

# PERSONAL SERVICES CONTRACT

Health and Human Services Agency  
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

## NEVADA COUNTY SUPERINTENDENT OF SCHOOLS

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

- (§1) **Services related to the operation of the PARTNERS Family Resource Centers as a component of the County's CBCAP and CAPIT Plan.**

### SUMMARY OF MATERIAL TERMS

- (§2) **Maximum Contract Price:** \$ 91,646  
(§3) **Contract Beginning Date:** 07/01/2017 **Contract Termination Date:** 06/30/2019  
(§4) **Liquidated Damages:** N/A

### INSURANCE POLICIES

Designate all required policies:

- |      |                                                                              | Req'd       | Not Req'd   |
|------|------------------------------------------------------------------------------|-------------|-------------|
| (§6) | <b>Commercial General Liability</b> (\$1,000,000)                            | <u>X</u>    | <u>    </u> |
| (§7) | <b>Automobile Liability</b>                                                  | <u>X</u>    | <u>    </u> |
|      | (\$ 300,000) Personal Auto <u>    </u> (\$1,000,000) Business Rated <u>X</u> |             |             |
|      | (\$1,000,000) Commercial Policy <u>    </u>                                  |             |             |
| (§8) | <b>Workers' Compensation</b>                                                 | <u>X</u>    | <u>    </u> |
| (§9) | <b>Errors and Omissions</b> (\$1,000,000)                                    | <u>    </u> | <u>X</u>    |

### LICENSES

Designate all required licenses:

- (§14) N/A

### NOTICE & IDENTIFICATION

- (§33) **Contractor: Nevada County Superintendent of Schools**  
380 Crown Point Circle  
Grass Valley, California 95945  
Contact Person: Holly Hermansen  
Phone: (530) 478-6400  
E-mail: hhermansen@nevco.org  
**Funding:** 1589-50104-494-3101/521520
- County of Nevada:**  
950 Maidu Avenue  
Nevada City, California 95959  
Contact Person: Nicholas Ready  
Phone: (530) 265-1654  
E-mail: Nicholas.Ready@co.nevada.ca.us  
**CFDA No.:** 93.556  
**CFDA Agreement No.:** CEC-29-2016

**Contractor is a:** (check all that apply)

|              |                    |                   |                   |                        |
|--------------|--------------------|-------------------|-------------------|------------------------|
| Corporation: | <u>    </u> Calif. | <u>X</u> Other    | <u>    </u> LLC   | <u>    </u> Non-profit |
| Partnership: | <u>    </u> Calif. | <u>    </u> Other | <u>    </u> LLP   | <u>    </u> Limited    |
| Person:      | <u>    </u> Indiv. | <u>    </u> Dba   | <u>    </u> Ass'n | <u>    </u> Other      |

**EDD:** Independent Contractor Worksheet Required:      Yes X No

### ATTACHMENTS

Designate all required attachments:

- |                                                                               | Req'd       | Not Req'd   |
|-------------------------------------------------------------------------------|-------------|-------------|
| <b>Exhibit A: Schedule of Services</b> (Provided by Contractor)               | <u>X</u>    | <u>    </u> |
| <b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)           | <u>X</u>    | <u>    </u> |
| <b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)     | <u>    </u> | <u>X</u>    |
| <b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information) | <u>    </u> | <u>X</u>    |
| <b>Exhibit E: Uniform Administrative Requirements</b> (CFDA-Funded)           | <u>    </u> | <u>X</u>    |



### Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

### Services

#### **1. Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

### Payment

#### **2. Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt of said invoice unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), of this Contract. If a Catalog of Federal Domestic Assistance ("CFDA") number is designated at §33, page one (1), of this Contract, then all components of compensation billed to County shall be calculated in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance").

### Time for Performance

#### **3. Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), of this contract. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), of this Contract.

#### **4. Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

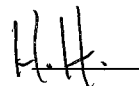
#### **5. Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

### Insurance

#### **6. Commercial General Liability Insurance:** (County Resolution Nos. 90-674, 02-439)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:



- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90-676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Workers' Compensation:** (County Resolution No. 90-674)

If §8 at page one (1) hereof shall indicate a **Workers' Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. The Workers' Compensation insurer shall agree to waive all rights of subrogation against the County, its agents, officers, employees, and volunteers for losses arising from work performed by Contractor for the County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for workers' compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution Nos. 90-674, 90-675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if

*[Handwritten signature]*

Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage. The following additional conditions apply to "claims made" coverage: In order for the acts and omissions of Contractor and all its agents during the term of this Agreement to be "continually covered" there must be insurance coverage for the entire contract period commencing on the effective date of this Agreement and ending on the date that is three (3) years beyond the final date this Agreement is effective, including any extensions or renewals of this Agreement. Contractor acknowledges that the provision of this Section may necessitate the purchase of "tail insurance" if coverage lapses. The requirement to maintain tail insurance shall survive termination of this Agreement.

Insurance afforded by the additional insured endorsement shall apply as primary and non-contributory insurance, and neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance maintained by County, its officers, agents and/or employees. Any insurance or self-insurance maintained by County, its officers, agents and/or employees shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

#### **11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

### **Personal Services**

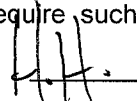
#### **12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor agrees neither its agents nor employees have any rights, entitlement or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against any such claim by its agents or employees.

#### **13. Assignment and Subcontracting:**

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Unless otherwise agreed in writing by the County's Risk Manager, Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, in the same amounts and subject to the same terms as are required of Contractor under this Contract, unless otherwise provided by County's Risk Manager. Said insurance shall include all upstream parties (including the Contractor and the County) as additional insureds using a Blanket Additional Insured Endorsement (ISO form number CG 20 38 04 13) or coverage at least as broad. Contractor shall verify that all subcontractors provide a policy endorsement in compliance with this Paragraph and shall provide a copy of the same to County at least ten (10) working days prior to commencement of any work by subcontractor. Failure of Contractor to so cause and require such



compliance by each transferee, subcontractor and assignee, or to timely provide County with a copy of the required policy endorsement, shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Certificate of Good Standing:**

Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.

**16. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

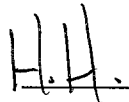
**17. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans with Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**18. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and shall not discriminate against any employee, or applicant for employment or client because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, political affiliation, mental disability, physical disability, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.

If applicable, 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 handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.



**19. Drug-Free Workplace:**

Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.

**20. Prior Nevada County Employment (County Resolution No. 03-353):**

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**21. Conflict of Interest:**

Contractor shall not cause, use or allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits, for any of its officers, directors, or shareholders. Contractor shall not cause, use nor allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits for any of its agents, servants, or employees, except those expressly specified in Exhibit "B".

Contractor further certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any function or responsibilities in connection with this contract shall have any personal financial interest or benefit that either directly or indirectly arises from this contract. Contractor shall establish safeguards to prohibit its employees or its officers from using their position for the purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

**22. Political Activities:**

Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

**23. Cost Disclosure:**

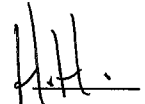
In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.

**Default and Termination**

**24. Termination:**

a. A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both **without notice**.

b. If Contractor fails to timely provide in any manner the services, materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.



c. County, upon giving **seven (7) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract if the County, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

d. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by certified mail in conformity with the notice provisions. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

e. Any notice to be provided under this section may be given by the County Executive Officer or Designee or Agency Director.

#### **25. Suspension:**

County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in federal, state or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

### **Miscellaneous**

#### **26. Financial, Statistical and Contract-Related Records:**

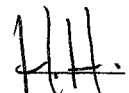
a. **BOOKS AND RECORDS:** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

b. **INSPECTION:** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

c. **AUDIT:** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

#### **27. Non- Profit Provisions:**

If Contractor is registered as a non-profit corporation, Contractor shall comply with the following requirements of this section:



**a. Reporting Requirements:**

Contractor shall submit a report to County no later than thirty (30) days after the aforesaid Contract Termination Date, which report shall identify the status of each service which was provided as described in **Exhibit "A"** (Schedule of Services), and detail all amounts expended as set forth in **Exhibit "B"** (Schedule of Charges and Payments), or otherwise. This report is subject to audit by the Nevada County Auditor/Controller.

**b. Supplemental Audit Provisions:**

(i) Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County within the last year, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

(ii) Non-profit Contractors whose contract with the County includes services that will be reimbursed, partially or in full, with Federal funds are also governed by the OMB Super Circular and are required to have a single or program-specific audit conducted if the Contractor has expended \$500,000 or more in Federal awards made on or before December 26, 2014, or \$750,000 or more in Federal awards made after December 26, 2014, during Contractor's fiscal year. Any Contractor who is required to complete an annual Single Audit must submit a copy of their annual audit report and audit findings to County at the address listed in "Notices" §32 of the executed contract within the earlier of thirty (30) days after the Contractor's receipt of the auditor's report or nine (9) months following the end of the Contractor's fiscal year.

**28. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**29. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

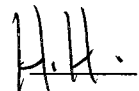
**30. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**31. Compliance with Applicable Laws:**

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract. If a CFDA number is designated at §33, page one (1), of this Contract then the applicable CFDA funding agreement requires that this Contract shall also be governed by and construed in accordance with all applicable laws, regulations and contractual obligations set forth in the applicable CFDA funding agreement. Contractor shall comply with all terms and conditions of the applicable CFDA funding agreement and all other applicable Federal, state and local laws, regulations, and policies governing the funding for this Contract. A full copy of the applicable CFDA funding agreement is available for review at the Health and Human Services Agency Administration Office.

**32. Confidentiality:**



Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

**33. Notices:**

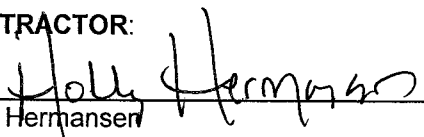
This Contract shall be managed and administered on County's behalf by the department and the person set forth at §33 page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §33. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

**34. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

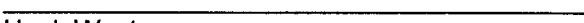
**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

**CONTRACTOR:**

  
Holly Hermansen  
Nevada County Superintendent of Schools

Dated: 5-16-17

**COUNTY OF NEVADA:**

  
Hank Weston  
Chair, Board of Supervisors

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_

Julie Patterson-Hunter  
Clerk of the Board of Supervisors

**EXHIBIT "A"**  
**SCHEDULE OF SERVICES**  
**Nevada County Superintendent of Schools (NCSOS)**  
**PARTNERS Family Resource Centers**

Nevada County Superintendent of Schools (NCSOS) herein referred to as "Contractor" agrees to provide services for the purpose of providing children and families with support and access to resources and opportunities through the Contractor's operated Family Resource Centers (FRCs) as a component of the County's Community Based Child Abuse Prevention (CBCAP) Plan and the Child Abuse Prevention, Intervention and Treatment (CAPIT) Plan.

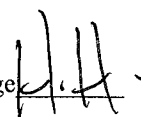
These funds are contingent and dependent upon the County's receipt of anticipated State/Federal monies for CBCAP/CAPIT Program funding during fiscal years 2017/18 and 2018/19. There is the possibility that an AmeriCorps member may also be recruited for the Contractor. In that case Nevada County shall serve as fiscal agent to provide an AmeriCorps volunteer, supervised by NCSOS Family Resource Center staff, to support Family Resource Center-based prevention-focused child-welfare services countywide.

**Program Statement**

Nevada County Superintendent of Schools PARTNERS Family Resource Centers shall offer a wide variety of events, classes and opportunities for families and children of all ages. The FRC's provide an array of services to address the unmet needs of the populations out of three sites: Grass Valley; North San Juan; and Penn Valley. The FRC's are family-friendly spaces with quality toys, children's books and a video lending library with sections on pregnancy, childbirth, parenting and wellness, a brochure rack and multiple public access computers with high-speed internet connection. The FRC staff shall provide information and referrals to families for services like counseling, parenting classes, healthcare and childcare on an as-needed basis. In addition to drop-in services, the Centers may host playgroups and storytime activities for young children, provide period classes including an 8-week positive parenting class for families, and babysitting certification for young adults. In addition, the Centers serve as a home for unique, parent-driven initiatives. The Centers also effectively collaborate to provide free access to community-supported closets of clothing, gear, and basic necessities for foster children and children in crisis.

The FRCs shall incorporate these family support principles and activities:

- Staff and families work together in relationships based on equality and respect.
- Staff shall support the capacity of families' growth and development.
- Families are resources to themselves and the community.
- Activities affirm and strengthen cultural, racial, and linguistic identities and enhance the ability of families to function in a multicultural society.
- Centers are embedded in their communities and contribute to the community-building process.
- Programs advocate with the families for services and systems that are fair, responsive and accountable.
- Activities are flexible and continually responsive to emerging family and community issues.



Principles of family support are modeled in all activities, including planning, governance and administration.

**Service Area:**

Through the three PARTNERS Family Resource Centers, services are provided to children and families throughout Western Nevada County including Grass Valley, Penn Valley, North San Juan, and surrounding areas. The FRC's shall prioritize special needs and high-risk children and families as necessary. Services are offered primarily at the FRCs, but may include area schools, in the family's home, and other locations as needed. Programs are adapted to meet the special needs of children with physical and/or learning disabilities. Families are encouraged to participate in all treatment services. Children benefit when parents make needed changes and address their issues. Working with the entire family helps create a safe place for children to thrive. Priority is given to children and families referred by health and human service professionals, including CPS, physicians, counselors, child development programs, schools, etc., that have identified potential levels of abuse or neglect in the home.

**Scope of Services:**

The Contractor shall provide the following services:

- PARTNERS Family Resource Centers operated by NCSOS shall actively participate in a collaborative group comprised of Nevada County Child Protective Services and other community agencies benefiting from AmeriCorps volunteer support with the purpose of: defining AmeriCorps activities and models of service delivery; recruiting volunteers; training and supervising, advising, and supporting AmeriCorps volunteers.
- Contractor shall maintain successful differential response model for community services. Priority shall be given to children and families referred by health and human service professionals that have identified potential levels of abuse or neglect in the home. The coalition shall meet once a month for the duration of this project to first define and implement a successful coordinated response model, and second, evaluate and refine the model.
- The Office of Child Abuse Prevention (OCAP) report templates are attached and incorporated herein as Attachment A. Contractor shall submit a biannual and an annual report to the County. Reports (both narrative and service contacts) are due on January 20<sup>th</sup> and July 20<sup>th</sup> each year. The OCAP narrative report shall include a description of services, outcome progress, and program narratives.
- The Contractor shall maintain the ability to transmit these reports electronically to County.
- Contractor shall provide regular attendance by an authorized representative of the Contractor at Child Abuse Prevention Council meetings. Such meetings are mandatory for all parties receiving CBCAP/CAPIT funds. Attendance shall be a consideration for future funding.
- Contractor shall provide certification that civil rights/non-discrimination training was provided to all contract staff within sixty (60) days of contract initiation.

- Assurance of Confidentiality: Contractor shall comply with all applicable state and federal statutes pertaining to confidentiality as related to services provided under this Agreement.

Monies and resources from these grants shall allow for the following deliverables:

- Guidance/onsite oversight to support Family Resource Center activities, including Differential Response (DR) referrals.
- Attendance and collaborative participation in AmeriCorps coordination/planning meeting, and adherence to applicable AmeriCorps restrictions and requirements (if needed).
- Support, as necessary, AmeriCorps volunteers' access to training and technical assistance.

Major activities and timelines:

October:

- Coordinate and staff Halloween Book Giveaway to engage families with young children

March:

- Assist with planning of Summer Day Camp at Penn Valley FRC

Monthly:

- Meetings with CPS, FRC Staff and FRC Coordinator

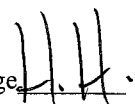
Quarterly:

- Coordinate and plan Family Fun Nights to engage families at local schools

Ongoing:

- Outreach and engagement activities
- Link families with Parenting and other resources at FRC's.
- Case management of DR and other at-risk families

Through this CBCAP/CAPIT grant funding, PARTNERS Family Resource Centers shall help families alleviate crisis that might lead to out-of-home placement or unsafe conditions for children by assisting families in identifying and obtaining services and other support necessary to address their multiple needs in a culturally sensitive manner. Contractor shall focus on family stability and self-sufficiency by combining efforts and resources to fulfill a total community need. By identifying families at the first sign of trouble and engaging them in identifying solutions to their problems, the goal is to promote voluntary participation in community-based organizational services designed to support families before further problems develop, engaging families in solutions and providing them with focused services so that there is the best possible opportunity to make needed improvements.



**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**Nevada County Superintendent of Schools (NCSOS)**  
**PARTNERS Family Resource Centers**

County shall reimburse Contractor for services as described in Exhibit "A". The maximum compensation to Contractor for satisfactorily performing services under this Agreement shall not exceed \$91,646 for the entire contract term of July 1, 2017 through June 30, 2019. The contract amount shall not exceed \$45,823 for Fiscal Year 2017/18; and \$45,823 for Fiscal Year 2018/19.

**CONTRACT EXPENDITURE BREAKDOWN**

| Fiscal Year         | 2017/18         | 2018/19         | Total           |
|---------------------|-----------------|-----------------|-----------------|
| Cost of Services    | \$41,767        | \$41,767        | \$83,534        |
| Administrative Cost | \$4,056         | \$4,056         | \$8,112         |
| <b>TOTAL COST</b>   | <b>\$45,823</b> | <b>\$45,823</b> | <b>\$91,646</b> |

**Cost of Services:**

Includes Personnel expense (.175 FTE Coordinator, .25 FTE Community School Liaisons, and .1 FTE Parenting Specialist), travel, supplies, and occupancy.

**CONTINGENCY**

Contract maximum is contingent and dependent upon the County's annual receipt of anticipated State/Federal Funds for contract services. Services performed shall be in accordance with CBCAP/CAPIT funding sources guidelines.

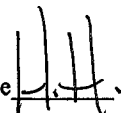
**BILLING AND PAYMENT**

Contractor shall submit an invoice quarterly to the County NO LATER THAN the 20<sup>th</sup> of each month following the end of the quarter for which services were rendered. Each invoice shall include:

- Dates/Month services were rendered
- Cost of services rendered – identifying total direct costs and supporting documentation
- Billing period covered
- Funding Source to be identified as CBCAP/CAPIT
- Contract Resolution Number assigned to the approved contract
- Reports biannually: OCAP report (Attachment A)

Invoices are to be submitted to:

HHSA Administration  
Attention: DSS Fiscal  
950 Maidu Avenue  
Nevada City, California 95959

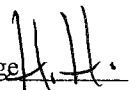


County shall review each billing for supporting documentation; dates of services and costs of services as detailed previously. Should there be a discrepancy on the invoice; said invoice shall be returned to Contractor for correction and/or additional supporting documentation. Payments shall be made in accordance with County processes once an invoice has been approved by the department.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

#### **BILLING AND PAYMENT EXCEPTION**

An invoice of services provided for the fourth quarter shall be provided no later than the tenth of July.

A handwritten signature in black ink, consisting of several vertical strokes and a horizontal line at the bottom, positioned over the signature line.

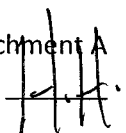
**Office of Child Abuse Prevention (OCAP) Annual Report**

1. Primary use of funds (select one)

- ☐ Adoptive Parent Recruitment
- ☐ Advocacy
- ☐ Basic Needs/Concrete supports
- ☐ Behavioral Health, Mental Health Services
- ☐ Case Management
- ☐ Child Care/Day Care
- ☐ Child Care (Temporary)
- ☐ Differential Response
- ☐ Disability Services
- ☐ Domestic Violence
- ☐ Early Childhood Services
- ☐ Family Resource Center/drop-in multi-service support
- ☐ Financial literacy education
- ☐ Home Visiting
- ☐ Health Services
- ☐ Parent Leadership Training
- ☐ Parenting Education
- ☐ Parent/Sibling Visitation
- ☐ Peer Support
- ☐ Respite Care
- ☐ Substance Abuse Services
- ☐ Team Decision Making (Family Team Meetings)
- ☐ Youth Programs

2. Who was the target population (i.e. children, parents, families, children in foster care or parents of children in foster care, CWS involved families, non-CWS families, etc)?
3. Is this approach evidence based or evidence informed for the target population served? If so, what is the name of the program or approach?
4. In what languages was the program offered (please list all)?
5. What was the primary goal of the program (safety, permanency, well-being)?

Contractor approves Attachment A  
in its entirety



6. Indicate the primary outcome of this program. Outcomes are defined as changes in skills, behaviors, attitudes, conditions, etc. (select one)

- ☐ Children's social and emotional needs are met
- ☐ Children remain safely in their home
- ☐ Exits to permanency
- ☐ Families have concrete supports in times of need
- ☐ Increased knowledge of parenting and child development
- ☐ Increased parental resilience
- ☐ Increased permanency for children in foster care
- ☐ Increased social connection
- ☐ No recurrence of maltreatment
- ☐ Timely adoptions within 12 to 24 months
- ☐ Timely Reunification
- ☐ This program has no specified outcome
- ☐ Other, please describe

7. How was the primary outcome measured (select all that apply)?

- ☐ CMS/CWS
- ☐ Family Development Matrix
- ☐ Pre/Post-survey developed in-house
- ☐ Protective Factors survey
- ☐ Validated assessment tool , **please name below**
  
- ☐ This outcome was not tracked or measured
- ☐ Other, please describe below

8. Total number served by the program.

9. Total number achieving the primary outcome.

10. How was client satisfaction measured? What was the outcome of that measure?

11. Is there financial sustainability plan for this program beyond OCAP funds?

12. What other funding sources supported this program?

13. What is the dollar amount of other funding for this program?

14. Please describe any challenges experienced with this program.

15. Please describe any unexpected benefits (if any) with this program.
16. Please share one participants success story related to this program (include client demographics, presenting issues, and the specific success the participant achieved as a result of the program).
17. If applicable, provide a brief description of one parent leadership opportunity including the project, role, activities that the parent performed as a parent leader.
18. Any additional comments.

**OCAP Services Workbook**

| Services                                        | Individual<br>Children | Children W/<br>Disabilities | Individual<br>Parents | Parents W/<br>Disabilities | Families          |
|-------------------------------------------------|------------------------|-----------------------------|-----------------------|----------------------------|-------------------|
|                                                 | Unduplicated #         | Unduplicated #              | Unduplicated #        | Unduplicated #             | Unduplicated<br># |
| Adoptive Parent Recruitment                     |                        |                             |                       |                            |                   |
| Advocacy                                        |                        |                             |                       |                            |                   |
| Basic Needs/Concrete Supports                   |                        |                             |                       |                            |                   |
| Behavioral Health, Mental Health<br>Services    |                        |                             |                       |                            |                   |
| Case Management                                 |                        |                             |                       |                            |                   |
| Childcare/Daycare                               |                        |                             |                       |                            |                   |
| Differential Response                           |                        |                             |                       |                            |                   |
| Disability Services                             |                        |                             |                       |                            |                   |
| Domestic Violence Services                      |                        |                             |                       |                            |                   |
| Early Childhood Services                        |                        |                             |                       |                            |                   |
| Family Resource/Drop-in Multi-service<br>Center |                        |                             |                       |                            |                   |
| Financial Literacy Education                    |                        |                             |                       |                            |                   |
| Health Services                                 |                        |                             |                       |                            |                   |
| Legal Services                                  |                        |                             |                       |                            |                   |
| Livescan Fees                                   |                        |                             |                       |                            |                   |
| Parent Leadership Training                      |                        |                             |                       |                            |                   |
| Parenting Education                             |                        |                             |                       |                            |                   |
| Parent/sibling visitation                       |                        |                             |                       |                            |                   |
| Peer support                                    |                        |                             |                       |                            |                   |
| Respite Care/Crisis Nursery                     |                        |                             |                       |                            |                   |
| Substance Abuse Services                        |                        |                             |                       |                            |                   |
| Substance Abuse Treatment                       |                        |                             |                       |                            |                   |
| Team Decision Making                            |                        |                             |                       |                            |                   |
| Transportation                                  |                        |                             |                       |                            |                   |
| Youth Programs                                  |                        |                             |                       |                            |                   |
| Other (not defined above)                       |                        |                             |                       |                            |                   |

**OCAP Ethnicity Workbook**

| Services                               | Individual<br>Children | Children W/<br>Disabilities | Individual<br>Parents | Parents W/<br>Disabilities | Families       |
|----------------------------------------|------------------------|-----------------------------|-----------------------|----------------------------|----------------|
|                                        | Unduplicated #         | Unduplicated #              | Unduplicated #        | Unduplicated #             | Unduplicated # |
| White (non-Hispanic)                   |                        |                             |                       |                            |                |
| Hispanic or Latino                     |                        |                             |                       |                            |                |
| Black/African American                 |                        |                             |                       |                            |                |
| Asian                                  |                        |                             |                       |                            |                |
| America Indian or Alaskan<br>Native    |                        |                             |                       |                            |                |
| Native Hawaiian or Pacific<br>Islander |                        |                             |                       |                            |                |
| Two or more races                      |                        |                             |                       |                            |                |
| Other                                  |                        |                             |                       |                            |                |

**CBCAP Activities**

Estimate the number of individuals reached for public awareness/education

|                                                   |  |
|---------------------------------------------------|--|
| Door-to-door outreach                             |  |
| Events (school, community, fairs, etc)            |  |
| Information and referral                          |  |
| News Media (stories in print, TV, radio, etc.)    |  |
| Newsletters (print or electronic)                 |  |
| Paid advertisements (print, billboards, etc.)     |  |
| Publications, print materials, DVD, give aways    |  |
| Social Media (Facebook, Twitter, Instagram, ect)  |  |
| Trainings, education sessions, one-time workshops |  |
| other                                             |  |