

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

FAMILY RESOURCE CENTER OF TRUCKEE

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

(§1) **Funding related to supporting the housing and sustainability needs of very low-income residents as part of the "Housing Support & Advocacy Program".**

SUMMARY OF MATERIAL TERMS

- (§2) **Maximum Contract Price:** \$ 34,800
- (§3) **Contract Beginning Date:** 07/01/2016 **Contract Termination Date:** 06/30/2018
- (§4) **Liquidated Damages:** N/A

INSURANCE POLICIES

Designate all required policies:

		Req'd	Not Req'd
(§6)	Commercial General Liability (\$1,000,000)	<u>X</u>	<u> </u>
(§7)	Automobile Liability	<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)	Workers' Compensation	<u>X</u>	<u> </u>
(§9)	Errors and Omissions (\$1,000,000)	<u> </u>	<u>X</u>

LICENSES

Designate all required licenses:

(§14) N/A

NOTICE & IDENTIFICATION

(§33) **Contractor: Family Resource Center of Truckee** **County of Nevada:**
P.O. Box 9178 950 Maidu Avenue
Truckee, California 96162 Nevada City, California 95959
Contact Person: Teresa Crimmens Contact Person: Rob Choate
Phone: (530) 587-2513 Phone: (530) 265-1645
E-mail: Teresa@truckeefrc.org E-mail: Rob.Choate@co.nevada.ca.us

Funding: 1711-50602-451-2016/521525 **CFDA No.:** 93.569
CFDA Agreement No.: 16F-5029

Contractor is a: (check all that apply)

- Corporation: Calif. Other LLC X Non-profit
- Partnership: Calif. Other LLP Limited
- Person: Indiv. Dba Ass'n Other

EDD: Independent Contractor Worksheet Required: Yes X No

ATTACHMENTS

Designate all required attachments:

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

COUNTY OF NEVADA:

Teresa Crimmens
Executive Director

Dan Miller
Chair, Board of Supervisors

Dated: _____

Dated: _____

Attest: _____
Julie Patterson-Hunter
Clerk of the Board of Supervisors

**EXHIBIT “A”
SCHEDULE OF SERVICES
FAMILY RESOURCE CENTER OF TRUCKEE**

This Agreement is entered into by and between the County of Nevada, herein referred to as “County”, and Family Resource Center of Truckee, herein referred to as “Contractor” to support the housing and sustainability needs of very low-income residents as part of the *Housing Support & Advocacy Program*.

Project Overview:

The Family Resource Center of Truckee’s (FRCoT) mission is to promote social and economic success in the community by providing education, mobilizing resources and advocating for change.

Truckee’s economy is tourist based and fluctuates with changing seasons and weather patterns. 80% of the workforce is employed in tourist-related industries. Families are often forced to work multiple service-sector jobs to make ends meet, with employment opportunities peaking in the winter and summer and declining dramatically in the “shoulder season” – spring and fall. Further stressing a family’s income is the high cost of living. The local housing market is disproportionately high compared to our living wage and everyday items such as gas, groceries and utilities are 40% - 90% higher than the rest of California and neighboring communities.

FRCoT serves more than 1,000 households annually. Approximately 60% have annual incomes below \$19,000. These very low-income community members face significant challenges in making ends meet. By providing education, direct financial assistance, financial coaching and connections to other services and programs, the FRCoT helps very low-income community members to move toward more stable, healthy and sustainable lives.

Community Need:

This project will directly address the County’s Community Action Plan (CAP) by supporting the Affordable Housing and Service Connectivity components of the CSBG aligned priorities.

Program Description:

Utilizing center-based Advocates, the Contractor shall provide the following services, in English and Spanish, to support the housing and sustainability needs of very low-income residents:.

- Direct financial assistance for housing
- Legal help to prevent eviction
- Financial coaching (CFC-ICF certified)
- Access to healthcare
- Eligibility screening and assistance with accessing basic need benefit programs
- Connecting eligible clients with programs such as the Nevada County Rental Deposit Program, first-time homebuyer assistance programs and Truckee Donner PUD low-income energy savings programs.

Contractor shall provide attached reports (herein Attachment A) to the Director of Social Services and Housing Administrative Services Associate (ASA) regarding the tracking of Client Characteristics, National Performance Indicators and Program Accomplishments.

The Contractor will provide the County with all data required to complete the reports along with completed copies of the reports for the duration of this agreement as follows: Annual Client Characteristics and National Performance Indicators by July 10th of 2017 and 2018; Annual Client Characteristics and National Performance Indicators and Program Accomplishments by January 10th of 2017 and 2018.

Contractor shall contact the ASA prior to report submission for questions or concerns with reporting requirements. Contractor shall also work and cooperate with the County for any other data and/or information needed for any other reports deemed necessary by the County.

Retention:

The Contractor shall retain all books and records pertaining to this contract which must be retained for at least five (5) years from the close out date of the CSBG contract with the California Department of Community Services and Development (CSD).

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
FAMILY RESOURCE CENTER OF TRUCKEE

Subject to the satisfactory performance of services required of Contractor pursuant to this Agreement, and the terms and conditions set forth in this Agreement, the County shall pay Contractor a maximum amount not to exceed \$34,800 for the entire contract term. Of this amount \$8,700 is allocated for the period of July 1, 2016 through December 31, 2016; \$17,400 is allocated for the period of January 1, 2017 through December 31, 2017; and \$8,700 for the period of January 1, 2018 through June 30, 2018. The contract maximum is based on the following project budget:

Amount requested from CSBG Funding	Housing Support & Advocacy Program
\$34,800	County Total Contract Obligation \$34,800

The contract maximum is contingent and dependent on County receiving anticipated annual CSBG program funding. In addition, this Agreement is subject to any additional restrictions, limitations or conditions enacted by or imposed by the state or federal governments that may affect the provision, terms or funding of this Contract in any manner.

All payments shall be made on a reimbursement basis for expenses incurred by Contractor for project expenses. Contractor shall submit monthly invoices to County for actual expenditures incurred during the prior month. Payment shall be made within thirty (30) days of receipt and approval of invoice and any required report needed for that period. The County shall retain the final 5 % of the total contract amount to be paid to the Contractor upon submission of all grant required reporting to the County as contained in the enclosed Exhibits. All invoices are due to the County by within 10 days of the above allocated time periods.

The Contractor shall submit invoices/ reports to:

Nevada County Department of Social Services
 Attn: Fiscal Staff/Admin Staff (CSBG Funding)
 950 Maidu Avenue
 Nevada City, California 95959

EXHIBIT "E"
(for use with HHSA PSK for CFDA-funded Subrecipients)

Subrecipient Compliance with OMB Uniform Guidance (12/26/13)

1. This Subrecipient Agreement is subject to the 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"). A copy of these regulations are available at the Nevada County Clerk of the Board's Office located at 950 Maidu Avenue, Nevada City, CA 95959.
2. Subrecipient hereby certifies to the best of its knowledge that neither Contractor, nor any of its officers, agents, employees, contractors, subcontractors, volunteers, or five (5%) percent owners are excluded or debarred from participating in or being paid for participation in any Federal program. Subrecipient shall be required to certify its disbarment status annually, prior to receiving funds each fiscal year.
3. Subrecipient agrees to comply with all requirements imposed on the pass-through entity pursuant to the Uniform Guidance, including but not limited to 2 CFR Sections 200.100 to 200.113 and Section 200.331. The CFDA Funding Agreement requires that all Subrecipients and their subcontractors be governed by and construed in accordance with all applicable laws, regulations and contractual obligations set forth in the CFDA Funding Agreement through which this Agreement is funded. A full copy of the CFDA Funding Agreement for this Agreement is available at the Clerk of the Board's Office located at 950 Maidu Avenue, Nevada City, CA 95959.
4. Subrecipient acknowledges that this Agreement is funded in whole or in part with Federal funds. Nevada County and non-profit organizations that expend a combined total of more than \$750,000 of federal financial assistance (from all sources) in any fiscal year must have a single audit for that year. A letter confirming that an audit will be conducted must be provided to Nevada County stating that the Contractor has expended more than \$750,000 in total federal funds and will comply with the federal Single Audit Act and the requirements of the OMB Uniform Guidance.
5. Subrecipient acknowledges that its program is subject to a Risk Assessment/Monitoring Program annually, as established by the County, which contains the following components:
 - A review of required reports
 - Verification of audits
 - Methodology to address noncompliance
 - Issuance of management decision on audit findings within six (6) months
 - On site reviews
 - Training and technical assistance to Subrecipient

Contractor approves this page _____

ATTACHMENT A

State of California
 Department of Community Services and Development
 CSBG Programmatic Data-Client Characteristic Report
 CSD 295-CCR (Rev. 2011)

Remember to include All Other ARRA Data

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	<input type="text"/>	Contract #:	16F-5029
Prepared By (name):	<input type="text"/>	Report Period:	<input type="text"/>
Phone Number:	<input type="text"/>	Email address:	<input type="text"/>

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2 Total unduplicated number of persons about whom one or more characteristics were obtained			0
3 Total unduplicated number of persons about whom no characteristics were obtained			0
Blue Highlighted Sections represent demographics collected on FAMILIES			
4 Total unduplicated number of families about whom one or more characteristics were obtained			
5 Total unduplicated number of families about whom no characteristics were obtained			
6. Gender	Number of Persons*		12. Family Size
a. Male	0		a. One
b. Female	0		b. Two
*Total	0		c. Three
7. Age	Number of Persons*		d. Four
a. 0-5	0		e. Five
b. 6-11	0		f. Six
c. 12-17	0		g. Seven
d. 18-23	0		h. Eight or more
e. 24-44	0		***Total
f. 45-54	0		0
g. 55-69	0		13. Source of Family Income
h. 70+	0		a. Unduplicated # of Families
*Total	0		Reporting One or More Sources
8. Ethnicity/Race			b. Unduplicated # of Families
<i>I. Ethnicity</i>			Reporting No Income
a. Hispanic, Latino or Spanish Origin	0		Total UNDUP Families who responded
b. Not Hispanic, Latino or Spanish Origin	0		as either having a source of income
*Total	0		or having no income ***
<i>II. Race</i>			0
a. White	0		Record the sources of each family income as reported in
b. Black or African American	0		13a above:
c. American Indian and Alaskan Native	0		c. TANF
d. Asian	0		d. SSI
e. Native Hawaiian and Other Pacific Islander	0		e. Social Security
f. Other	0		f. Pension
g. Multi-Race (any 2 or more of the above)	0		g. General Assistance
*Total	0		h. Unemployment Insurance
9. Education Level of Adults	Number of Persons 24+**		i. Employment + Other Source
a. 0-8			j. Employment only
b. 9-12/Non-Graduate			k. Other:
c. High School Graduate/GED			****Total (c. through k.)
d. 12+ Some Post Secondary			0
e. 2 or 4 yr. College Graduates			14. Level of Family Income
** Total	0		% of HHS guideline
10. Other Characteristics	Number of Persons*		Number of Families ***
	Yes	No	
a. Health Insurance			0
b. Disabled			0
11. Family Type	Number of Families***		a. Up to 50%
a. Single Parent/Female			b. 51% to 75%
b. Single Parent/Male			c. 76% to 100%
c. Two-Parent Household			d. 101% to 125% *****
d. Single Person			e. 126% to 150% *****
e. Two Adults - No Children			f. 151% to 175% *****
f. Other			g. 176% to 200% *****
Total	0		h. 201% and over **
15. Housing			***Total
a. Own			0
b. Rent			16. Other family characteristics
c. Homeless			Number of Families***
d. Other			a. Farmer
***Total	0		b. Migrant Farmworker
16. Other family characteristics			c. Seasonal Farmworker
a. Farmer			
b. Migrant Farmworker			
c. Seasonal Farmworker			

* The sum in this category should not exceed the value of Section 2.
 ** The sum in this category should not exceed the value of Section 7.e-h.
 *** The sum in this category should not exceed the value of Section 4.
 **** The sum in this category should be greater than or equal to Section 13.a.
 ***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

CSBG/NPI Programs Report

Contractor Name: County of Nevada Health & Human Services Agency
 Contact Person and Title: Rob Choate, Administrative Services Associate
 Phone Number: (530) 265-7645 Ext. Number: _____
 E-mail Address: rob.choate@co.nevada.ca.us Fax Number: (530) 265-9860

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Residents of Nevada County believe there is a lack of advocacy for seniors, disabled, and victims of violence and abuse in seeking and maintaining employment.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County through the Adult and Family Services Commission (AFSC) and the BOS, has awarded funds to a local non-profit that supplies comprehensive services to victims of domestic violence. This collaborative partnership will provide resources for employment within the County's low-income community which have become victims of domestic violence. CSBG funds will also provide for County staff to aid in support of these functions through additional partnerships within the Health and Human Services Agency.

National Performance Indicator 1.1		I	II	III	IV	V
Employment	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by <u>one or more</u> of the following:	Mid-Year	20				
	Annual	40				
A. Unemployed and obtained a job	Mid-Year	15				
	Annual	30				
B. Employed and maintained a job for a least 90 days	Mid-Year					
	Annual					
C. Employed and obtained an increase in employment income and/or benefits	Mid-Year					
	Annual					
D. Achieved "living wage" employment and/or benefits	Mid-Year					
	Annual					
<i>In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.</i>						
s	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Portions of Nevada County are geographically isolated from the main sources of employment. Public transportation does not provide services from the outlying regions of the County to the main employment center of Grass Valley.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County through the Adult and Family Services Commission (AFSC) and the BOS, has awarded funds to a local non-profit that supplies comprehensive services to victims of domestic violence. This collaborative partnership will provide resources for employment within the County's low-income community which have become victims of domestic violence. A new partnership has been created with a local faith based food bank to assist in providing assistance with food insecurity. CSBG funds will also provide for County staff to aid in support of these

National Performance Indicator 1.2		I	II	III	IV	V
Employment Supports	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:	Mid-Year	10				
	Annual	15				
A. Obtained skills/competencies required for employment	Mid-Year					
	Annual					
B. Completed ABE/GED and received certificate or diploma	Mid-Year					
	Annual					
C. Completed post-secondary education program and obtained certificate or diploma	Mid-Year					
	Annual					
D. Enrolled children in "before" or "after" school programs	Mid-Year					
	Annual					
E. Obtained care for child or other dependant	Mid-Year					
	Annual					
F. Obtained access to reliable transportation and/or driver's license	Mid-Year					
	Annual					
G. Obtained health care services for themselves and/or a family member	Mid-Year	15				
	Annual	20				
H. Obtained and/or maintained safe and affordable housing	Mid-Year					
	Annual					
I. Obtained food assistance	Mid-Year	5,000				
	Annual	6,000				
J. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
K. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Residents of Nevada County believe there is a lack of advocacy for seniors, disabled, and victims of violence and abuse in seeking and maintaining employment.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Nevada County Health and Human Services Agency contains the Department of Child Support (DCS). The Agency supplies services to the community in regard to obtaining child support. Staff will continue to perform these duties and establish a method to more accurately capture the results of these services. DCS staff will be providing tax preparation assistance to low-income members of the community as part of the HHSA's bundled services.

National Performance Indicator 1.3		I	II	III	IV	V	VI
Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) <i>If no dollars reported please explain</i>

ENHANCEMENT

A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.	Mid-Year	50					
	Annual	50					
B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.	Mid-Year	150					
	Annual	200					
C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	Mid-Year						
	Annual						

CSBG/NPI Programs Report

National Performance Indicator 1.3		I	II	III	IV	V	VI
<p>Economic Asset Enhancement and Utilization</p> <p>The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:</p>	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) <i>If no dollars reported please explain</i>

UTILIZATION

<p>D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days</p>	Mid-Year						N/A
	Annual						
<p>E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account</p>	Mid-Year						N/A
	Annual			25		#DIV/0!	
<p>F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings</p>	Mid-Year						
	Annual						
<p>G. Number and percent of participants capitalizing a small business with accumulated IDA or other savings</p>	Mid-Year						
	Annual						
<p>H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings</p>	Mid-Year						
	Annual						
<p>I. Number and percent of participants purchasing a home with accumulated IDA or other savings</p>	Mid-Year						
	Annual						
<p>J. Number and percent of participants purchasing other assets with accumulated IDA or other savings</p>	Mid-Year						
	Annual						

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

	Mid-Year						
	Annual						Page 4

CSBG/NPI Programs Report

Contractor Name: County of Nevada Health & Human Services Agency
 Contact Person and Title: Rob Choate, Administrative Services Associate
 Phone Number: (530) 265-7645 Ext. Number: _____
 E-mail Address: rob.choate@co.nevada.ca.us Fax Number: (530) 265-9860

Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Affordable housing near services designed to assist low-income populations needs to be enhanced in Nevada County. Maintaining low-income housing stock in and around areas where services are provided and/or providing services in areas where low-income residents reside is needed within Nevada County.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County HHSA administers the Housing and Community Services Division (HCS). HCS operates rehabilitation and home ownership programs through its CDBG, HOME, CalHOME and HPG programs, to cover the items not covered by other outreach programs. HCS has been awarded a grant which will provide rental security deposits and will partner with several emergency homeless shelters to assist families obtain secure housing. Nevada County will continue to provide this service supported by CSBG funding. We will also continue to provide funds to non-profit organizations that provide living wage jobs.

National Performance Indicator 2.1	Reporting Period	I	II	III	IV	V	VI
Community Improvement and Revitalization		Number of Projects or Initiatives Expected to Achieve in Reporting Period (#)	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)	Percentage Achieving Outcome in Reporting Period (II/I=IV) (%)	Explanations Required (Report on explanation tab) (II/I=V)	Explanations Required for Projects to Opportunities Ratio (II is greater than III) (Report on explanation tab)
Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:	Mid-Year	15					
	Annual	20					
A. Jobs created, or saved, from reduction or elimination in the community.	Mid-Year						
	Annual						
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.	Mid-Year						
	Annual						
C. Safe and affordable housing units created in the community	Mid-Year	3					
	Annual	7					
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy	Mid-Year	2					
	Annual	5					
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	Mid-Year	1					
	Annual	2					
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination	Mid-Year						
	Annual						
G. Accessible "before school" and "after school" program placement opportunities for low-income families created, or saved from reduction or elimination	Mid-Year						
	Annual						
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.	Mid-Year						
	Annual						
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	Mid-Year	1					
	Annual	1					

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

	Mid-Year						
	Annual						

CSBG/NPI Programs Report

Goal 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Two concerns in the area of public health and safety include accessibility of services and substance abuse prevention.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County HHS through the Adult and Family Services Commission (AFSC) and the BOS, has awarded funding to a local non-profit to provide mental health telecare services to low-income members of the community. Additionally, HHS's Housing and Community Services Division is pursuing funding to rehabilitate a County owned facility for the purpose of providing substance abuse treatment through a non-profit. HHS has also partnered with additional non-profits to preserve core community services. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 2.2		I	II	III	IV	V	VI
Community Quality of Life and Assets	Reporting Period	Number of Program Initiatives or Advocacy Efforts Expected to Achieve in Reporting Period (#)	Number of Projects or Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services or Facilities Preserved or Increased (#)	Percentage Achieving Outcome in Reporting Period (II/I=IV) (%)	Explanations Required (Report on explanation tab)	Explanations Required for Project to Opportunity Ratio (II is greater than III) (Report on explanation tab)
The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by <u>one or more</u> of the following:	Mid-Year						
	Annual						
A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets	Mid-Year	1					
	Annual	2					
B. Increase in the availability or preservation of community facilities	Mid-Year	1					
	Annual	2					
C. Increase in the availability or preservation of community services to improve public health and safety	Mid-Year	0					
	Annual	3					
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	Mid-Year	1					
	Annual	2					
E. Increase or preservation of neighborhood quality-of-life resources	Mid-Year						
	Annual						
<i>In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.</i>							
	Mid-Year						
	Annual						

CSBG/NPI Programs Report

Goal 2: The conditions in which low-income people live are improved.

NPI 2.3: Community Engagement

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Nevada County has a tremendous need for services for very low income residents. Our area is very rural and covers approximately 974 square miles. Many of the low income members of the community are removed from the central services areas.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County HHSA, the Adult and Family Services Commission (AFSC) are building partnerships with numerous service providers through direct and non-direct funding. HHSA's bundled services approach will allow resources to be directed to those in need by activating volunteers to bring services to the clients. Nevada County Staff will provide support with the use of CSBG funds. Examples of this are our partnerships with the Foothill Hospitality House, Sierra Senior Services and Gold Country Senior Services whose volunteers take services into the field and homes of the low income community.

National Performance Indicator 2.3	Reporting Period	I	II	III	IV
Community Engagement		Number of Total Contribution by Community Expected to Achieve in Reporting Period (#)	Total Contribution by Community	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of community members working with Community Action to improve conditions in the community.					
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	Mid-Year	100			
	Annual	200			
B. Number of volunteer hours donated to the agency (This will be All volunteer hours)	Mid-Year	1,500			
	Annual	3,000			

In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.

	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Contractor Name: County of Nevada Health & Human Services Agency
 Contact Person and Title: Rob Choate, Administrative Services Associate
 Phone Number: (530) 265-7645 Ext. Number: _____
 E-mail Address: rob.choate@co.nevada.ca.us Fax Number: (530) 265-9860

Goal 3: Low-income people own a stake in their community.

NPI 3.1: Community Enhancement through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission is comprised of 18 members, with one-third of the members directly from or representing the low-income residents of the County, who provide oversight to CSBG funding. It is often difficult to fill these low-income committee positions as they are working to support themselves and transportation can be a barrier to participation.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a

The Adult and Family Services Commission will develop new strategies to democratically select low-income participants. The Adult and Family Services Commission will explore strategies such as use of teleconferencing to make participation for low-income representatives easier.

National Performance Indicator 3.1		I	II	III	IV
Community Enhancement through Maximum Feasible Participation	Reporting Period	Total Number of Volunteer Hours Expected to Achieve in Reporting Period (#)	Total Number of Volunteer Hours (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of volunteer hours donated to Community Action.					
The total number of volunteer hours donated by <u>low-income</u> individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	Mid-Year	30			
	Annual	60			
<i>In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.</i>					
	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission is comprised of 18 volunteers who provide oversight to CSBG funding. It can be difficult to find low-income volunteers as they are working to support themselves and transportation can be a barrier to participation.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission will develop new strategies to democratically select low-income participants. The Adult and Family Services Commission will explore strategies to encourage participation by low-income members of the community.

National Performance Indicator 3.2		I	II	III	IV
Community Empowerment through Maximum Feasible Participation	Reporting Period	Number of Low- Income People Expected to Achieve in Reporting Period (#)	Number of Low-Income People in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:	Mid-Year	5			
	Annual	6			
A. Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts	Mid-Year				
	Annual				
B. Number of low-income people acquiring businesses in their community as a result of community action assistance	Mid-Year				
	Annual				
C. Number of low-income people purchasing their own home in their community as a result of community action assistance	Mid-Year	5			
	Annual	7			
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action	Mid-Year	1			
	Annual	2			

In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.

	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Contractor Name: County of Nevada Health & Human Services Agency
 Contact Person and Title: Rob Choate, Administrative Services Associate
 Phone Number: (530) 265-7645 Ext. Number: _____
 E-mail Address: rob.choate@co.nevada.ca.us Fax Number: (530) 265-9860

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Nevada County's low-income and elderly population face a variety of issues ranging from homelessness, nutritional deficiencies to home repair and ownership. The public identified a need for the County to establish dedicated advocacy groups to assist the low-income and elderly populations.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County HHS and the Adult and Family Services Commission (AFSC) will provide for the safety net needs in our local community identified through the Community Needs Assessment. We will work to establish partnerships with multi-disciplinary collaborative groups to design and provide services along with seeking funding. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 4.1		Reporting Period	I	II	III	IV	V	VI
Expanding Opportunities Through Community-Wide Partnerships			Number of Organizations Expected to Achieve in Reporting Period (#)	Number of Partnerships Expected to Achieve in Reporting Period (#)	Number of Organizations in Reporting Period (#)	Number of Partnerships in Reporting Period (#)	Explanations Required (III/I=V) (Report on explanation tab)	Explanations Required (IV/II=VI) (Report on explanation tab)
The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.		Mid-Year	3	6				
		Annual	5	10				
A. Non-Profit		Mid-Year	1	5				
		Annual	2	7				
B. Faith Based		Mid-Year	1	2				
		Annual	1	3				
C. Local Government		Mid-Year	1	2				
		Annual	1	4				
D. State Government		Mid-Year	1	1				
		Annual	1	1				
E. Federal Government		Mid-Year						
		Annual						
F. For-Profit Business or Corporation		Mid-Year	1	3				
		Annual	3	6				
G. Consortiums/Collaboration		Mid-Year	1	1				
		Annual	1	4				
H. Housing Consortiums/Collaboration		Mid-Year	1	3				
		Annual	1	6				
I. School Districts		Mid-Year						
		Annual						
J. Institutions of postsecondary education/training		Mid-Year	2	2				
		Annual	3	3				
K. Financial/Banking Institutions		Mid-Year	1	2				
		Annual	1	3				
L. Health Service Institutions		Mid-Year	1	2				
		Annual	2	4				
M. State wide associations or collaborations		Mid-Year						
		Annual						

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.

	Mid-Year						
	Annual						
The total number of organizations CAAs work with to promote family and community outcomes (automatically calculates)	Mid-Year	14	29				
	Annual	21	51				

CSBG/NPI Programs Report

Contractor Name: County of Nevada Health & Human Services Agency
 Contact Person and Title: Rob Choate, Administrative Services Associate
 Phone Number: (530) 265-7645 Ext. Number: _____
 E-mail Address: rob.choate@co.nevada.ca.us Fax Number: (530) 265-9860

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Nevada County youth face challenges stemming from a variety of issues. Many youth can be encouraged and supported through strong parenting to receiving transitional foster care support, resources to provide the skill need to be further developed.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a

Nevada County HHSA and the Adult and Family Services Commission (AFSC) will work to identify resources, provide funds when available and work to create partnerships with community advocacy organizations to provide services for low-income populations in crisis. HHSA will further reach out to advocacy groups in order to provide a wider range of bundled services. Nevada County staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 5.1	Reporting Period	I	II	III	IV
Agency Development		Number of Resources in Agency Expected to Achieve in Reporting Period (#)	Number of Resources in Agency in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
Agency Development					
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by <u>one or more</u> of the following:					
A. Number of Certified Community Action Professionals	Mid-Year				
	Annual				
B. Number of Nationally Certified ROMA Trainers	Mid-Year				
	Annual				
C. Number of Family Development Certified Trainers	Mid-Year				
	Annual				
D. Number of Child Development Certified Trainers	Mid-Year				
	Annual				
E. Number of staff attending trainings	Mid-Year	1			
	Annual	2			
F. Number of Board Members attending trainings	Mid-Year	2			
	Annual	4			
G. Hours of staff in trainings	Mid-Year	20			
	Annual	40			
H. Hours of Board Members in trainings	Mid-Year	5			
	Annual	10			

In the rows below, please include any additional indicators that were not captured above.

	Mid-Year				
	Annual				

CSBG/NPI Programs Report

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 Contact Person and Title: Rob Choate, Administrative Services Associate
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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Many elderly and disabled residents in Nevada County suffer from family isolation and lack of knowledge regarding social services support systems. These residents are at greater risk due to fixed incomes, lack of nutrition, rising cost of medical care and lack of affordable housing.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate

Nevada County and the Adult and Family Services Commission (AFSC) has reached out to the Housing and Community Services Division of HHSA to support community advocacy organizations to provide support through providing nutritional meals and social programs for the elderly and disabled. Our partnership has secured support for two meals on wheels programs within the County. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance <u>Indicator 6.1</u>		I	II	III	IV
Independent Living		Number of Vulnerable Individuals Living Independently Expected to be Served in Reporting Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:	Reporting Period				
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	Mid-Year	200			
	Annual	400			
B. Individuals with Disabilities					
Ages:	Mid-Year	5			
	Annual	10			
a. 0-17	Mid-Year	2			
	Annual	4			
b. 18-54	Mid-Year	10			
	Annual	20			
c. 55-over	Mid-Year	50			
	Annual	100			
d. Age Unknown	Mid-Year	67			
	Annual	134			
TOTAL Individuals with Disabilities (automatically calculates)					
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>					
	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Crisis intervention programs have been established but are still in need of continuing case management services to prevent further crises in families and individuals.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission (AFSC) has funded community advocacy organizations to provide support for chronically homeless individuals, individuals with food insecurity, victims of domestic violence and mental health needs. AFSC has further partnered with HHSA and their collaborative network of services and providers to reach out to the low-income community. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:	Reporting Period	I Number of Individuals Seeking Assistance Projected to be Served in Reporting Period (#)	II Number of Individuals Seeking Assistance in Reporting Period (#)	III Number of Individuals Receiving Assistance in Reporting Period (#)	IV Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	V Explanations Required (Report on explanation tab)
A. Emergency Food	Mid-Year	1,500				
	Annual	2,000				
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year	15				
	Annual	20				
C. Emergency Rent or Mortgage Assistance	Mid-Year	20				
	Annual	40				
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year					
	Annual					
E. Emergency Temporary Shelter	Mid-Year	100				
	Annual	200				
F. Emergency Medical Care	Mid-Year					
	Annual					
G. Emergency Protection from Violence	Mid-Year	30				
	Annual	100				
H. Emergency Legal Assistance	Mid-Year					
	Annual					
I. Emergency Transportation	Mid-Year	1				
	Annual	2				
J. Emergency Disaster Relief	Mid-Year					
	Annual					
K. Emergency Clothing	Mid-Year	30				
	Annual	50				

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Nevada County residents at the public hearing believe that there is a need to enhance suicide prevention among youth and child abuse prevention services.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Nevada County will provide for the safety net needs in our local community identified through the use of an RFP process, review by the Adult and Family Services Commission (AFSC) and the BOS, and awarding of funds for the selected priority programs. Should this issue be identified and selected as a priority program Nevada County will provide funds to community advocacy organizations to provide advocacy for low-income populations in crisis in order to help vulnerable groups obtain and access services. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 6.3		I	II	III	IV	V
Child and Family Development		Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	Reporting Period					

INFANTS & CHILDREN

A. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year					
	Annual	10				
B. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year	3				
	Annual	6				
C. Children participate in pre-school activities to develop school readiness skills	Mid-Year					
	Annual					
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year					
	Annual					

YOUTH

E. Youth improve health and physical development	Mid-Year	2				
	Annual	5				
F. Youth improve social/emotional development	Mid-Year					
	Annual					
G. Youth avoid risk-taking behavior for a defined period of time	Mid-Year	2				
	Annual	3				
H. Youth have reduced involvement with criminal justice system	Mid-Year					
	Annual					
I. Youth increase academic, athletic, or social skills for school success	Mid-Year					
	Annual					

PARENTS AND OTHER ADULTS

J. Parents and other adults learn and exhibit improved parenting skills	Mid-Year	2				
	Annual	4				
K. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year	3				
	Annual	6				

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.4: Family Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Services need to be established at a community level so that neighbors and other volunteers assist low-income & vulnerable populations by offering supportive environments locally.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission (AFSC) is holding a series of informational presentations at their meetings this year in order to identify resources and build collaborative partnerships with community advocacy organizations. These events will provide avenues to those low-income individuals in crisis or vulnerable groups obtain and access services. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 6.4	Reporting Period	I	II	III	IV	V
Family Supports (Seniors, Disabled and Caregivers)		Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
Low-income people who are unable to work , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:	Mid-Year					
	Annual					
A. Enrolled children in before or after school programs	Mid-Year					
	Annual					
B. Obtained care for child or other dependent	Mid-Year					
	Annual					
C. Obtained access to reliable transportation and/or driver's license	Mid-Year					
	Annual					
D. Obtained health care services for themselves and/or family member	Mid-Year	10				
	Annual	20				
E. Obtained and/or maintained safe and affordable housing	Mid-Year	20				
	Annual	60				
F. Obtained food assistance	Mid-Year	100				
	Annual	200				
G. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
H. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.5: Service Counts

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Preventative services need to be established at a grass roots level so that neighbors and other volunteers assist vulnerable populations by offering supportive environments.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Adult and Family Services Commission (AFSC) is holding a series of informational presentations at their meetings this year in order to identify resources and build collaborative partnerships with community advocacy organizations. These events will provide avenues to those low-income individuals in crisis or vulnerable groups obtain and access services. Nevada County Staff will provide support for this program with the use of CSBG funds.

National Performance Indicator 6.5		I	II	III	IV
Service Counts	Reporting Period	Number of Services Expected in Reporting Period (#)	Number of Services in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following:					
A. Food Boxes	Mid-Year	300			
	Annual	400			
B. Pounds of Food	Mid-Year	1,500			
	Annual	3,000			
C. Units of Clothing	Mid-Year	60			
	Annual	100			
D. Rides Provided	Mid-Year	10			
	Annual	20			
E. Information and Referral Calls	Mid-Year	2,000			
	Annual	4,000			
<i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i>					
	Mid-Year				
	Annual				