X. NONDISCRIMINATION**

### **A. General**

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

### **B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

### **C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

#### **1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

#### **2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9,

CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2019

Attachment B – Amended Program Budget for FY 2018-2019

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**CHILDREN'S FUND**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Ciriaco Pinedo, Ed.D.  
Printed Name

President and CEO  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
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.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child



Agency Name: Children’s Fund Contract #: SI021 A1  
 Program Name: San Bernardino County Children’s Assessment Center (CAC) Period: July 2018 – June 2019  
 Service Area: Countywide

<b>Expectation(s):</b>	Access to systems of care to support the safety and positive development of children age 0-5		
<b>Outcome(s):</b>	Coordinated multi-disciplinary assessment team for children age 0-5; increase parent or caregiver awareness of child abuse prevention training; increase parent and caregiver awareness of safe child rearing practices and effective care.		
Objective	Activity	Dosage	Verification
Provide quality environment for abused and /or neglected children to be screened and interviewed through a multi-disciplinary approach (600 children)	Screening and Interview	Ongoing	Quarterly Reports
Provide training to new parents, caregivers and pregnant teens about child abuse prevention (1,200)	Training	Ongoing	Quarterly Reports
Train a nurse practitioner and pediatrician to effectively conduct child abuse medical exams. Also train social service professionals on how to better identify signs of abuse and increase understanding of reporting and referral protocols (2 medical and 30 social service professionals)	Professional Development Training	Ongoing	Quarterly Reports

**Program Description:**

Provide resource and referral through a multi-disciplinary team to children age 0-5 to decrease effects of child abuse, and prevent potential for future child abuse. Additionally, Children’s Fund, in partnership with Loma Linda University, will provide training to parents, caregivers and pregnant teens to help them protect their children from abuse and ensure professionals are trained to better understand the specialty of child abuse and are well equipped to identify and respond to incidents of abuse.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Aggregate  
 Reporting Period: Quarterly Due: 30 days after quarter ends  
 Period: July 2018 – June 2019



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-19

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Cid Pinedo	<b>PROGRAM YEAR:</b>	2018-19
<b>PROGRAM TITLE:</b>	Children's Assessment Center	<b>PROGRAM DIRECTOR:</b>	Nancy Wolfe	<b>TOTAL BUDGET:</b>	263,900
<b>INITIATIVE:</b>	Systems Support	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	S1021 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Program Materials & Supplies	2%	\$ 5,500	Materials for use at the Children's Assessment Center which may include: art supplies, brochures, cleaning supplies, cooking supplies, toys (including therapy toys), DVDs and other prevention/education related materials.	
2 Participant Support / Incentives	1%	\$ 1,500	Incentives for use at the Parenting Conference as well as other parent training sessions provided.	
3 Marketing & Advertisement	0%	\$ 500	Marketing materials for use with informing referrants and clients about CAC services including CAC brochures, business cards, informational flyers and giveaway items (i.e. pens).	
4 Printing	0%	\$ 500	General printing costs and printing related to prevention materials; printing costs for the "Keep me Safe" parenting conference.	
5 Subscriptions	0%	\$ 300	Subscriptions for the Children's Assessment Center lobby for magazines that cover child related issues.	
6 Office Supplies & Equipment	1%	\$ 1,500	General office supplies including paper, pens, file folders, staples, tape, etc.	
7 Professional Services - Accounting	1%	\$ 2,550	Accounting costs related to specific First 5 program costs incurred by the Children's Assessment Center.	
<b>Total Services &amp; Supplies</b>		<b>\$ 12,350</b>		





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-19**

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Cid Pinedo	<b>PROGRAM YEAR:</b>	2018-19
<b>PROGRAM TITLE:</b>	Children's Assessment Center	<b>PROGRAM DIRECTOR:</b>	Nancy Wolfe	<b>TOTAL BUDGET:</b>	263,900
<b>INITIATIVE:</b>	Systems Support	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	S1021 A1

III. FOOD			
	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	Keep me Safe Parenting Conference	1500	Food expenses for Parenting Conference
2			
3			
	Total Food	\$ 1,500	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
	Total Travel		-	

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	Loma Linda University Children's Hospital - Clinic Manager	\$ 66,000	Responsible for the coordination of all aspects of the Children's Assessment Center. Including organization and participation of the Multidisciplinary Team and supervision of other CAC staff members; coordination of referrals to SART and other resources; program development and management; and community outreach and education. Cost - 936 hours (45% FTE) First 5 funded costs.



**FIRST 5 SAN BERNARDINO**

**PROGRAM BUDGET**

**FISCAL YEAR:** 2018-19

<b>ORGANIZATION:</b>	Children's Fund	<b>DIRECTOR:</b>	Cid Pinedo	<b>PROGRAM YEAR:</b>	2018-19
<b>PROGRAM TITLE:</b>	Children's Assessment Center	<b>PROGRAM DIRECTOR:</b>	Nancy Wolfe	<b>TOTAL BUDGET:</b>	263,900
<b>INITIATIVE:</b>	Systems Support	<b>FINANCE OFFICER:</b>	Beth Spalding	<b>RFP/CONTRACT #:</b>	S1021 A1

2	Loma Linda University Children's Hospital - Program Specialists	\$	86,450	Offers program support for CAC Clinic Manager to assist with program coordination, evaluation, billing and other duties necessary to support an overall quality program.
3	Loma Linda Faculty Medical Group - Pediatrician	\$	46,368	Provides general pediatric care to children 0-5 addressing concerns for shaken baby syndrome, Failure to Thrive, and other abuse concerns.
4	Loma Linda Graduate Medical Education - Fellow	\$	51,232	Provides general pediatric care to children 0-5 addressing concerns for shaken baby syndrome, Failure to Thrive, and other abuse. The Fellow position is a physician in training to become certified as a Forensic Pediatrician.
5				
	Total Subcontractors		250,050	
VI.	INDIRECT COSTS			
	Percent:			
	Basis:			
	Total Indirect Costs		-	
<b>TOTAL FIRST 5 BUDGET</b>		\$	263,900	



## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** SI021 A1

**Legal Entity:** Children's Fund

**Dept./Division:** \_\_\_\_\_

**Project Name:** Children's Assessment Center

**Address:** 348 West Hospitality Lane, Suite 110  
San Bernardino, CA 92408

**Phone #:** (909) 379-0000

**Website:** [www.childrensfund.org](http://www.childrensfund.org)

**Fax #:** (909) 379-0006

**Program Site Address:** 700 East Gilbert Street  
San Bernardino, CA 92415  
No additional sites

**Client Referral Phone #:** (909) 379-0000

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

**Name:** Ciriaco "Cid" Pinedo, Ed.D.

**Title:** President and CEO

**Address:** 348 West Hospitality Lane, Suite 110  
San Bernardino, CA 92408

**Direct Phone #:** (909) 379-6023

**Fax #:** (909) 379-0006

**E-Mail:** [cid@childrensfund.org](mailto:cid@childrensfund.org)

#### PROGRAM CONTACT

**Name:** Kristin Williams

**Title:** Program Specialist

**Address:** 700 East Gilbert Street  
San Bernardino, CA 92415

**Direct Phone #:** (909) 382-3529

**Fax #:** (909) 383-3830

**E-Mail:** [klwilliams@llu.edu](mailto:klwilliams@llu.edu)

#### FISCAL CONTACT

**Name:** Linda Franklin

**Title:** Fiscal Coordinator

**Address:** 348 West Hospitality Lane, Suite 110  
San Bernardino, CA 92408

**Direct Phone #:** (909) 379-6024

**Fax #:** (909) 379-0006

**E-Mail:** [linda@childrensfund.org](mailto:linda@childrensfund.org)

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Beth Spalding **Title:** Operations Manager

**Address:** 348 West Hospitality Lane, Suite 110 **Direct Phone #:** (909) 379-6023  
San Bernardino, CA 92415

**Fax #:** (909) 379-0006

**E-Mail:** [beth@childrensfund.com](mailto:beth@childrensfund.com)

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Health</b>             | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b>   | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b><br><hr/>  |
| <input type="checkbox"/> <b>Education</b>          | <input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b>  | <input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b><br><hr/>  |
| <input type="checkbox"/> <b>Family</b>             | <input type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b>   | <input type="checkbox"/> <b>Other:</b><br><hr/>   |
| <input checked="" type="checkbox"/> <b>Systems</b> | <input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Community Outreach</b><br><input checked="" type="checkbox"/> <b>Other:</b><br><b>Children's Assessment Center</b><br><hr/> |

**PROGRAM DESCRIPTION**

- 1) Children's Fund through partnership with the Children's Assessment Center will provide resource and referral through a multi-disciplinary team to children age 0-5 in an effort to decrease the effects of child abuse and to prevent potential for future child abuse.
- 2) Children's Fund in partnership with the Children's Assessment Center and Loma Linda University Children's Hospital will provide training to parents, caregivers and pregnant teens to help them protect their children from abuse and effectively care for them.

**SERVICE AREA (LOCATIONS)**

Countywide

- 3) The Children’s Assessment Center will ensure professionals are trained to better understand the specialty of child abuse and be well-equipped to identify and respond to incidents of abuse.

**COMMISSION LEVEL OUTCOMES**

SPA 2: Systems and Networks

Goal 2.1: Leadership as a Convener and Partner

Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ASSIGNED ANALYST:** Ronnie Thomas

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ 263,900
2016-2017	\$ 263,900
2017-2018	\$ 263,900
2018-2019	\$ 263,900
<b>Total</b>	<b>\$ 1,055,600</b>



**AGENDA ITEM 10**  
**May 9, 2018**

<b>Subject</b>	Contract Amendments for RFP 14-02 – Family and Community Support Partnerships (FCSP) – Family Support Services (FSS).
<b>Recommendations</b>	Approve Contract Amendments for the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Contracts (RFP 14-02) for Fiscal Year 2018-2020 in the amount of \$1,557,530 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$3,949,359 with the following: A. Building a Generation, Contract FS065 A1, in the total amount of \$522,284 B. Walden Environment DBA Walden Family Services, Contract FS074 A1, in the total amount of \$724,866. C. West Care Arizona Inc., Contract FS075 A1, in the total amount of \$310,380. (Presenter: Walid Wahba Staff Analyst II, 252-4258)
<b>Financial Impact</b>	\$1,557,530 for FY2018-2020 as allocated within the Long-Term Financial Plan approved by the Commission in June 2016.
<b>Background Information</b>	<p>In the Spring of 2015, the Commission approved multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) to support programs under First 5 San Bernardino's (F5SB) family support focus area for a 3-year period. Those contracts will complete the third year cycle of their contract in June 2018. F5SB staff, taking inventory of what currently exists and acknowledging the challenges for opportunities to further support the system and networks within the family support sector, coupled with the evolving changes in government mandates and legislation, recommends extending the three contracts listed above for an additional two years, ending June 30, 2020.</p> <p>The Family and Community Support Partnerships for Family Support Services (FCSP-FSS) is the Commission's cornerstone Child Abuse Prevention initiative. The contractors/programs have been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past year. Analysis of data from this investment indicates that the greatest positive gains for families were attained from the parenting education initiative. The (FCSP-FSS) initiative utilizes the evidence-based NPP curriculum for Parent Education in addition to the Matrix Outcomes Model (MOM) with the accompanying Family Development Matrix (FDM), to ensure the program model assessed the family's strengths and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.</p> <p>To date, approximately 3100 parents have been served for parent education and case management thus far. The Nurturing Parenting Program (NPP) was required to be used by contractors. The Adult and Adolescent Parenting Inventory (AAPI) tool was used to measure success. The AAPI is an inventory designed to assess the parenting and child rearing attitudes of parents. Outcomes data showed that the program yielded a significant increase among participants in knowledge and behaviors related to positive parenting that help protect against abuse and neglect.</p> <p>The multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) contracted through June 2018 are encumbered. F5SB staff elected to be proactive in support of the family focus area and solicit from the Commission a commitment for contract endorsement through</p>

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June 30, 2020. F5SB will use the additional two years to normalize the data over a three-year evaluation period. This period will allow F5SB staff to identify, collaborate and build a solid network with providers and resources to tighten alignment with the F5SB Strategic Plan. Based on the continued evaluation of the data and the outcomes achieved with the NPP - Family Support Services initiative, the Commission will share and collaborate widely and seek to engage more if not all providers, i.e. school districts, County of San Bernardino Departments (Children and Family Services (CFS), Behavioral Health, and Public Health), non-profits, faith-based, etc. to encourage utilization of this evidence-based model in service to families thereby supporting and strengthening a comprehensive, uniform system of care Countywide.

Pending Commission approval, these contracted agencies will assist families seeking the skills necessary to develop and maintain positive parenting skills and decrease behaviors associated with child abuse and neglect. In addition to supporting the strengthening of relationships between parent/caregiver and child, this initiative will support long-term safety and healthy developmental outcomes for children in San Bernardino County. Safe, stable, and nurturing relationships are paramount to healthy child development and preventing child maltreatment.

These contracts support SPA1 of First 5 San Bernardino's Strategic Plan, specifically:

**SPA 1:** Children and Families

**Goal 1.3:** Family and Community Support and Partnerships

**Objective 1.3.a:** Promote and support child abuse and neglect prevention

**Objective 1.3.b:** Parents provide developmentally appropriate care

**Objective 1.3.c:** Families are resilient

**Review**

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Sophie Akins, Commission Counsel

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<b>Report on Action as taken</b>	
<b>Action:</b>	
<b>Moved:</b> _____	<b>Second:</b> _____
<b>In Favor:</b>	
<b>Opposed:</b>	
<b>Abstained:</b>	
<b>Comments:</b> _____	
<b>Witnessed:</b>	

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

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10008375	<b>SC</b>	Dept. 903	<b>A</b> Contract Number FS065 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$1,372,233
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 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2020	Original Amount \$849,949	Amendment Amount \$522,284
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006513	Amount \$261,142
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)		Estimated Payment Total by Fiscal Year		
	FY	Amount	I/D	FY Amount I/D
	18-19	\$261,142	I	_____
	19-20	\$261,142	I	_____
				_____

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)

Building A Generation \_\_\_\_\_

Department/Division \_\_\_\_\_

Address \_\_\_\_\_

P.O. Box 7517 \_\_\_\_\_

Redlands, CA 92373 \_\_\_\_\_

Phone \_\_\_\_\_

(909) 793-8822 \_\_\_\_\_

Federal ID No. \_\_\_\_\_

54-2104001 \_\_\_\_\_

Program Address (if different from legal address):

932 West Cypress Avenue \_\_\_\_\_

Redlands, CA 92373 \_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,372,233 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. These funds are divided as follows:

Fiscal Year 2015-16 \$ 313,540

July 1, 2015 through June 30, 2016

Fiscal Year 2016-17 \$ 275,267

July 1, 2016 through June 30, 2017

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By



Fiscal Year 2017-18	\$ <u>261,142</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>261,142</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>261,142</u>	July 1, 2019 through June 30, 2020

\_\_\_\_\_  
Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

\_\_\_\_\_  
Initial Here

3. Section VIII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015, and expires June 30, 2020, 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 (1) additional one (1)-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2020 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.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

**X. NONDISCRIMINATION**

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability

pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

**B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

**C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

**1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

**2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

**D. Sexual Harassment**

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**BUILDING A GENERATION**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature  
  
Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name  
  
Commission Chair  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature  
  
Katie Ear  
\_\_\_\_\_  
Printed Name  
  
Executive Director  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶  
\_\_\_\_\_  
Cindy Faulkner  
\_\_\_\_\_  
Operations Manager  
  
\_\_\_\_\_  
Date

Approved as to Legal Form

▶  
\_\_\_\_\_  
Sophie Akins  
\_\_\_\_\_  
Commission Counsel  
  
\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶  
\_\_\_\_\_  
Karen E. Scott  
\_\_\_\_\_  
Executive Director  
  
\_\_\_\_\_  
Date

SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Building A Generation  
 Program Name: Nurturing Parenting  
 Service Area: East Valley

Contract #: FS065A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	92 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
Objective	Activity	Dosage <sup>1</sup>	Verification
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion)  Program Indicator  Family Demographic
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

**Program Description:**

This **Group-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be offered in *Highland, Mentone, Redlands, Yucaipa, Victoria Elementary School and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>*The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.*

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>		261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>		FS065 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Katie Ear	Executive Director	0.41	38.47	853	16%	32,807	5,249	38,056	92,820	41%	Provides assistance to Program Staff (Executive Director, Center Manager, Case Managers and Parent Educator). This includes screening calls from the main office and logging referrals, bookkeeping responsibilities, ordering supplies, inventory, processing
2	TBA	Center Manager	0.40	21.00	832	16%	17,472	2,796	20,268	50,669	40%	Site Manager plans and coordinates the sessions, including prepping the space for sessions, gathering materials for parent groups and child enrichment sessions. Provide outreach to schools and other local community, agencies and partners. Enroll participants in the Nurturing Parent Program. Site Manager will also participate in client wrap meetings and any additional outcome related meetings. Coordinate Parent leadership component, which is Building A Generation's parent- peer component.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019	
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>		261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>		FS065 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Kai Rylan Administrative Assistant	0.35	15.00	728	16%	10,920	1,747	12,667	36,192	35%	Provides assistance to Program Staff (Executive Director, Center Manager, Case Managers and Parent Educator). This includes screening calls from the main office and logging referrals, bookkeeping responsibilities, ordering supplies, inventory, processing of monetary and non-monetary requests including money for NPP groups and participants incentives.
4	Lauren Thompson Outreach Coordinator	0.35	15.00	728	16%	10,920	1,747	12,667	36,192	35%	Coordinates marketing and outreach efforts. Creates schedule of events calendar and ensures outreach materials are readily available.
5	Diana Hernandez Mentone Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>		261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>		FS065 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Patricia Anacleto Franklin Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.
7	Yesenia Torres Victoria Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.
8	Tawny Chacon Lugonia Case Manager	0.45	18.00	936	16%	16,848	2,696	19,544	43,430	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>		261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>		FS065 A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
9	Denise Magana	Child Facilitator	1.00	15.50	2080	16%	32,240	5,158	37,398	37,398	100%	Facilitate child enrichment portion of NPP classes. They will be responsible for preparing for groups sessions and entering data into Persimmony. The parent educator will participate in client debrief meetings and any other outcomes-related meetings.
10	Lori Ayala	Parent Facilitator	1.00	18.50	2080	16%	38,480	6,157	44,637	44,637	100%	Facilitate NPP groups. They will be responsible for preparing for groups sessions and entering data into Persimmony. The parent educator will participate in client debrief meetings and any other outcomes-related meetings.
Total Salaries & Benefits							\$ 207,423	\$ 33,188	\$ 240,611	\$ 464,392		





FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Program Materials/Supplies	0%	\$ 300	These items are directly related to service delivery such as parenting and educational materials, data collection tools, sound machines, appointment calendars, age appropriate books, food for workshops & other program activities including outreach events. Items purchased under this category directly benefit clients.	
2 Participant Support/Incentives	0%	\$ 600	Incentives for parents upon completion of the 16 week group. Items may include educational books, enrichment toys or family strengthening activities. Also, monetary support if clients have no form of transportation to attend classes.	
3 Printing/Postage	0%	\$ 300	Expenses for copying and supplies for copy machine (toner) at main office, letterhead, envelopes, business cards, fliers to outreach current program activities including monthly calendar, promotional/ informational flyers and brochures including set-up design. Also, expenses for postage and mailing of marketing materials.	
4 Office Supplies	0%	\$ 1,163	General supplies needed in the overall operations/administration of the programs. For example pens, filing folders, paper, postage, ink, etc.	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

5	Office Equipment	0%	\$	500	Program & office equipment including computer, fax, printer, software/data base tracking system, and cleaning of Family Resource Centers and at admin office. Covers small repair/ maintenance including computers, cleaning at program locations due to high volume of traffic, anti-virus protection, and copy machine.
6	Rent/Lease Building	1%	\$	3,024	Space for facility usage and rent for the Family Resource Center Program. Site location is provided in-kind through the Redlands Unified School District. The main office is based on \$800 per month for the administration office which is also being used as a satellite office to hold counseling sessions as needed for target populations. Cost configured at 63%.
7	Building Equipment Maintenance	0%	\$	500	Maintenance of office space and equipment such as printers and computers. Also, professional cleaning services and alarm.
8	Utilities	0%	\$	500	This item is for program relates portion of utilities expense including (electricity/gas/water/phone charges). FRC site utilities are provide in-kind through Redlands Unified School District. The main office pays for phone/internet charges only.
9	Insurance/Taxes/Licenses	0%	\$	1,200	This item is allocated for business and property tax, general liability, professional, and property insurances and licenses.
	<b>Total Services &amp; Supplies</b>		\$	<b>8,087</b>	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Food Expenses for Classes/Meetings	1,000	Food costs for conducting NPP classes.
2		
3		
Total Food	\$ 1,000	

**IV. TRAVEL**

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 East Valley	NPP Classes	1,200	Mileage Reimbursement for staff to attend staff, collaborative, and partner meetings, required trainings, conferences, and run errands as needed for program at current rate of 54.5 cents per mile.
Total Travel		\$ 1,200	

**V. SUBCONTRACTORS**

Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1 Audit Service	1,744	Costs to cover services of outside professionals- annual external auditors (Wilson Ivanova).
2 Accounting Services	1,000	Costs to cover services of outside professionals. Accounting Services 1x monthly including 990 (Almendares & Molina, LLP).



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1
3	Payroll Services		500	Costs to cover services of outside professionals. Payroll services conducted 2x monthly (ADP).	
	Total Subcontractors		\$ 3,244		
VI.	INDIRECT COSTS				
	Percent:	3%	7,000	Unexpected related costs for facility and administrative support.	
	Basis:				
	Total Indirect Costs		\$ 7,000		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 261,142		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Katie Ear	Executive Director	0.41	38.47	853	16%	32,807	5,249	38,056	92,820	41%	Provides assistance to Program Staff (Executive Director, Center Manager, Case Managers and Parent Educator). This includes screening calls from the main office and logging referrals, bookkeeping responsibilities, ordering supplies, inventory, processing
2	TBA	Center Manager	0.40	21.00	832	16%	17,472	2,796	20,268	50,669	40%	Site Manager plans and coordinates the sessions, including prepping the space for sessions, gathering materials for parent groups and child enrichment sessions. Provide outreach to schools and other local community, agencies and partners. Enroll participants in the Nurturing Parent Program. Site Manager will also participate in client wrap meetings and any additional outcome related meetings. Coordinate Parent leadership component, which is Building A Generation's parent- peer component.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
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LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
3	Kai Rylan Administrative Assistant	0.35	15.00	728	16%	10,920	1,747	12,667	36,192	35%	Provides assistance to Program Staff (Executive Director, Center Manager, Case Managers and Parent Educator). This includes screening calls from the main office and logging referrals, bookkeeping responsibilities, ordering supplies, inventory, processing of monetary and non-monetary requests including money for NPP groups and participants incentives.
4	Lauren Thompson Outreach Coordinator	0.35	15.00	728	16%	10,920	1,747	12,667	36,192	35%	Coordinates marketing and outreach efforts. Creates schedule of events calendar and ensures outreach materials are readily available.
5	Diana Hernandez Mentone Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
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I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Patricia Anacleto Franklin Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.
7	Yesenia Torres Victoria Case Manager	0.45	17.00	936	16%	15,912	2,546	18,458	41,018	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.
8	Tawny Chacon Lugonia Case Manager	0.45	18.00	936	16%	16,848	2,696	19,544	43,430	45%	Conduct Case Management utilizing FDM with those enroll in Nurturing Parenting Course, provides ongoing support and education to achieve improvement in their index level of risk. Case Managers work with clients through goal-planning process and provide additional resources ask they work towards progress.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2019-2020**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
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9	Denise Magana	Child Facilitator	1.00	15.50	2080	16%	32,240	5,158	37,398	37,398	100%	Facilitate child enrichment portion of NPP classes. They will be responsible for preparing for groups sessions and entering data into Persimmony. The parent educator will participate in client debrief meetings and any other outcomes-related meetings.
10	Lori Ayala	Parent Facilitator	1.00	18.50	2080	16%	38,480	6,157	44,637	44,637	100%	Facilitate NPP groups. They will be responsible for preparing for groups sessions and entering data into Persimmony. The parent educator will participate in client debrief meetings and any other outcomes-related meetings.
Total Salaries & Benefits							\$ 207,423	\$ 33,188	\$ 240,611	\$ 464,392		





FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials/Supplies	0%	\$ 300	These items are directly related to service delivery such as parenting and educational materials, data collection tools, sound machines, appointment calendars, age appropriate books, food for workshops & other program activities including outreach events. Items purchased under this category directly benefit clients.
2	Participant Support/Incentives	0%	\$ 600	Incentives for parents upon completion of the 16 week group. Items may include educational books, enrichment toys or family strengthening activities. Also, monetary support if clients have no form of transportation to attend classes.
3	Printing/Postage	0%	\$ 300	Expenses for copying and supplies for copy machine (toner) at main office, letterhead, envelopes, business cards, fliers to outreach current program activities including monthly calendar, promotional/ informational flyers and brochures including set-up design. Also, expenses for postage and mailing of marketing materials.
4	Office Supplies	0%	\$ 1,163	General supplies needed in the overall operations/administration of the programs. For example pens, filing folders, paper, postage, ink, etc.



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

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5	Office Equipment	0%	\$	500	Program & office equipment including computer, fax, printer, software/data base tracking system, and cleaning of Family Resource Centers and at admin office. Covers small repair/maintenance including computers, cleaning at program locations due to high volume of traffic, anti-virus protection, and copy machine.
6	Rent/Lease Building	1%	\$	3,024	Space for facility usage and rent for the Family Resource Center Program. Site location is provided in-kind through the Redlands Unified School District. The main office is based on \$800 per month for the administration office which is also being used as a satellite office to hold counseling sessions as needed for target populations. Cost configured at 63%.
7	Building Equipment Maintenance	0%	\$	500	Maintenance of office space and equipment such as printers and computers. Also, professional cleaning services and alarm.
8	Utilities	0%	\$	500	This item is for program related portion of utilities expense including (electricity/gas/water/phone charges). FRC site utilities are provided in-kind through Redlands Unified School District. The main office pays for phone/internet charges only.
9	Insurance/Taxes/Licenses	0%	\$	1,200	This item is allocated for business and property tax, general liability, professional, and property insurances and licenses.
	<b>Total Services &amp; Supplies</b>		\$	<b>8,087</b>	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1

III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Food Expenses for Classes/Meetings	1,000	Food costs for conducting NPP classes.
Total Food	\$ 1,000	

IV. TRAVEL

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 East Valley	NPP Classes	1,200	Mileage Reimbursement for staff to attend staff, collaborative, and partner meetings, required trainings, conferences, and run errands as needed for program at current rate of 54.5 cents per mile.
Total Travel		\$ 1,200	

V. SUBCONTRACTORS

Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1 Audit Service	1,744	Costs to cover services of outside professionals- annual external auditors (Wilson Ivanova).
2 Accounting Services	1,000	Costs to cover services of outside professionals. Accounting Services 1x monthly including 990 (Almendaras & Molina, LLP).



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2019-2020**

<b>ORGANIZATION:</b>	Building A Generation	<b>DIRECTOR:</b>	Katie Ear	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	Nurturing Parenting Program	<b>PROGRAM DIRECTOR:</b>	Katie Ear	<b>TOTAL BUDGET:</b>	261,142
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Board Treasurer (Greg Lackey)	<b>RFP/CONTRACT #:</b>	FS065 A1
3	Payroll Services		500	Costs to cover services of outside professionals. Payroll services conducted 2x monthly (ADP).	
	Total Subcontractors		\$ 3,244		
VI.	INDIRECT COSTS				
	Percent:	3%	7,000	Unexpected related costs for facility and administrative support.	
	Basis:				
	Total Indirect Costs		\$ 7,000		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 261,142		



## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** FS065 A1

**Legal Entity:** Building A Generation

**Dept./Division:** N/A

**Project Name:** Nurturing Parenting

**Address:** P.O. Box 7517  
Redlands, CA 92373

**Phone #:** 909-793-8822

**Website:** www.BuildingAGeneration.org

**Fax #:** 909-793-8823

**Program Site Address:** 932 West Cypress Avenue  
Redlands, CA 92373  
See attached for additional sites

**Client Referral Phone #** 909-793-8822

### CONTACT INFORMATION

#### SIGNING AUTHORITY

**Name:** Katie Ear

**Title:** Executive Director

**Address:** 932 W. Cypress Avenue  
Redlands, CA 92373

**Direct Phone #:** 909.793.8822

**Fax #:** 909.793.8823

**E-Mail:** kear@buildingageneration.org

#### PROGRAM CONTACT

**Name:** Katie Ear

**Title:** Executive Director

**Address:** 932 W. Cypress Avenue  
Redlands, CA 92373

**Direct Phone #:** 909.793.8822

**Fax #:** 909.793.8823

**E-Mail:** kear@buildingageneration.org

#### FISCAL CONTACT

**Name:** Katie Ear

**Title:** Executive Director

**Address:** 932 W. Cypress Avenue  
Redlands, CA 92373

**Direct Phone #:** 909.793.8822

**Fax #:** 909.793.8823

**E-Mail:** kear@buildingageneration.org

**ADDITIONAL CONTACT (Describe):** Contract Representative

**Name:** Sherry Edwards **Title:** Board of Directors, Chairperson  
**Address:** 20 West Lugonia Avenue **Direct Phone #:** 909-748-6908  
Redlands, CA 92374  
**E-Mail:** Sherry\_Edwards@redlands.k12.ca.us **Fax #:** 909-307-5335

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Health</b>            | <input type="checkbox"/> <b>Early Screening and Intervention</b>                 | <input type="checkbox"/> <b>Health &amp; Safety Education</b> |
|   | <input type="checkbox"/> <b>Health Care Access</b>                               | <input type="checkbox"/> <b>Other:</b>                        |
|   | <input type="checkbox"/> <b>Oral Health</b>                                      | <hr/>   |
| <input type="checkbox"/> <b>Education</b>         | <input type="checkbox"/> <b>Early Education Programs</b>                         | <input type="checkbox"/> <b>Quality Provider Programs</b>     |
|   | <input type="checkbox"/> <b>Access to Quality Child Care</b>                     | <input type="checkbox"/> <b>Other:</b>                        |
|   |  | <hr/>   |
| <input checked="" type="checkbox"/> <b>Family</b> | <input checked="" type="checkbox"/> <b>Parent Education</b>                      | <input type="checkbox"/> <b>Other:</b>                        |
|   | <input type="checkbox"/> <b>Resource Center &amp; Case Management</b>            | <hr/>   |
| <input type="checkbox"/> <b>Systems</b>           | <input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b> | <input type="checkbox"/> <b>Community Outreach</b>            |
|   | <input type="checkbox"/> <b>Countywide Information Referral Systems</b>          | <input type="checkbox"/> <b>Other:</b>                        |
|   | <input type="checkbox"/> <b>Organizational Capacity Building</b>                 | <hr/>   |

**PROGRAM DESCRIPTION**

**SERVICE AREA (LOCATIONS)**

This program utilizes the evidence-based Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children. This program also includes a parent-peer support component so that parents can assist other parents by advocating, guiding and providing moral support as they navigate systems and services.

Highland  
 Mentone  
 Redlands  
 Yucaipa  
 Victoria Elementary School

The results will indicate the following:

- 92 Decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
- 92 Families will reach a status level of at least stable on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <b>313,540</b>
2016-2017	\$ <b>275,267</b>
2017-2018	\$ <b>261,142</b>
2018-2019	\$ <b>261,142</b>
2019-2020	\$ <b>261,142</b>
<b>Total</b>	\$ <b>1,372,233</b>



**Agency Name:** Building A Generation  
**Program Name:** Family Support and Community Partnerships  
**Contract #:** FS065 A1  
**Fiscal Year:** 2018-2019

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME
Mentone Family Resource Center 1320 Crafton Avenue, Mentone, CA 92359 Site Number: (909) 794-7753 Contact Number: (909) 793-8822 Lori Ayala, Parent Facilitator
Franklin Family Resource Center 850 E. Colton Avenue, Redlands, CA 92373 Site Number: (909) 748-6770 Contact Number: (909) 793-8822 Lori Ayala, Parent Facilitator
Lugonia Family Resource Center 202 E. Pennsylvania Avenue, Redlands, CA 92374 Site Number: (909) 307-2424 Contact Number: (909) 793-8822 Lori Ayala, Parent Facilitator
Victoria Family Resource Center 1505 Richardson Street, San Bernardino, CA 92408 Site Number: (909) 307-2487 Contact Number: (909) 793-8822 Lori Ayala, Parent Facilitator
Redlands Headstart 15 N. Center Street, Redlands, CA 92373 Site Number: (909) 798-2690 Lori Ayala, Parent Facilitator
Yucaipa Headstart 12236 California Street, Yucaipa, CA 92379 Site Number: (909) 797-3585 Lori Ayala, Parent Facilitator
Highland Headstart 26887 W. 5 <sup>th</sup> Street, Highland, CA 92346 Site Number: (909) 425-0785 Lori Ayala, Parent Facilitator
Del Rosa Headstart 382 Del Rosa Ave N, San Bernardino, CA 92404 Site Number: (909) 883-0103 Lori Ayala, Parent Facilitator
Steps 4 Life 301 9 <sup>th</sup> Street, Redlands, CA 92373 Site Number: (909) 800-9970 Lori Ayala, Parent Facilitator



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

<i>FOR COMMISSION USE ONLY</i>				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10004111	<b>SC</b>	Dept. 903	<b>A</b> Contract Number FS074 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$1,812,165
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 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2020	Original Amount \$1,087,299	Amendment Amount 724,866
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006513	Amount \$362,433
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use F.A.M.I.L.Y.		Estimated Payment Total by Fiscal Year		
		FY	Amount	I/D
Fathers and Mothers		18-19	\$362,433	I
Inspired Loving and Young		19-20	\$362,433	I
Nurturing Parenting & Matrix				
Outcomes Model (NPP-MOM)				

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)

Walden Environment DBA Walden Family Services

Department/Division

Address

8525 Gibbs Drive Mission, Suite 100

San Diego, CA 92123

Phone

(951) 204-8299

Federal ID No.

94-2358632

Program Address (if different from legal address):

255 North D Street, Suite 412

San Bernardino, CA 92401

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,812,165 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. These funds are divided as follows:

Fiscal Year 2015-16    \$ 362,433

July 1, 2015 through June 30, 2016

Fiscal Year 2016-17    \$ 362,433

July 1, 2016 through June 30, 2017

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2017-18	\$ <u>362,433</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>362,433</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>362,433</u>	July 1, 2019 through June 30, 2020

Initial Here

2. Paragraph D. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Section VIII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020 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 (1) additional one (1)-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2020 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.

4. Paragraph A. of Section IX, GENERAL PROVISIONS is amended to read as follows:

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:** Walden Environment DBA Walden Family Services  
8525 Gibbs Drive Mission, Suite 100  
San Diego, CA 92123

**Commission:** First 5 San Bernardino  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

5. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

**X. NONDISCRIMINATION**

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The

Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 18-20

Attachment B – Amended Program Budget for FY 18-20

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**WALDEN ENVIRONMENT DBA WALDEN  
FAMILY SERVICES**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
\_\_\_\_\_  
Printed Name

Commission Chair  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Sue Evans  
\_\_\_\_\_  
Printed Name

Chief Operations Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date

SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Walden Family Services  
 Program Name: F.A.M.I.L.Y  
 Service Area: Countywide

Contract #: FS074A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPi). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	100 clients will reduce their highest AAPi risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPi assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
Objective	Activity	Dosage <sup>1</sup>	Verification
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	1.25 <sup>2</sup> /2.5 hrs/day 1 day/week	AAPi & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion)  Program Indicator  Family Demographic
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

**Program Description:**

This **Group-based** program utilizes *Young Parents & Their Families* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. This program is in *service to a special population (pregnant and parenting teens)*. Service will be provided *countywide*. Please see RFP 14-02 for additional information. <sup>1</sup>*The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.* <sup>2</sup>*Classes held for 1.25 hrs/day are split into two sessions 32 weeks, which equal 16 weeks as required by the curriculum.*

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1		Chief Operation Officer	0.01	50.00	24	0%	1,200	-	1,200	104,000	1%	Is responsible for general oversight of program and supervises the program supervisor. This position requires a minimum of a masters degree.
2		Program Supervisor	0.35	27.00	728	13%	19,656	2,555	22,211	63,461	35%	Is responsible for overseeing program compliance, budget compliance, and ongoing training, supervision and evaluation of the staff. This position requires a minimum of a masters degree. As this program has been running for 6 years and has an established procedure, Supervisor hours have been reduced to 15 hours/week so more hours and funds can be redirected to put more hours towards increased recruitment and retention and thus, better outcomes. The funds will be redirected to the positions of Program Lead and Admin Assistant.
3		Program Lead	1.00	21.00	2080	28%	43,680	12,230	55,910	55,910	100%	Is responsible for assisting Supervisor with day to day oversight of program and staff; ensuring effective coordination of new and current classes, and client recruitment and retention; assists Program Supervisor with monetary management for program. Must have at least a Bachelors degree and works under Supervision of Program Supervisor



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:

2018-2019

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Facilitator/Case Manager	1.00	19.50	2080	28%	40,560	11,357	51,917	51,917	100%	Is responsible for facilitating class, administering assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for parents, as needed. This position requires at least a bachelors.
5	Facilitator/Case Manager	1.00	17.00	2080	28%	35,360	9,901	45,261	45,261	100%	Is responsible for facilitating class, administering assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for parents, as needed. This position requires at least a bachelors.
6	Family Advocate	0.50	16.00	1040	13%	16,640	2,163	18,803	37,606	50%	is responsible for entering and maintaining data in all databases for the program, answering program phone, setting up and completing intake appointments and assisting program staff in other functions as needed under direction of supervisor and/or lead. Experience with the skills is necessary for hire.





FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
7	Family Advocate (15 hours)	0.38	16.00	780	13%	12,480	1,622	14,102	37,606	38%	Is responsible for assisting families in achieving goals and assisting with the Child Enrichment program. Also responsible for recruiting new participants for the program by outreach actions in the community. This position requires at least previous experience and knowledge which may include Peer Parent advocate experience.
8	Program Coordinator	1.00	18.00	2080	28%	37,440	10,483	47,923	47,923	100%	is responsible for building connections in the community and performing outreach for the program in order to recruit new young parents through: creating and distributing flyers, events, presentations, etc; schedules and completes intakes for new potential parents for the program, assists with coordinating sites for new classes and recruiting parents for classes.
9	Family Advocate (10 hours)	0.25	16.00	520	13%	8,320	1,082	9,402	37,606	25%	Assists with general HR issues, benefits and hiring of employees. This position requires a bachelors degree.
10	CFO	0.02	40.63	48	0%	1,950	-	1,950	84,510	2%	Oversees and supervises accounting staff. Reviews invoices prepared for billing and prepares budget and manages the financial portion of the annual program audit. This position requires a bachelors degree.



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
11	Accounts Payable Supervisor	0.01	25.00	24	0%	600	-	600	52,000	1%	Is responsible for Accounts payable related to the program.
12	Staff Accountant (AR)	0.05	21.78	100	0%	2,178	-	2,178	45,302	5%	Is responsible for preparing the invoice for billing to the county and records. Accounts receivable related to the program. This position also assists in annual audit preparation. This position requires a bachelors degree or accounting experience.
13	HR Director	0.01	31.25	12	0%	375	-	375	65,000	1%	Assists with general HR issues, benefits and hiring of employees. This position requires a bachelors degree.
14	Admin Assistant	0.75	17.00	1560	28%	26,520	7,426	33,946	45,261	75%	Is responsible for answering program cell phone and taking referral calls and entering all information/data for the program into all the databases. Will also assist Lead and Supervisor in purchasing supplies for the program.
Total Salaries & Benefits						\$ 246,959	\$ 58,819	\$ 305,779	\$ 773,365		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Mileage	2%	\$ 8,000	Mileage will be reimbursed at a rate of .47 - .50 cents per mile per employee.	
2 Cell Phone	1%	\$ 2,376	Full time staff: \$33/month, part time staff: \$16.50/month	
3 Lease (Utilities included)	4%	\$ 15,600	Accounts for yearly lease increase - Includes basic utilities and basic cleaning. Some increase due to incurring some costs shared by another program at Walden that ends 1/1/18.	
4 Office Phones/Fax Line	1%	\$ 4,943	Shared Fax line, office Phones, Nurturing Parenting Cell phone to text with participants and Telepacific Internet Service (includes recent upgrades service)	
5 Program Materials & Supplies	1%	\$ 3,000	Parent Handbooks for Participants (125x\$15), First Aid/CPR supplies/cards, Class Folders/Materials and any other materials necessary to reach program objectives.	
6 Participant Support Incentives	1%	\$ 5,000	Items purchased and used to incentivize participants including passport rewards and graduation gift bags, and other earned rewards.	
7 Participant Transportation	0%	\$ 405	Daily bus passes for class participants (4.50/day)	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2018-2019**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

8	Food Expense for Classes/Meetings	1%	\$ 5,000	Includes Snacks, meals and drinks for Parent and Children during class time and intake and 1 to 1 sessions and case management.
9	Staff Development/Training	0%	\$ 400	Expenses to attend training if out of county, and other appropriate trainings related to the Nurturing Parenting program objectives.
10	Employment Advertising	0%	\$ 25	online sites to advertise
11	Postage	0%	\$ 250	To send monthly paperwork to corporate and flyers and newsletters to FAMILY participants.
12	Printing	0%	\$ 500	Includes brochures, flyers, etc. necessary to reach program objectives
13	Office Supplies	0%	\$ 1,500	Includes, paper, pens, folders, etc necessary for staff to carry out program objectives. Also includes items for minor office repairs.
14	Office Equipment	1%	\$ 2,620	Shared Copier lease, printer ink, laptops, furniture and any other additional small office equipment that needs replacement to run the FAMILY program.
15	Annual Audit (5% of annual audit)	0%	\$ 1,215	Allocation percent (5%) is based on hours worked within the agency discounted 10% to meet budget needs



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018-2019

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

16	Insurance/Taxes/License	1%	\$ 2,800	General Liability and directors and officers insurance are based on current cost through June 2018. Allocation percent (5%) is based on hours worked within the agency, then discounted by 40% to meet budget requirements of program
17	Volunteer/Staff/Intern/Peer Partner Clearances	0%	\$ 400	DOJ, CACI, FBI, TB, Physical, and drug testing clearances for employees, volunteers, and peer parent advocates.
18	Peer Partner Stipends	0%	\$ 500	Approx. 2 parents each year. For every 20 hours volunteered, peer parent selects a gift item valued at \$25.
19	Peer Partner Expenses	0%	\$ 1,320	Peer parent/volunteer mileage (.14/mile) and/or Monthly Bus Passes: \$55/month
20	IT Services (5%)	0%	\$ 800	Percentage of employer costs for IT services and technology, supplies & repairs. Percentage (5%) is based on hours worked within the agency, then discounted by 80% to meet budget requirements of program.
	<b>Total Services &amp; Supplies</b>		<b>\$ 56,654</b>	

III. FOOD

	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1			
	<b>Total Food</b>	<b>\$ -</b>	

IV. TRAVEL

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2018-2019
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

1				
	Total Travel		-	
<b>V. SUBCONTRACTORS</b>				
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1				
	Total Subcontractors		-	
<b>VI. INDIRECT COSTS</b>				
	Percent:			
	Basis:			
	Total Indirect Costs		-	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 362,433	



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2019-2020

ORGANIZATION:	Walden Family Services	DIRECTOR:	Sue Evans	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	FAMILY Program	PROGRAM DIRECTOR:	Tobi Long	TOTAL BUDGET:	362,433
INITIATIVE:	FCSP	FINANCE OFFICER:	Sue Garcia	RFP/CONTRACT #:	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1		Chief Operation Officer	0.01	50.00	24	0%	1,200	-	1,200	104,000	1%	Is responsible for general oversight of program and supervises the program supervisor. This position requires a minimum of a masters degree.
2		Program Supervisor	0.35	27.00	728	13%	19,656	2,555	22,211	63,461	35%	Is responsible for overseeing program compliance, budget compliance, and ongoing training, supervision and evaluation of the staff. This position requires a minimum of a masters degree. As this program has been running for 6 years and has an established procedure, Supervisor hours have been reduced to 15 hours/week so more hours and funds can be redirected to put more hours towards increased recruitment and retention and thus, better outcomes. The funds will be redirected to the positions of Program Lead and Admin Assistant.
3		Program Lead	1.00	21.00	2080	28%	43,680	12,230	55,910	55,910	100%	Is responsible for assisting Supervisor with day to day oversight of program and staff; ensuring effective coordination of new and current classes, and client recruitment and retention; assists Program Supervisor with monetary management for program. Must have at least a Bachelors degree and works under Supervision of Program Supervisor



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
		A	B	C	D	E	F	G	H	I	J
I.	SALARIES & BENEFITS										
4	Facilitator/Case Manager	1.00	19.50	2080	28%	40,560	11,357	51,917	51,917	100%	Is responsible for facilitating class, administering assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for parents, as needed. This position requires at least a bachelors.
5	Facilitator/Case Manager	1.00	17.00	2080	28%	35,360	9,901	45,261	45,261	100%	Is responsible for facilitating class, administering assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for parents, as needed. This position requires at least a bachelors.
6	Family Advocate	0.50	16.00	1040	13%	16,640	2,163	18,803	37,606	50%	is responsible for entering and maintaining data in all databases for the program, answering program phone, setting up and completing intake appointments and assisting program staff in other functions as needed under direction of supervisor and/or lead. Experience with the skills is necessary for hire.





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
7	Family Advocate (15 hours)	0.38	16.00	780	13%	12,480	1,622	14,102	37,606	38%	Is responsible for assisting families in achieving goals and assisting with the Child Enrichment program. Also responsible for recruiting new participants for the program by outreach actions in the community. This position requires at least previous experience and knowledge which may include Peer Parent advocate experience.
8	Program Coordinator	1.00	18.00	2080	28%	37,440	10,483	47,923	47,923	100%	is responsible for building connections in the community and performing outreach for the program in order to recruit new young parents through: creating and distributing flyers, events, presentations, etc; schedules and completes intakes for new potential parents for the program, assists with coordinating sites for new classes and recruiting parents for classes.
9	Family Advocate (10 hours)	0.25	16.00	520	13%	8,320	1,082	9,402	37,606	25%	Assists with general HR issues, benefits and hiring of employees. This position requires a bachelors degree.
10	CFO	0.02	40.63	48	0%	1,950	-	1,950	84,510	2%	Oversees and supervises accounting staff. Reviews invoices prepared for billing and prepares budget and manages the financial portion of the annual program audit. This position requires a bachelors degree.



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2019-2020

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
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LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
11	Accounts Payable Supervisor	0.01	25.00	24	0%	600	-	600	52,000	1%	Is responsible for Accounts payable related to the program.
12	Staff Accountant (AR)	0.05	21.78	100	0%	2,178	-	2,178	45,302	5%	Is responsible for preparing the invoice for billing to the county and records. Accounts receivable related to the program. This position also assists in annual audit preparation. This position requires a bachelors degree or accounting experience.
13	HR Director	0.01	31.25	12	0%	375	-	375	65,000	1%	Assists with general HR issues, benefits and hiring of employees. This position requires a bachelors degree.
14	Admin Assistant	0.75	17.00	1560	28%	26,520	7,426	33,946	45,261	75%	Is responsible for answering program cell phone and taking referral calls and entering all information/data for the program into all the databases. Will also assist Lead and Supervisor in purchasing supplies for the program.
Total Salaries & Benefits						\$ 246,959	\$ 58,819	\$ 305,779	\$ 773,365		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2019-2020**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Mileage	2%	\$ 8,000	Mileage will be reimbursed at a rate of .47 - .50 cents per mile per employee.	
2 Cell Phone	1%	\$ 2,376	Full time staff: \$33/month, part time staff: \$16.50/month	
3 Lease (Utilities included)	4%	\$ 15,600	Accounts for yearly lease increase - Includes basic utilities and basic cleaning. Some increase due to incurring some costs shared by another program at Walden that ends 1/1/18.	
4 Office Phones/Fax Line	1%	\$ 4,943	Shared Fax line, office Phones, Nurturing Parenting Cell phone to text with participants and Telepacific Internet Service (includes recent upgrades service)	
5 Program Materials & Supplies	1%	\$ 3,000	Parent Handbooks for Participants (125x\$15), First Aid/CPR supplies/cards, Class Folders/Materials and any other materials necessary to reach program objectives.	
6 Participant Support Incentives	1%	\$ 5,000	Items purchased and used to incentivize participants including passport rewards and graduation gift bags, and other earned rewards.	
7 Participant Transportation	0%	\$ 405	Daily bus passes for class participants (4.50/day)	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

8	Food Expense for Classes/Meetings	1%	\$ 5,000	Includes Snacks, meals and drinks for Parent and Children during class time and intake and 1 to 1 sessions and case management.
9	Staff Development/Training	0%	\$ 400	expenses to attend training if out of county, and other appropriate trainings related to the Nurturing Parenting program objectives.
10	Employment Advertising	0%	\$ 25	online sites to advertise
11	Postage	0%	\$ 250	To send monthly paperwork to corporate and flyers and newsletters to FAMILY participants.
12	Printing	0%	\$ 500	Includes brochures, flyers, etc. necessary to reach program objectives
13	Office Supplies	0%	\$ 1,500	Includes, paper, pens, folders, etc necessary for staff to carry out program objectives. Also includes items for minor office repairs.
14	Office Equipment	1%	\$ 2,620	Shared Copier lease, printer ink, laptops, furniture and any other additional small office equipment that needs replacement to run the FAMILY program.
15	Annual Audit (5% of annual audit)	0%	\$ 1,215	Allocation percent (5%) is based on hours worked within the agency discounted 10% to meet budget needs



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2019-2020**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

16	Insurance/Taxes/License	1%	\$ 2,800	General Liability and directors and officers insurance are based on current cost through June 2018. Allocation percent (5%) is based on hours worked within the agency, then discounted by 40% to meet budget requirements of program
17	Volunteer/Staff/Intern/Peer Partner Clearances	0%	\$ 400	DOJ, CACI, FBI, TB, Physical, and drug testing clearances for employees, volunteers, and peer parent advocates.
18	Peer Partner Stipends	0%	\$ 500	Approx. 2 parents each year. For every 20 hours volunteered, peer parent selects a gift item valued at \$25.
19	Peer Partner Expenses	0%	\$ 1,320	Peer parent/volunteer mileage (.14/mile) and/or Monthly Bus Passes: \$55/month
20	IT Services (5%)	0%	\$ 800	Percentage of employer costs for IT services and technology, supplies & repairs. Percentage (5%) is based on hours worked within the agency, then discounted by 80% to meet budget requirements of program.
	<b>Total Services &amp; Supplies</b>		<b>\$ 56,654</b>	

**III. FOOD**

	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1			
	<b>Total Food</b>	<b>\$ -</b>	

**IV. TRAVEL**

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2019-2020**

<b>ORGANIZATION:</b>	Walden Family Services	<b>DIRECTOR:</b>	Sue Evans	<b>PROGRAM YEAR:</b>	2019-2020
<b>PROGRAM TITLE:</b>	FAMILY Program	<b>PROGRAM DIRECTOR:</b>	Tobi Long	<b>TOTAL BUDGET:</b>	362,433
<b>INITIATIVE:</b>	FCSP	<b>FINANCE OFFICER:</b>	Sue Garcia	<b>RFP/CONTRACT #:</b>	FS074 A1

1				
	Total Travel		-	
V.	SUBCONTRACTORS			
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1				
	Total Subcontractors		-	
VI.	INDIRECT COSTS			
	Percent:			
	Basis:			
	Total Indirect Costs		-	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 362,433	



## Program Outline Document 2018-2019

### AGENCY INFORMATION

		<b>Contract #:</b>	<b>FS074 A1</b>
<b>Legal Entity:</b>	Walden Environment-DBA Walden Family Services		
<b>Dept./Division:</b>			
<b>Project Name:</b>	F.A.M.I.L.Y (Fathers and Mothers Inspired Loving and Young)		
<b>Address:</b>	3576 Arlington Avenue Riverside, CA 92506-3945	<b>Phone #:</b>	951.788.5905
<b>Website:</b>	<a href="http://www.waldenfamily.org">www.waldenfamily.org</a>	<b>Fax #:</b>	951.788.5903
<b>Program Site Address:</b>	Walden Family Services-San Bernardino 255 North D Street, Suite 412 San Bernardino, CA, 92401	<b>Client Referral Phone #</b>	<b>909.264.6742</b>

### CONTACT INFORMATION

#### SIGNING AUTHORITY

<b>Name:</b>	Sue Evans, MS	<b>Title:</b>	Chief Operations Officer
<b>Address:</b>	8525 Gibbs Drive Mission, Suite 100 San Diego, CA 92123	<b>Direct Phone #:</b>	951.204.8299
		<b>Fax #:</b>	951.788.5903
<b>E-Mail:</b>	<a href="mailto:sueevans@waldenfamily.org">sueevans@waldenfamily.org</a>		

#### PROGRAM CONTACT

<b>Name:</b>	Sue Evans, MS	<b>Title:</b>	Chief Operations Officer
<b>Address:</b>	3576 Arlington Avenue Riverside, CA 92506-3945	<b>Direct Phone #:</b>	951.204.8299
		<b>Fax #:</b>	951.788.5903
<b>E-Mail:</b>	<a href="mailto:sueevans@waldenfamily.org">sueevans@waldenfamily.org</a>		

#### FISCAL CONTACT

<b>Name:</b>	Sue Garcia	<b>Title:</b>	Controller
<b>Address:</b>	8525 Gibbs Drive Mission, Suite 100 San Diego, CA 92123	<b>Direct Phone #:</b>	619.727.5884
		<b>Fax #:</b>	619.584.5757
<b>E-Mail:</b>	<a href="mailto:sgarcia@waldenfamily.org">sgarcia@waldenfamily.org</a>		

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Tobi Long **Title:** Program Supervisor

**Address:** 255 North D Street, Suite 412 **Direct Phone #:** 909.708.4168  
San Bernardino, CA 92401

**Fax #:** 909.888.6424

**E-Mail:** [tlong@waldenfamily.org](mailto:tlong@waldenfamily.org)

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

- Health
- Education
- Family
- Systems

**STRATEGY**

- Early Screening and Intervention
- Health Care Access
- Oral Health
- Early Education Programs
- Access to Quality Child Care
- Parent Education
- Resource Center & Case Management
- Integrated Systems Planning & Implementation
- Countywide Information Referral Systems
- Organizational Capacity Building
- Health & Safety Education
- Other: \_\_\_\_\_
- Quality Provider Programs
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Community Outreach
- Other: \_\_\_\_\_

**SERVICE AREA (LOCATIONS)**

Countywide

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based *Nurturing Parenting Program for Young Parents and Their Families* as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family's needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:



- 100 Decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI
- 100 Families will reach a status level of at least **stable** on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ <u>362,433</u>
2016-2017	\$ <u>362,433</u>
2017-2018	\$ <u>362,433</u>
2018-2019	\$ <u>362,433</u>
2019-2020	\$ <u>362,433</u>
<b>Total</b>	\$ <u>1,812,165</u>

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

<i>FOR COMMISSION USE ONLY</i>				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10004156	<b>SC</b>	Dept. 903	<b>A</b> Contract Number FS075 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$765,961
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 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2020	Original Amount \$455,581	Amendment Amount \$310,380
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006513	Amount \$155,190
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use West Care Needles		Estimated Payment Total by Fiscal Year		
Parent Education		FY	Amount	I/D
Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)		18-19	\$155,190	I
		19-20	\$155,190	I

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)

West Care Arizona, Inc.

Department/Division

Needles Community Involvement Center

Address

1711 Whitney Mesa Drive

Henderson, NV 89014

Phone

(702) 385-2090 x10140

Federal ID No.

86-0968493

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:  
AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$765,961 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. These funds are divided as follows:

Fiscal Year 2015-16	\$ <u>148,563</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>151,828</u>	July 1, 2016 through June 30, 2017

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2017-18	\$ <u>155,190</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>155,190</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>155,190</u>	July 1, 2019 through June 30, 2020

Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Paragraph A. of Section VIII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, 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 (1) additional one (1)-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2020 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.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

**X. NONDISCRIMINATION**

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability

pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

**B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

**C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

**1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

**2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

**D. Sexual Harassment**

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**WEST CARE ARIZONA, INC.**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

Cheryl DeBatt  
Printed Name

Director  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Sophie Akins  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date

SPA 1: Children and Families  
 Goal 1.3: Family and Community Support and Partnerships  
 Objective 1.3.a: Promote and support child abuse and neglect prevention  
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: West Care Arizona, Inc.  
 Program Name: West Care Needles  
 Service Area: Needles

Contract #: FS075A1  
 Period: July 2018 – June 2020

<b>Expectation</b>	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
<b>Outcome</b>	56 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments <b>and</b> will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
Objective	Activity	Dosage <sup>1</sup>	Verification
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion)  Program Indicator  Family Demographic
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

**Program Description:**

This **Home-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in the *city of Needles and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. <sup>1</sup>The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.

Agency Rep Name: \_\_\_\_\_  
 Agency Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Data Type: Core and Aggregate  
 Reporting Period: Monthly and Quarterly Due: On the 15<sup>th</sup> of the following month  
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2018/19**

<b>ORGANIZATION:</b>	WestCare Arizona	<b>DIRECTOR:</b>	Cheryl DeBatt	<b>PROGRAM YEAR:</b>	2018/19
<b>PROGRAM TITLE:</b>	First 5 - Children and Families	<b>PROGRAM DIRECTOR:</b>	Bobby DeBatt	<b>TOTAL BUDGET:</b>	155,190
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Sherrie Tillman	<b>RFP/CONTRACT #:</b>	FS075-A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
	Name:	Position:										
1	Carl Garrett	Admin Asst.	0.25	13.50	520	24%	7,020	1,699	8,719	34,875	25%	Receives incoming calls from clients and stakeholders during normal operating business hours. Assist with copying and orders supplies,
2	Bobby DeBatt	Program Manager	1.00	25.00	2080	24%	52,000	12,584	64,584	64,584	100%	The program manager will be responsible for the overall planning implementation and oversight of the project, as well as assist with assessment and group facilitation as needed.
3	Tamara Garcia	Parenting Facilitator	1.00	14.00	2080	24%	29,120	7,047	36,167	36,167	100%	The parenting facilitator will do assessments, data entry, intakes and exits, 1:1's complete progress notes and keep files up to date with required forms and information.
4	Cheryl DeBatt	Director	0.05	31.25	104	24%	3,250	787	4,037	80,730	5%	Give oversight to program as needed to ensure quality of services and contractual requirements are being met. Assist with program when needed.
<b>Total Salaries &amp; Benefits</b>							\$ 91,390	\$ 22,116	\$ 113,506	\$ 216,356		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018/19

<b>ORGANIZATION:</b>	WestCare Arizona	<b>DIRECTOR:</b>	Cheryl DeBatt	<b>PROGRAM YEAR:</b>	2018/19
<b>PROGRAM TITLE:</b>	First 5 - Children and Families	<b>PROGRAM DIRECTOR:</b>	Bobby DeBatt	<b>TOTAL BUDGET:</b>	155,190
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Sherrie Tillman	<b>RFP/CONTRACT #:</b>	FS075-A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Supplies	1%	\$ 2,000	Program supplies needed to deliver the nurturing parenting program.
2	Communications	2%	\$ 2,880	Office phone dedicated to nurturing parenting program, cell phone for facilitator and manager, internet service.
3	Office supplies	0%	\$ 500	Files, pens, pencils, copy paper, writing paper, misc. office supplies as needed
4	Equip/Comp Lse & Maint. (Copier)	0%	\$ 700	Program copier lease/maintenance is required for the operation of the program and maintain participant files and other required documentation and reporting.
5	Food for classes	1%	\$ 850	Food will be provided as a light snack for children attending meetings with their parents: Juice boxes, fruit and other nutritious snacks
6	Staff Development Training	0%	\$ 750	Staff development/training funding provides continuing education for the program staff to enhance skills and education necessary to provide the highest level of service to the participants.
7	Employee mileage	2%	\$ 3,000	Staff mileage will be used to attend mandatory meetings in San Bernardino, deliver services to MOU partners at different locations throughout Needles.
	<b>Total Services &amp; Supplies</b>		<b>\$ 10,680</b>	
III. FOOD				





FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2018/19

<b>ORGANIZATION:</b>	WestCare Arizona	<b>DIRECTOR:</b>	Cheryl DeBatt	<b>PROGRAM YEAR:</b>	2018/19
<b>PROGRAM TITLE:</b>	First 5 - Children and Families	<b>PROGRAM DIRECTOR:</b>	Bobby DeBatt	<b>TOTAL BUDGET:</b>	155,190
<b>INITIATIVE:</b>	Family Support Services	<b>FINANCE OFFICER:</b>	Sherrie Tillman	<b>RFP/CONTRACT #:</b>	FS075-A1

Event(s):		TOTAL F5SB BUDGET	Description/Justification:	
1				
	Total Food	\$ -		
<b>IV. TRAVEL</b>				
Destination:		Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
	Total Travel	-		
<b>V. SUBCONTRACTORS</b>				
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:	
1	George Evashwick	1,200	Clinical Supervisor	
	Total Subcontractors	1,200		
<b>VI. INDIRECT COSTS</b>				
Percent:	24%	29,804		
Basis:	Calculated on direct program expenses			
	Total Indirect Costs	29,804		
<b>TOTAL FIRST 5 BUDGET</b>		\$ 155,190		



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:

2019/20

ORGANIZATION:	WestCare Arizona	DIRECTOR:	Cheryl DeBatt	PROGRAM YEAR:	2019/20
PROGRAM TITLE:		PROGRAM DIRECTOR:	Bobby DeBatt	TOTAL BUDGET:	155,190
INITIATIVE:		FINANCE OFFICER:	Sherrie Tillman	RFP/CONTRACT #:	FS075 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
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3	Tamara Garcia	Parenting Facilitator	1.00	14.00	2080	24%	29,120	7,047	36,167	36,167	100%	The parenting facilitator will do assessments, data entry, intakes and exits, 1:1's complete progress notes and keep files up to date with required forms and information.
4	Cheryl DeBatt	Director	0.05	31.25	104	24%	3,250	787	4,037	80,730	5%	Give oversight to program as needed to ensure quality of services and contractual requirements are being met. Assist with program when needed.
Total Salaries & Benefits							\$ 91,390	\$ 22,116	\$ 113,506	\$ 216,356		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019/20

<b>ORGANIZATION:</b>	WestCare Arizona	<b>DIRECTOR:</b>	Cheryl DeBatt	<b>PROGRAM YEAR:</b>	2019/20
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	Bobby DeBatt	<b>TOTAL BUDGET:</b>	155,190
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sherrie Tillman	<b>RFP/CONTRACT #:</b>	FS075 A1

**II. SERVICES & SUPPLIES**

Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1 Program Supplies	1%	\$ 2,000	Program supplies needed to deliver the nurturing parenting program.
2 Communications	2%	\$ 2,880	Office phone dedicated to nurturing parenting program, cell phone for facilitator and manager, internet service.
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<b>Total Services &amp; Supplies</b>		<b>\$ 10,680</b>	

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019/20

<b>ORGANIZATION:</b>	WestCare Arizona	<b>DIRECTOR:</b>	Cheryl DeBatt	<b>PROGRAM YEAR:</b>	2019/20
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	Bobby DeBatt	<b>TOTAL BUDGET:</b>	155,190
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Sherrie Tillman	<b>RFP/CONTRACT #:</b>	FS075 A1

1					
	Total Food			\$	-
<b>IV. TRAVEL</b>					
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1					
	Total Travel				-
<b>V. SUBCONTRACTORS</b>					
	Organization Name:			<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	George Evashwick			1200	Clinical Supervisor
	Total Subcontractors			1,200	
<b>VI. INDIRECT COSTS</b>					
	Percent:	24%		29,804	
	Basis:	Calculated on direct program expenses			
	Total Indirect Costs			29,804	
<b>TOTAL FIRST 5 BUDGET</b>				\$	155,190



## Program Outline Document 2018-2019

### AGENCY INFORMATION

Contract #: FS075 A1

Legal Entity: West Care Arizona, Inc.

Dept./Division: Needles Community Involvement Center

Project Name: West Care Needles Parenting Education

Address: 720 Hancock Road  
Bullhead City, AZ

Phone #: 760.326.3135

Website: [www.westcare.com](http://www.westcare.com)  
search: Arizona programs

Fax #: 0928-763-8809

Program Site  
Address: See attached page 4

Client Referral  
Phone # 760.326.3135

### CONTACT INFORMATION

#### SIGNING AUTHORITY

Name: Cheryl DeBatt

Title: Director

Address: 1711 Whitney Mesa Drive  
Henderson, NV 89014

Direct Phone #: 928-763-1945 x- 62101

Cell Phone #: 928-234-6594

Fax #: 928-763-8809

E-Mail: [Cheryl.debatt@westcare.com](mailto:Cheryl.debatt@westcare.com)

#### PROGRAM CONTACT

Name: Bobby DeBatt

Title: Program Manager

Address: 720 Hancock Road  
Bullhead City, AZ 86442

Direct Phone #: (928) 763-1945 x- 62102

Fax #: (760) 326-6305

E-Mail: [Bobby.debatt@westcare.com](mailto:Bobby.debatt@westcare.com)

#### FISCAL CONTACT

Name: Sherrie Tillman

Title: Regional Accountant

Address: 1711 Whitney Mesa Drive  
Henderson, NV 89014

Direct Phone #: (702) 385-2090 x 10113

Fax #: (702) 307-4038

E-Mail: [sherrie.tillman@westcare.com](mailto:sherrie.tillman@westcare.com)

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Cheryl DeBatt **Title:** Director  
**Address:** 720 Hancock Road **Direct Phone #:** 928-763-1945 x- 62101  
Bullhead City, AZ 86442 **Cell Phone #** 928-234-6594  
**E-Mail:** Cheryl.debatt@westcare.com **Fax #:** 928-763-8809

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Health</b><br><br><input type="checkbox"/> <b>Education</b><br><br><input checked="" type="checkbox"/> <b>Family</b><br><br><input type="checkbox"/> <b>Systems</b> | <input type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b><br><br><input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b><br><br><input checked="" type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b><br><br><input type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Other:</b> _____<br><br><input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b> _____ |
|---|--|--|

**PROGRAM DESCRIPTION**

This program utilizes the evidence-based Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family's needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

**SERVICE AREA (LOCATIONS)**

Needles

- 56 Decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI

- 56 Families will reach a status level of at least **stable** on all indicators of the FDM

**COMMISSION LEVEL OUTCOMES**

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

**ASSIGNED ANALYST:** Walid Wahba

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**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2015-2016	\$ 148,563
2016-2017	\$ 151,828
2017-2018	\$ 155,190
2018-2019	\$ 155,190
2019-2020	\$ 155,190
<b>Total</b>	<b>\$ 765,961</b>



**Agency Name:** West Care  
**Program Name:** West Care Needles Parenting Education  
**Contract #:** FS075 A1  
**Fiscal Year:** 2018-2019

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF PARTICIPANTS SERVED
Lilly Hill Apartments 1001 Lillyhill Dr. Needles CA. 92363 Cheryl DeBatt, Director	
Chemehuevi Head Start 149877 Havasu Lake Needles CA. 92363 Cheryl DeBatt, Director	
Name of Site Address City, State Zip Contact Name, Title	
Name of Site Address City, State Zip Contact Name, Title	
Name of Site Address City, State Zip Contact Name, Title	