

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

REGISTRATION NUMBER	AGREEMENT NUMBER 15-10165
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1. This Agreement is entered into between the State Agency and the Contractor named below:
- STATE AGENCY'S NAME (Also referred to as CDPH or the State)
California Department of Public Health
- CONTRACTOR'S NAME (Also referred to as Contractor)
Nevada County Public Health Department
2. The term of this Agreement is: **July 1, 2015** through **June 30, 2019**
3. The maximum amount of this Agreement is: **\$ 3,230,008**
 Three Million Two Hundred Thirty Thousand Eight Dollars
4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

Exhibit A – Scope of Work	17 pages
Exhibit B – Budget Detail and Payment Provisions	3 pages
Exhibit B, Attachment I – Budget (Year 1)	1 page
Exhibit B, Attachment I, Schedules 1-2 Subcontractor Budget (Year 1)	3 pages
Exhibit B, Attachment II – Budget (Year 2)	1 page
Exhibit B, Attachment II, Schedules 1-2 Subcontractor Budget (Year 2)	3 pages
Exhibit B, Attachment III – Budget (Year 3)	1 page
Exhibit B, Attachment III, Schedules 1-2 Subcontractor Budget (Year 3)	3 pages
Exhibit B, Attachment IV – Budget (Year 4)	1 page
Exhibit B, Attachment IV, Schedules 1-2 Subcontractor Budget (Year 4)	3 pages
Exhibit C * – General Terms and Conditions	<u>GTC 610</u>
Exhibit D (F) – Special Terms and Conditions (Attached hereto as part of this contract)	25 pages
Exhibit E – Additional Provisions	2 pages
Exhibit F – Contractor's Release	1 page
Exhibit G – HIPPA Business Associate Addendum	14 pages

Items shown above with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
 These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.


CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Nevada County Public Health Department		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Edward C. Scofield, Chair - Board of Supervisors		
ADDRESS 500 Crown Point Circle, #110, Grass Valley, CA 95945		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Public Health		<input type="checkbox"/> Exempt per:
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Elizabeth Stone, Chief, Contracts Management Unit		
ADDRESS 1616 Capitol Avenue, Suite 74.317, MS 1802, PO Box 997377 Sacramento, CA 95899-7377		

Exhibit A
Scope of Work

1. **Service Overview**

Nevada County Public Health Department agrees to provide the following services to the California Department of Public Health (CDPH).

The California Home Visiting Program (CHVP) was created as a result of the Patient Protection and Affordable Care Act of 2010, Social Security Act, Title V, Section 511 (42 U.S.C. §711). The purpose of this contract is to provide comprehensive, coordinated in-home services to support positive parenting, and to improve outcomes for families residing in identified at-risk communities. Programs are meant to target participant outcomes which include: improved maternal and child health, prevention of child injuries, child abuse and maltreatment, and reduction of emergency department visits, improvement in school readiness and achievement, reduction in crime or domestic violence, improvements in family economic self-sufficiency, and improvements in the coordination and referrals for other community resources and supports.

2. **Service Location**

Services are available to all pregnant women in Nevada County who reside in Western Nevada County and the greater Truckee service area. The Truckee service area is defined by community need and also includes parts of adjacent Placer County including Soda Springs, Kings Beach, Tahoe Vista, Tahoe City and Carnelian Bay.

3. **Service Hours**

The services shall be provided during normal Agency working hours, excluding holidays.

4. **Project Representatives**

A. The project representatives during the term of this agreement will be:

California Department of Public Health Stephen Fong, Contract Manager Telephone: (916) 650-0340 Fax: (916) 650-0309 Email: stephen.fong@cdph.ca.gov	Nevada County Public Health Department Cynthia Wilson, MS, RN, PHN, IBCLC MCAH Director Telephone: (530) 265-7269 Fax: (530) 271-0894 Email: Cynthia.Wilson@co.nevada.ca.us
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Scope of Work

B. Direct all inquiries to:

California Department of Public Health Financial Management & Contract Operations Attention: Stephen Fong, Contract Manager 1615 Capitol Avenue, Suite 73.560, MS 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Telephone: (916) 650-0340 Fax: (916) 650-0309 Email: stephen.fong@cdph.ca.gov	Nevada County Public Health Department Attention: Cynthia Wilson, MS, RN, PHN, IBCLC MCAH Director Maternal, Child and Adolescent Health Programs 500 Crown Point Circle, #110, Grass Valley, CA 95945 Telephone: (530) 265-7269 Fax: (530) 271-0894 Email: Cynthia.Wilson@co.nevada.ca.us
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C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

5. Subcontracting Requirements

All subcontracting must comply with the requirements of the State Contracting Manual, Sections 3.03, 3.06, 3.18, and 4.04, as applicable.

Child Advocates of Nevada County, a subcontractor, is acting on behalf of Nevada County to administer Foothill Truckee Healthy Babies Healthy Families America (HFA) program and are held to the same SOW as other CHVP sites.

6. Authority

The Patient Protection and Affordable Care Act of 2010 established the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program to provide an opportunity for collaboration and partnership at the federal, state, and community levels to improve outcomes for families who reside in at-risk communities through evidence-based home visiting programs.

The Local Health Jurisdiction (LHJ) agrees to provide the services presented in this Scope of Work (SOW) from the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division in collaboration with the California Home Visiting Program Branch for implementation of the California Home Visiting Program (CHVP). The funded LHJ/Agency is referred to as "LHJ site" in this SOW. CHVP shall strive to develop collaborative community systems that protect and improve the health and developmental outcomes for California's pregnant women, parents, and families.

The purpose of the SOW is to provide parameters for implementing or expanding an existing Nurse-Family Partnership (NFP) or Healthy Families America (HFA) home visiting program in accordance with Federal MIECHV and State requirements to achieve positive outcomes for each of the following five goals:

Exhibit A
Scope of Work

1. Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California
2. Cultivate strong communities
3. Promote maternal health and well-being
4. Improve infant and child health development
5. Strengthen family functioning

Each LHJ site shall assure program integrity and fidelity to their selected evidenced-based model. The site shall comply with the terms of this SOW and its attachments, including CHVP Operational Requirements, in their entirety. These requirements include, but are not limited to, fulfilling all deliverables associated with benchmark constructs, attending required meetings and trainings, using a version of the Efforts to Outcomes data system (referred herein as the "CHVP ETO data system") to measure outcomes, perform continuous quality improvement, enter and submit timely data, and complete other reports as required.

LHJ site agrees to abide by the Maintenance of Effort (MOE) as defined in the Affordable Care Act Section 295:

"Funds provided to an eligible entity receiving a grant shall supplement, and not supplant, funds from other sources for early childhood visitation programs or initiatives. The grantee must agree to maintain non-Federal funding (State General Funds) for grant activities at a level which is not less than expenditures for such activities as of the date of enactment of this legislation, March 23, 2010."

All activities in this SOW shall take place from receipt of funding beginning July 1 through June 30 of each contracted year contingent on availability of funds and spending authority.

The table below summarizes a list of reports due to CHVP. Specifics related to the contents of reports are described further in this SOW and located under *Evaluation/Performance Measure* of each objective.

Reporting	From	To	Due Date
1 st Status Report	July 1	October 31	November 30
2 nd Status Report	November 1	February 28	March 31
3 rd Status Report	March 1	June 30	July 31

See the following pages for a detailed description of the services to be performed.

Exhibit A
 Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.				
#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process, Short and/or Intermediate Measures	Short and/or Intermediate Outcome Measure(s)
MCAH DIRECTOR'S RESPONSIBILITIES				
1.1	The LHJ Maternal, Child and Adolescent Health (MCAH) Director and/or designee will provide oversight to the LHJ and/or its subcontractors with matters related to CHVP.	(.1) The MCAH Director must be designated as 0.15 Full Time Equivalent (FTE) on the CHVP budget. ¹	Submit organizational chart and budget with contract.	
		(.2) Provide informative advice, guidance, and assistance to LHJ site managers, supervisors, staff, and various non-profit and private entities on all matters related to the development, implementation, operation, administration, evaluation, and funding for CHVP.		
		(.3) Participate in activities to improve the local early childhood systems of services with specific emphases on enhancing cross-agency coordination, collaboration and communication; preventing duplication of services; addressing gaps in local services and supports; and integrating home visiting.		Complete all required CHVP surveys regarding change in systems of care.
		(.4) LHJ site shall hire and maintain sufficient staff to serve 100 clients and adhere to the specific evidence-based model guidelines.	Report staffing changes to CHVP.	Submit staffing changes in Status Reports.
		(.5) Conduct an annual review of policies and procedures and update policies, procedures, or processes as needed	Provide a brief description of policies that have been revised or added. ²	Present to CHVP when requested at Site Visit.
CULTURAL SENSITIVITY				
1.2	LHJ Site will implement home	(.1) LHJ staff will participate in trainings or	Maintain a training log which	Present to CHVP when

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
1.2	visiting programs using culturally sensitive home visiting practices.	educational opportunities designed to enhance cultural sensitivity by utilizing cultural sensitivity trainings via webinars and/or attending trainings. (.2) Staffing should reflect the diverse cultures and languages of the LHJ population being served. When possible hire staff that reflect the culture and speak the language of clients. (.3) Use culturally sensitive materials and translation services when necessary.	includes topic, trainer, and list of attendees.	requested at Site Visit.
NFP AND HFA CORE TRAINING				
1.3	LHJ site will ensure staff completes required NFP or HFA core trainings.	(.1) LHJ site shall ensure that home visiting staff is trained in appropriate curricula, assessment tools and other items as needed. ³	Maintain a training log which includes topic, trainer, and list of attendees.	Present to CHVP when requested at Site Visit.
CASELOAD REQUIREMENTS				
1.4	NFP and HFA Sites: 100 families will be enrolled within 15 months of program implementation and maintained throughout the duration of the program.	(.1) LHJ site shall receive referrals from appropriate agencies and triage as appropriate to meet the required enrollment number of families. ⁴	Maintain an outreach log which includes program contacted, method, materials used and date of contract.	Present to CHVP when requested at Site Visit.
PROGRAM FIDELITY AND QUALITY ASSURANCE				
1.5	LHJ site will ensure CHVP and NFP/HFA program fidelity.	(.1) LHJ site supervisor will manage staff activities using reflective supervision based on NFP and HFA model requirements.		Observe at Site Visit.
PARTICIPATION IN EXTERNAL EVALUATION				
1.6	MIECHV Competitive Grant recipients (Merced County, Fresno County, Sacramento County, Los Angeles County, Nevada County, Stanislaus County, San Mateo County, and Solano County) will	(.1) Ensure all MIECHV staff cooperate and participate in external evaluation activities including: interviews, facilitating evaluator site visits, assisting in client participation, and all other meetings and/or calls/webinars/contacts associated with the external evaluation.	Program staff participated in all external evaluation activities as needed.	

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
1.7	work with the CHVP external evaluator and ensure that all data are provided as requested. Sites selected to participate in MIHOPE (Mother and Infant Home Visiting Program Evaluation), the national evaluation for MIECHV, will work with the MIHOPE external evaluators and ensure all operational procedures, data, and interviews are satisfied as requested.	(.1) Ensure all MIHOPE staff cooperate and participate in external evaluation activities including: interviews, randomization, client enrollment in the evaluation, facilitating evaluator site visits, assisting in client participation, and all other meetings and/or calls/webinars/contacts associated with the external evaluation.	Program staff participated in all external evaluation activities as needed.	
DATA COLLECTION REQUIREMENTS				
1.8	Collect participant information and outcome data using the model and CHVP-required forms through self-report and observation at each of the defined time intervals.	(.1) LHJ sites will use model required data forms and processes as defined in the model specific data collection requirements for NFP or HFA. (.2) Appropriate LHJ staff shall collect and enter the data defined in the <i>NFP or HFA ETO User Manual</i> into the secure ETO data system within seven working days of the client visit and as required by NFP or HFA. (.3) Staff shall verify the accuracy and completeness of data input into the CHVP and NFP ETO systems.	Review data system reports and discuss during regularly scheduled Continuous Quality Improvement (CQI) conference calls.	
1.9	Collect all information that will contribute to the 35 constructs that comprise the six federally-mandated benchmark domains and additional evaluation measures specified by CHVP.	(.1) LHJ sites will use CHVP required data forms and processes as defined in the <i>CHVP Data Collection Manual</i> . (.2) Appropriate LHJ staff will collect and enter the data defined in the <i>CHVP ETO User Manual</i> into the secure ETO data system on an ongoing basis and as required by CHVP. (.3) Staff will verify the accuracy and completeness	Retain audit documentation for review at site visits.	Present to CHVP when requested at Site Visit.

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
1.10	Assure CQI process is in place at LHJ and coordinate efforts with CHVP.	<p>of data input into the CHVP and NFP ETO data systems. Supervisor and/or peer will audit 10% of all current charts quarterly.</p> <p>(.4) Supervisors will use CHVP-created reports as they become available in the ETO Data System for the purposes of data cleaning, Continuous Quality Improvement, and for program management. Sites may periodically be required to run reports as directed by the QA Team.</p> <p>(.1) Perform model-specific and CHVP-directed CQI activities. Update LHJ site-specific CQI plan based on guidelines in the CHVP Policies and Procedure Manual.</p> <p>(.2) Identify priority program or evaluation areas for focus in CQI teleconferences; also identify strengths and best practices and create action steps for CQI. Participate in CQI teleconferences with CHVP QA team. Discuss ongoing internal CQI process</p> <p>(.3) Coordinate communication of quality assurance/improvement activities between the LHJ program and Community Advisory Board (CAB) or other community collaborative designated to address quality improvement.</p>		
				Submit in designated Status Report.
			Identify and report action steps to address priority areas and ongoing internal CQI process.	
			On CQI calls, discuss highlights of CAB or other community group discussions related to CQI including recommendations and outcomes.	

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Goal 2: Cultivate strong communities. The federally required benchmarks and constructs corresponding to Goal 2 include: Improvement in the coordination and referrals for other community resources and supports; number of families identified for necessary services; number and percentage of families that required services and received a referral to available community resources; number of completed referrals; number of Memoranda of Understanding or other formal agreements with other social service agencies in the community; number of agencies with which the home visiting provider has a clear point of contact in the collaborating community agency [that] includes regular sharing of information between agencies		Evaluation/Performance Measures Process, Short and/or Intermediate Measures Short and/or Intermediate Outcome Measure(s)	
#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Process Description and Measures
COMMUNITY ADVISORY BOARD			
2.1	LHJ site will maintain a Community Advisory Board (CAB)	(.1) Maintain CAB activities including: <ul style="list-style-type: none"> • Recruitment of members and active participation • Quarterly meetings • Meeting minutes • NFP – refer to Model Element 17 • HFA – refer to Self-Assessment Tool, Governance and Administration (GA) -1 • CAB will assist in informing program operation, quality assurance/improvement, child and family advocacy, and public awareness of home visiting. • CAB will assist with efforts to improve systems integration, interagency coordination, information sharing, and referral systems. 	Maintain a list of current CAB members. Submit in designated Status Report
INCREASE FORMAL AGREEMENTS			
2.2	LHJ site will increase or enhance the number of formal agreements, informal written agreements, and/or Memorandums of Understanding	(.1) Develop community partnerships and facilitate coordination and integration of services among MCAH and other community programs/services.	Maintain an outreach log which includes program contacted, method, materials used and date of contract. Present to CHVP when requested at Site Visit

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
	(MOUs) with other local social service agencies in the community.	(.2) Develop and/or maintain formal agreements, informal written agreements (e.g. letters of support) and/or MOUs with community agencies and other service providers. (.1) Develop collaborative relationships with local service agencies and hospitals in the community to create and maintain ties.		Respond to CHVP Service Provider survey regarding MOUs and other agreements.
2.3	LHJ site will increase the number of collaborating community agencies with whom they have a clear point of contact.	(.2) LHJ site will develop a clear point of contact (person/s) with collaborating community agencies for purposes of making warm referrals by phone or in person on a participant's behalf. (.3) Educate the community about CHVP services.		Respond to CHVP Service Provider Survey regarding agencies with which you have warm referral relationships. Present to CHVP when requested at Site Visit.
2.4	Clients will access services and resources in their community for each identified need through a referral process.	(.1) Home Visitor will make appropriate referrals and LHJ will develop a process to ensure follow-up to pending referrals are completed. Train staff to follow-up on referrals made to clients. (.2) Maintain access to, or develop an updated directory of, community referral resources and services.	Maintain an outreach log which includes program contacted, method, materials used and date of contract. Maintain training log.	Observe at Site Visit. Present to CHVP when requested at Site Visit.

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process, Short and/or Intermediate Measures	Short and/or Intermediate Outcome Measure(s)
Goal 3: Promote Maternal Health And Well-being.				
The federally required benchmarks and constructs corresponding to Goal 3 include: Improved Maternal and Newborn Health - Prenatal care; Parental use of alcohol, tobacco, or illicit drugs; Preconception care; Inter-birth intervals; Screening for maternal depressive symptoms; Breastfeeding; Well-child visits; Maternal and child health insurance status				
INCREASE NUMBER OF WOMEN RECEIVING PRENATAL CARE				
3.1	Increase the number of women who receive prenatal care as a result of participating in CHVP.	(.1) Educate and reinforce the importance of early and adequate prenatal care. (.2) Identify and address barriers to keeping prenatal appointments.	Clients are provided education and referral. Identify and explore solutions to emerging barriers.	Observed at Site Visit. Update in Status Report.
INCREASE MATERNAL ACCESS TO HEALTH INSURANCE				
3.2	Increase the number of women with health insurance during pregnancy and postpartum.	(.1) Provide information and referrals to clients on how to access health insurance and the benefits of health care coverage. (.2) Collaborate with local programs to decrease barriers to accessing healthcare insurance.	Maintain a current referral resources and services directory. Identify and explore solutions to emerging barriers.	Present to CHVP when requested at Site Visit. Update in Status Report.
DECREASE NUMBER OF MATERNAL EMERGENCY DEPARTMENT (ED) VISITS				
3.3	Decrease non-emergency use of Hospital Emergency Departments (ED).	(.1) Educate families on appropriate use of EDs and patient centered medical homes for their own routine care.	Clients are provided education and referral.	Observed at Site Visit.
DECREASE MATERNAL USE OF ALCOHOL, TOBACCO AND ILLICIT DRUGS				
3.4	Decrease or stop maternal use of alcohol, tobacco, and illicit drugs during pregnancy and postpartum.	(.1) Assess mother for alcohol, tobacco, and illicit drug use during pregnancy and postpartum; provide information and referrals to counseling as appropriate.	Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.
DECREASE THE NUMBER OF WOMEN WITH SUBSEQUENT PREGNANCY WITHIN 18 MONTHS				
3.5	Decrease the number of women with a subsequent pregnancy within 18 months postpartum and increase the	(.1) Assist clients in reproductive life planning.	Clients are provided education and referral.	Observed at Site Visit.

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
INCREASE THE NUMBER OF WOMEN SCREENED FOR MATERIAL DEPRESSION AND PARENTAL STRESS				
3.6	number of women using contraception up to 12 or more months postpartum. Increase the number of women screened for maternal depression and parental stress; increase the number referred for services.	(.1) Educate women on the signs and symptoms of maternal depression and stress.	Clients are provided education and referral.	Observed at Site Visit.
INCREASE BREASTFEEDING INITIATION, EXCLUSIVITY, AND DURATION				
3.7	Increase the number of prenatally enrolled women initiating breastfeeding; increase exclusive breastfeeding up to 6 months of age; and increase the duration of the breastfeeding period in the first year of life.	(.1) Encourage and support breastfeeding: <ul style="list-style-type: none"> Educate women on the importance of initiating breastfeeding and continuing through one year postpartum. Educate and support women on the importance of exclusive breastfeeding for at least 6 months. Refer to breastfeeding and lactation support when appropriate (WIC Peer Counseling Program or other local resource). 	Processes in place to ensure client is provided education and support.	Observed at Site Visit.
INCREASE NUMBER OF WOMEN RECEIVING POSTPARTUM APPOINTMENTS WITHIN 6 WEEKS				
3.8	Increase number of women who have a postpartum visit within 6 weeks.	(.1) Educate women regarding the importance of a postpartum visit. (.2) Make an appropriate referral to women in need of postpartum care.	Clients are provided education. Maintain a current referral resources and services directory.	Observed at Site Visit. Present to CHVP when requested at Site Visit.

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process, Short and/or Intermediate Measures	Short and/or Intermediate Outcome Measure(s)
Goal 4: Improve Infant and Child Health and Development				
The federally required benchmarks and constructs corresponding to Goal 4 include:				
Improved Maternal and Newborn Health				
Prenatal care; Parental use of alcohol, tobacco, or illicit drugs; Preconception care; Inter-birth intervals; Screening for maternal depressive symptoms; Breastfeeding; Well-child visits; Maternal and child health insurance status				
Child Injuries, Child Abuse, Neglect, or Maltreatment and Reduction of Emergency Department Visits				
Visits for children to the emergency department from all causes; Visits of mothers to the emergency department from all causes; Information provided or training of participants on prevention of child injuries; Incidence of child injuries requiring medical treatment; reported suspected maltreatment for children in the program; Reported substantiated maltreatment for children in the program; First-time victims of maltreatment for children in the program.				
Improvements in School Readiness and Achievement				
Parent support for children's learning and development; Parent knowledge of child development and of their child's developmental progress; Parenting behaviors and parent-child relationship; Parent emotional well-being or parenting stress; Child's communication, language and emergent literacy; Child's general cognitive skills				
INCREASE THE NUMBER OF CHILDREN WITH HEALTH INSURANCE				
4.1	Increase number of children who have health insurance continuously through two years of age.	(.1) As needed, assist parents in the referral and application process for low cost/no cost health insurance programs for their children. 4	Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.
DECREASE THE NUMBER OF EMERGENCY DEPARTMENT (ED) VISITS FOR CHILDREN				
4.2	Increase parental awareness on appropriate use of Emergency Department (ED) visits for children.	(.1) Educate parents on appropriate use of ED and help establish a medical home for their child's routine care.	Clients are provided education.	Update in Status Report.
INCREASE THE NUMBER OF CHILDREN RECEIVING ALL AAP RECOMMENDED WELL-CHILD VISITS				
4.3	Increase the number of children who receive all recommended well-child visits from 0-2 years.	(.1) Assist families in understanding the importance of well-child visits and immunizations. Support parents to adhere to scheduled well-child visits.	Clients are provided education.	Observed at Site Visit.
PROMOTE CHILD SAFETY AND INJURY PREVENTION				

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process, Short and/or Intermediate Measures	Short and/or Intermediate Outcome Measure(s)
4.4	Decrease the incidence of child injuries requiring medical treatment.	(.1) Educate and support families in child injury prevention.	Clients are provided education.	Observed at Site Visit.
CHILD ABUSE AND NEGLECT PREVENTION				
4.5	Prevent child abuse and neglect.	(.1) Provide resources to parents to prevent child abuse.	Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.
		(.2) Provide support for appropriate parenting skills and refer to parenting classes, counseling, or other support resources.	Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.
		(.3) Provide emotional support to the family.		Observed at Site Visit.
		(.4) Look for signs of child abuse and/or neglect through observation at each home visit and report suspected abuse.		Observed at Site Visit.

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Goal 5: Strengthen family functioning
 The federally required benchmarks and constructs corresponding to Goal 5 include:
Child Injuries, Child Abuse, Neglect, or Maltreatment and Reduction of Emergency Department Visits
 Visits for children to the ED from all causes; Information provided or training of participants on prevention of child injuries; Incidence of child injuries requiring medical treatment; Reported suspected maltreatment for child in the program; Reported substantiated maltreatment for children in the program; First-time victims of maltreatment for child in the program.

Improvements in School Readiness and Achievement
 Parent support for children's learning and development; Parent knowledge of child development and of their children's developmental progress; Parenting behaviors and parent-child relationship; Parent emotional well-being or parenting stress; Child's communication, language and emergent literacy; Child's general cognitive skills.

Domestic Violence
 Screening for domestic violence; Of families identified for the presence of domestic violence, number of referrals made to relevant domestic violence services; Of families identified for the presence of domestic violence, number of families for which a safety plan was completed.

Family Economic Self-Sufficiency
 Household income and benefits; Employment or Education of adult members of the household; Health insurance status.

#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Reporting Method In Red)	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
INTEGRATE THE FIVE PROTECTIVE FACTORS OF STRENGTHENING FAMILIES				
5.1	Increase family strengths, enhance child development and reduce child abuse and neglect by integrating the Five Protective Factors of Strengthening Families.	(.1) LHJ site will integrate the Strengthening Families framework into the home visiting program and also incorporate the framework into their local Policies and Procedures. ⁶		Status Report.
INCREASE SCHOOL READINESS				
5.2	Parents will increase support of their child's learning and development and have an improved relationship with their child.	(.1) Assist families in improving the quality of the child's home environment.		Observed at Site Visit.
IDENTIFY AND SUPPORT CHILDREN WITH SOCIAL, EMOTIONAL, COGNITIVE AND PHYSICAL DEVELOPMENT NEEDS				
5.3	Parents will identify and support their children's social, emotional, cognitive and	(.1) Administer CHVP-required tools related to school readiness /		Status Report.

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#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
			Process, Short and/or Intermediate Measures (Reporting Method In Red)	Short and/or Intermediate Outcome Measure(s)
	physical development needs	strengthening families (see Attachment D for data collection times): 1. HOME Inventory 2. ASQ-3 3. ASQ-SE		
		(.2) Make appropriate referrals for developmental evaluation or services based on HOME Inventory, ASQ 3, or ASQ-SE. Develop policies, procedures or a process for referring and follow-up	Policies, procedures or a process for referring and follow-up on referrals were developed.	Present to CHVP when requested at Site Visit.
INCREASE DOMESTIC VIOLENCE (DV) AWARENESS				
		(.1) Participate in trainings on DV awareness. Develop policies and procedures for screening, referral and follow-up?	Maintain a training log which includes topic, trainer, and list of attendees Policies and procedures developed?	Present to CHVP when requested at Site Visit.
		(.2) Home Visitor will discuss healthy relationships, safety, and reproductive coercion.		Observed at Site Visit.
		(.3) The home visitor will screen for relationship related issues and DV using the Women's Experience with Battering (WEB) tool (see Attachment D for data collection times).		Observed at Site Visit.
5.4	Increase support for women to have healthy and safe relationships.	(.4) If women screen positive on the WEB or they self-disclose DV, home visitor will assist women with		Observed at Site Visit.

Exhibit A
 Scope of Work

#	Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Reporting Method in Red)	
			Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
		<p>the creation of a safety plan. Revisit/update the plan as needed. (.5) The home visitor will refer women to DV services and follow-up as needed.</p>	Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.
IMPROVING INCOME, EMPLOYMENT, AND EDUCATIONAL STATUS OF CLIENTS				
5.5	Increase the number of women improving employment status or educational attainment.	(.1) Assist women in identifying their educational and employment goals; provide support in achieving goals. (.1) Assist women in developing an economic self-sufficiency plan. Refer to community resources, job training, and employment events.		
5.6	Increase the number of women whose income increases.		Maintain a current referral resources and services directory.	Present to CHVP when requested at Site Visit.

Exhibit A
Scope of Work

NOTES

1. The MCAH Director may designate the MCAH Coordinator as the central point of contact for CHVP program-related administration. In this case, the MCAH Director must maintain a minimum of .05 FTE. The total FTE for both the Director and Coordinator must total .15 FTE.
 2. LHJ policies and procedures will be made available to CHVP upon request.
 3. **NFP Model**
 - Partners in Parenting Education (PIPE)
 - Dyadic Assessment of Naturalistic Caregiver-Child Experiences (DANCE)
 - Nursing Child Assessment Satellite Training (NCAST)
 - Keys to Caregiving
 - How to Promote Good Sleep Habits Parent Booklets
 - Beginning Rhythms Manual
 - Personal Environmental Assessments
 - Difficult Life Circumstance
 - Network Survey
 - Community Life Skills Scale
 - Ages and Stages Questionnaire (ASQ)
 - Home Observation and Measurement of the Environment (HOME) Inventory
 - Women's Experience of Battering (WEB)
 - Any other CHVP required trainings to be announced via program letters.
 - HFA Model**
 - Partners for a Healthy Baby
 - Ages and Stages Questionnaire (ASQ)
 - Kempe Family Stress Checklist
 - Home Observation and Measurement of the Environment (HOME) Inventory
 - Women's Experience of Battering (WEB)
- Any other CHVP required trainings to be announced via program letters.
4. Link to State Injury Prevention Website: Safe and Active Communities (SAC) Branch:
<http://www.cdph.ca.gov/programs/SACB/Pages/default.aspx>
 5. www.strengtheningfamilies.net LHJ site will utilize the resources and training provided by *Strategies* for TA regarding Strengthening Families.

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. Upon completion of project activities as provided in Exhibit A Scope of Work, and upon receipt and approval of the invoices, the State agrees to reimburse the Contractor for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Contract Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Stephen Fong
California Department of Public Health
Maternal, Child and Adolescent Health Division
1615 Capitol Avenue, Suite 73.560, MS 8305
P. O. Box 997420
Sacramento, CA 95899-7420

C. Invoices shall:

- 1) Be prepared on Contractor letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Scope of Work under this Contract.
- 2) Bear the Contractor's name as shown on the agreement.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Contract. Subject to the terms of this Contract, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to the Contractor to reflect the reduced amount.

3. Prompt Payment Clause

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Amounts Payable

- A. The amounts payable under this Contract shall not exceed:

Exhibit B
Budget Detail and Payment Provisions

- 1) \$807,502 for the budget period of 07/01/15 through 06/30/16.
 - 2) \$807,502 for the budget period of 07/01/16 through 06/30/17.
 - 3) \$807,502 for the budget period of 07/01/17 through 06/30/18.
 - 4) \$807,502 for the budget period of 07/01/18 through 06/30/19.
- B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.
- 5. Timely Submission of Final Invoice**
- A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the program contract manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this agreement have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline. Written State approval shall be sought from the program contract manager prior to the expiration or termination date of this agreement.
- 6. Travel and Per Diem Reimbursement**
- Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).
- 7. Restrictions on the Use of Federal Block Grant Funds**
- Pursuant to 42 U.S.C. Section 704, Contractor shall not use funds provided by the agreement to:
- A. Provide inpatient services;
 - B. Make cash payment to intended recipients of health services;
 - C. Purchase or improve land, purchase, construct or permanently improve any building or other facility or purchase major medical equipment;
 - D. Satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
 - E. Provide financial assistance to any entity other than a public or nonprofit private entity for research or training services; or
 - F. Make payment for any item or service (other than an emergency item or service) furnished by;
1) an individual or entity during the period such individual or entity is excluded from participation in any other federally funded program, or 2) at the medical direction or on the prescription of a physician during the period when the physician is excluded from participation in any other federally funded program.

Exhibit B
Budget Detail and Payment Provisions

8. Expense Allowability / Fiscal Documentation

- A. Invoices, received from the Contractor and accepted and/or submitted for payment by the State, shall not be deemed evidence of allowable agreement costs.
- B. Contractor shall maintain for review and audit and supply to CDPH upon request, adequate documentation of all expenses claimed pursuant to this agreement to permit a determination of expense allowability.
- C. If the allowability or appropriateness of an expense cannot be determined by the State because invoice detail, fiscal records, or backup documentation is nonexistent or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed and payment may be withheld by the State. Upon receipt of adequate documentation supporting a disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.
- D. If travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures.

9. Recovery of Overpayments

- A. Contractor agrees that claims based upon the term of this agreement or an audit finding and/or an audit finding that is appealed and upheld, will be recovered by the State by one of the following options:
 - 1) Contractor's remittance to the State of the full amount of the audit exception within 30 days following the State's request for repayment;
 - 2) A repayment schedule which is agreeable to both the State and the Contractor.
- B. The State reserves the right to select which option will be employed and the Contractor will be notified by the State in writing of the claim procedure to be utilized.
- C. Interest on the unpaid balance of the audit finding or debt will accrue at a rate equal to the monthly average of the rate received on investments in the Pooled Money Investment Fund commencing on the date that an audit or examination finding is mailed to the Contractor, beginning 30 days after Contractor's receipt of the State's demand for repayment.
- D. If the Contractor has filed a valid appeal regarding the report of audit findings, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Contractor loses the final administrative appeal, Contractor shall repay, to the State, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Contractor's first receipt of State's notice requesting reimbursement of questioned audit costs or disallowed expenses.

Exhibit B, Attachment I
 Budget
 Year 1
 (07/01/15 through 6/30/16)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Senior Public Health Nurse	\$ 82,489	25	\$ 20,622
Accountant	57,602	2	1,152
Director of Public Health Nursing	106,314	10	10,631
Administrative Services Officer	85,390	2	1,708

Subtotal Personnel \$ 34,113

Fringe Benefits (61.22%) \$ 20,884

(FICA 7.65%, Retirement 26.515%, OPEB 8.7%, Health and Dental Insurance 18.355%)

Total Personnel and Fringe Benefits \$ 54,997

Operating Expenses

Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.)	\$ 1,049
General Office	107
Duplication/Printing/Postage	100

Total Operating Expenses \$ 1,256

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW), and home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW)) \$ 1,500

Total Travel Costs \$ 1,500

Subcontracts

Child Advocates of Nevada County (Goals 1, 2, 3, 4, 5 in SOW)	\$702,000
Cognitive Behavioral Therapist (Goals 3.6, 5.3 in SOW)	\$34,000

Total Sub-contractor Costs \$ 736,000

Indirect Costs (25% of Total Personnel Costs)

\$ 13,749

Total Budget \$ 807,502

Exhibit B, Attachment I, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 1
(07/01/15 through 6/30/16)

Personnel			
Position Title/Classification	Annual Salary	FTE %	Annual Cost
Executive Director	\$ 67,704	48.74	\$ 32,996
Operations Manager	29,952	60.92	18,246
Bookkeeper	33,280	60.92	20,274
Healthy Families America Program Manager	59,405	82.14	48,797
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Family Assessment Worker	36,200	82.14	29,736
Healthy Family America Family Assessment Worker	28,960	82.14	23,788
Family Support Worker	20,686	82.14	16,991
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	31,028	82.14	25,487
Family Support Worker	20,686	82.14	16,992
Family Support Worker	12,411	82.15	10,195
Family Support Worker	20,686	82.14	16,992
Family Support Worker	31,028	82.14	25,487
Quality Assurance Tech	34,320	82.14	28,192
			Subtotal Personnel \$ 519,117
Fringe Benefits (9.60%)			\$ 49,835
			Total Personnel and Fringe Benefits \$ 568,952
Operating Expenses			
Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.)			\$ 4,107
Rent (14.85 FTE * \$2 * 200sqft * 12 months = \$71,280)			42,587
Technical Support (IT and other media support)			6,080
Mileage (home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW))			18,729
Vehicle fuel and maintenance			4,832
Recruitment Costs			789
Insurance (General Liability, Improper Sexual Misconduct, Professional Liability, etc.)			4,605
Outreach			3,163
General Office Supplies			9,087
Printing, Copying, Duplication			5,580
Communication (Staff desk phones, fax lines, and cell phone charges)			13,456
Audit			7,919
Dues, Program Fees, Subscriptions			1,066
Healthy Families America Membership Dues			2,546
			Total Operating Expenses \$ 124,546

Exhibit B, Attachment I, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 1
(07/01/15 through 6/30/16)

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW))	\$	4,107
Total Travel Costs	\$	4,107
Other Costs		
Stipends	\$	1,109
Curriculum.		3,286
Total Other Costs	\$	4,395
Total Budget	\$	<u>702,000</u>

Exhibit B, Attachment I, Schedule 2
Subcontractor Budget
Year 1
(07/01/15 through 6/30/16)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Cognitive Behavioral Therapist	\$ 34,000	100	\$ 34,000

Total Budget \$ 34,000

Exhibit B, Attachment II
Budget
Year 2
(07/01/16 through 6/30/17)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Senior Public Health Nurse	\$ 82,489	25	\$ 20,622
Accountant	57,602	2	1,152
Director of Public Health Nursing	106,314	10	10,631
Administrative Services Officer	85,390	2	1,708

Subtotal Personnel \$ **34,113**

Fringe Benefits (61.22%)

\$ **20,884**

(FICA 7.65%, Retirement 26.515%, OPEB 8.7%, Health and Dental Insurance 18.355%)

Total Personnel and Fringe Benefits \$ **54,997**

Operating Expenses

Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.) \$ 1,049

General Office 107

Duplication/Printing/Postage 100

Total Operating Expenses \$ **1,256**

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW), and home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW)) \$ 1,500

Total Travel Costs \$ **1,500**

Subcontracts

Child Advocates of Nevada County \$702,000

Cognitive Behavioral Therapist \$34,000

Total Sub-contractor Costs \$ **736,000**

Indirect Costs (25% of Total Personnel Costs)

\$ **13,749**

Total Budget \$ **807,502**

Exhibit B, Attachment II, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 2
(07/01/16 through 6/30/17)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Executive Director	\$ 67,704	48.74	\$ 32,996
Operations Manager	29,952	60.92	18,246
Bookkeeper	33,280	60.92	20,274
Healthy Families America Program Manager	59,405	82.14	48,797
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Family Assessment Worker	36,200	82.14	29,736
Healthy Family America Family Assessment Worker	28,960	82.14	23,788
Family Support Worker	20,686	82.14	16,991
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	31,028	82.14	25,487
Family Support Worker	20,686	82.14	16,992
Family Support Worker	12,411	82.15	10,195
Family Support Worker	20,686	82.14	16,992
Family Support Worker	31,028	82.14	25,487
Quality Assurance Tech	34,320	82.14	28,192
			Subtotal Personnel \$ 519,117
Fringe Benefits (9.60%)			\$ 49,835
			Total Personnel and Fringe Benefits \$ 568,952
Operating Expenses			
Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.)			\$ 4,107
Rent (14.85 FTE * \$2 * 200sqft * 12 months = \$71,280)			42,587
Technical Support (IT and other media support)			6,080
Mileage (home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW)			18,729
Vehicle fuel and maintenance			4,832
Recruitment Costs			789
Insurance (General Liability, Improper Sexual Misconduct, Professional Liability, etc.)			4,605
Outreach			3,163
General Office Supplies			9,087
Printing, Copying, Duplication			5,580
Communication (Staff desk phones, fax lines, and cell phone charges)			13,456
Audit			7,919
Dues, Program Fees, Subscriptions			1,066
Healthy Families America Membership Dues			2,546
			Total Operating Expenses \$ 124,546

Exhibit B, Attachment II, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 2
(07/01/16 through 6/30/17)

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 In SOW))	\$	4,107
Total Travel Costs	\$	4,107
Other Costs		
Stipends	\$	1,109
Curriculum		3,286
Total Other Costs	\$	4,395
Total Budget	\$	<u>702,000</u>

Exhibit B, Attachment II, Schedule 2
Subcontractor Budget
Year 2
(07/01/16 through 6/30/17)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Cognitive Behavioral Therapist	\$ 34,000	100	\$ 34,000

Total Budget \$ 34,000

Exhibit B, Attachment III
 Budget
 Year 3
 (07/01/17 through 6/30/18)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Senior Public Health Nurse	\$ 82,489	25	\$ 20,622
Accountant	57,602	2	1,152
Director of Public Health Nursing	106,314	10	10,631
Administrative Services Officer	85,390	2	1,708

Subtotal Personnel \$ 34,113

Fringe Benefits (61.22%) \$ 20,884

(FICA 7.65%, Retirement 26.515%, OPEB 8.7%, Health and Dental Insurance 18.355%)

Total Personnel and Fringe Benefits \$ 54,997

Operating Expenses

Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.) \$ 1,049

General Office 107

Duplication/Printing/Postage 100

Total Operating Expenses \$ 1,256

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW), and home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW)) \$ 1,500

Total Travel Costs \$ 1,500

Subcontracts

Child Advocates of Nevada County \$702,000

Cognitive Behavioral Therapist \$34,000

Total Sub-contractor Costs \$ 736,000

Indirect Costs (25% of Total Personnel Costs) \$ 13,749

Total Budget \$ 807,502

Exhibit B, Attachment III, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 3
(07/01/17 through 6/30/18)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Executive Director	\$ 67,704	48.74	\$ 32,996
Operations Manager	29,952	60.92	18,246
Bookkeeper	33,280	60.92	20,274
Healthy Families America Program Manager	59,405	82.14	48,797
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Family Assessment Worker	36,200	82.14	29,736
Healthy Family America Family Assessment Worker	28,960	82.14	23,788
Family Support Worker	20,686	82.14	16,991
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	31,028	82.14	25,487
Family Support Worker	20,686	82.14	16,992
Family Support Worker	12,411	82.15	10,195
Family Support Worker	20,686	82.14	16,992
Family Support Worker	31,028	82.14	25,487
Quality Assurance Tech	34,320	82.14	28,192
			Subtotal Personnel \$ 519,117
Fringe Benefits (9.60%)			\$ 49,835
			Total Personnel and Fringe Benefits \$ 568,952
Operating Expenses			
Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.)			\$ 4,107
Rent (14.85 FTE * \$2 * 200sqft * 12 months = \$71,280)			42,587
Technical Support (IT and other media support)			6,080
Mileage (home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW))			18,729
Vehicle fuel and maintenance			4,832
Recruitment Costs			789
Insurance (General Liability, Improper Sexual Misconduct, Professional Liability, etc.)			4,605
Outreach			3,163
General Office Supplies			9,087
Printing, Copying, Duplication			5,580
Communication (Staff desk phones, fax lines, and cell phone charges)			13,456
Audit			7,919
Dues, Program Fees, Subscriptions			1,066
Healthy Families America Membership Dues			2,546
			Total Operating Expenses \$ 124,546

Exhibit B, Attachment III, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 3
(07/01/17 through 6/30/18)

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW))	\$	4,107
	Total Travel Costs	\$ 4,107
Other Costs		
Stipends	\$	1,109
Curriculum		3,286
	Total Other Costs	\$ 4,395
	Total Budget	\$ <u>702,000</u>

Exhibit B, Attachment III, Schedule 2
Subcontractor Budget
Year 3
(07/01/17 through 6/30/18)-

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Cognitive Behavioral Therapist	\$ 34,000	100	\$ 34,000

Total Budget \$ 34,000

Exhibit B, Attachment IV
 Budget
 Year 4
 (07/01/18 through 6/30/19)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Senior Public Health Nurse	\$ 82,489	25	\$ 20,622
Accountant	57,602	2	1,152
Director of Public Health Nursing	106,314	10	10,631
Administrative Services Officer	85,390	2	1,708

Subtotal Personnel \$ 34,113

Fringe Benefits (61.22%) \$ 20,884

(FICA 7.65%, Retirement 26.515%, OPEB 8.7%, Health and Dental Insurance 18.355%)

Total Personnel and Fringe Benefits \$ 54,997

Operating Expenses

Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.) \$ 1,049

General Office 107

Duplication/Printing/Postage 100

Total Operating Expenses \$ 1,256

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW), and home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW)) \$ 1,500

Total Travel Costs \$ 1,500

Subcontracts

Child Advocates of Nevada County \$702,000

Cognitive Behavioral Therapist \$34,000

Total Sub-contractor Costs \$ 736,000

Indirect Costs (25% of Total Personnel Costs) \$ 13,749

Total Budget \$ 807,502

Exhibit B, Attachment IV, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 4
(07/01/18 through 6/30/19)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Executive Director	\$ 67,704	48.74	\$ 32,996
Operations Manager	29,952	60.92	18,246
Bookkeeper	33,280	60.92	20,274
Healthy Families America Program Manager	59,405	82.14	48,797
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Supervisor	42,008	82.14	34,506
Healthy Family America Family Assessment Worker	36,200	82.14	29,736
Healthy Family America Family Assessment Worker	28,960	82.14	23,788
Family Support Worker	20,686	82.14	16,991
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	41,371	82.14	33,983
Family Support Worker	31,028	82.14	25,487
Family Support Worker	20,686	82.14	16,992
Family Support Worker	12,411	82.15	10,195
Family Support Worker	20,686	82.14	16,992
Family Support Worker	31,028	82.14	25,487
Quality Assurance Tech	34,320	82.14	28,192

Subtotal Personnel \$ 519,117

Fringe Benefits (9.60%)

\$ 49,835

Total Personnel and Fringe Benefits \$ 568,952

Operating Expenses

Training (Registration fees for CHVP required and other professional development trainings and CEUs as needed.)	\$ 4,107
Rent (14.85 FTE * \$2 * 200sqft * 12 months = \$71,280)	42,587
Technical Support (IT and other media support)	6,080
Mileage (home visits (Goals 1.1.4, 1.4, 1.5, 2, 3, 4, 5 in SOW))	18,729
Vehicle fuel and maintenance	4,832
Recruitment Costs	789
Insurance (General Liability, Improper Sexual Misconduct, Professional Liability, etc.)	4,605
Outreach	3,163
General Office Supplies	9,087
Printing, Copying, Duplication	5,580
Communication (Staff desk phones, fax lines, and cell phone charges)	13,456
Audit	7,919
Dues, Program Fees, Subscriptions	1,066
Healthy Families America Membership Dues	2,546
Total Operating Expenses	\$ 124,546

Exhibit B, Attachment IV, Schedule 1
Subcontractor Budget
Child Advocates of Nevada County
Year 4
(07/01/18 through 6/30/19)

TRAVEL (Staff travel to statewide CHVP conferences, Nurse Family Partnership or Healthy Families of America trainings (1.3 in SOW))	\$	4,107
	Total Travel Costs	\$ 4,107
Other Costs		
Stipends	\$	1,109
Curriculum		3,286
	Total Other Costs	\$ 4,395
	Total Budget	\$ <u>702,000</u>

Exhibit B, Attachment IV, Schedule 2
Subcontractor Budget
Year 4
(07/01/17 through 6/30/18)

Personnel

Position Title/Classification	Annual Salary	FTE %	Annual Cost
Cognitive Behavioral Therapist	\$ 34,000	100	\$ 34,000

Total Budget \$ 34,000

Special Terms and Conditions

(For federally funded service contracts or agreements and grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "contract", "Contractor" and "Subcontractor" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount, agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

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1. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements entered into by the California Department of Public Health (CDPH).)

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Contractor's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g. The Contractor will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by CDPH, the Contractor may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from CDPH under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (CalHR), for nonrepresented state employees as stipulated in CDPH's Travel Reimbursement Information Exhibit. If the CalHR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to CalHR rates may be approved by CDPH upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

3. Procurement Rules

(Applicable to all agreements in which equipment, property, commodities and/or supplies are furnished by CDPH or expenses for said items are reimbursed with state or federal funds.)

a. Equipment definitions

Wherever the term equipment /property is used, the following definitions shall apply:

- (1) **Major equipment/property:** A tangible or intangible item having a base unit cost of **\$5,000 or more** with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
- (2) **Minor equipment/property:** A tangible item having a base unit cost of **less than \$5,000** with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement.

- b. **Government and public entities** (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this Agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.

- c. **Nonprofit organizations and commercial businesses**, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment and services related to such purchases for performance under this Agreement.

- (1) Equipment purchases shall not exceed \$50,000 annually.

To secure equipment above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate CDPH Program Contract Manager, to have all remaining equipment purchased through CDPH's Purchasing Unit. The cost of equipment purchased by or

through CDPH shall be deducted from the funds available in this Agreement. Contractor shall submit to the CDPH Program Contract Manager a list of equipment specifications for those items that the State must procure. The State may pay the vendor directly for such arranged equipment purchases and title to the equipment will remain with CDPH. The equipment will be delivered to the Contractor's address, as stated on the face of the Agreement, unless the Contractor notifies the CDPH Program Contract Manager, in writing, of an alternate delivery address.

- (2) All equipment purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are either a government or public entity.
- (3) Nonprofit organizations and commercial businesses, shall use a procurement system that meets the following standards:
 - (a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement, or bid contract in which, to his or her knowledge, he or she has a financial interest.
 - (b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.
 - (c) Procurements shall be conducted in a manner that provides for all of the following:
 - [1] Avoid purchasing unnecessary or duplicate items.
 - [2] Equipment solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
 - [3] Take positive steps to utilize small and veteran owned businesses.
- d. Unless waived or otherwise stipulated in writing by CDPH, prior written authorization from the appropriate CDPH Program Contract Manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by CDPH, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by CDPH (e.g., when CDPH has a need to monitor certain purchases, etc.), CDPH may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. CDPH reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that CDPH determines to be unnecessary in carrying out performance under this Agreement.
- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.
- h. CDPH may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

4. Equipment Ownership / Inventory / Disposition

(Applicable to agreements in which equipment and/or property is furnished by CDPH and/or when said items are purchased or reimbursed with state or federal funds.)

- a. Wherever the terms equipment and/or property are used in Provision 4, the definitions in Provision 3, Paragraph a, shall apply.

Unless otherwise stipulated in this Agreement, all equipment and/or property that are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement shall be considered state equipment and the property of CDPH.

- (1) CDPH requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by CDPH or purchased/reimbursed with funds provided through this Agreement.

Upon receipt of equipment and/or property, the Contractor shall report the receipt to the CDPH Program Contract Manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by CDPH's Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with CDPH Funds) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager.

- (2) If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the CDPH Program Contract Manager using a form or format designated by CDPH's Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of CDPH-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).
- (b) Submit the inventory report to CDPH according to the instructions appearing on the inventory form or issued by the CDPH Program Contract Manager.
- (c) Contact the CDPH Program Contract Manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by CDPH's Asset Management Unit.

- b. Title to state equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.

- c. Unless otherwise stipulated, CDPH shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.

- d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or property.

- (1) In administering this provision, CDPH may require the Contractor and/or Subcontractor to repair or replace, to CDPH's satisfaction, any damaged, lost or stolen state equipment and/or property. Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the CDPH Program Contract Manager.

- e. Unless otherwise stipulated by the program funding this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall only be used for performance of this Agreement or another CDPH agreement.

- f. Within sixty (60) calendar days prior to the termination or end of this Agreement, the Contractor shall provide a final inventory report of equipment and/or property to the CDPH Program Contract Manager and

shall, at that time, query CDPH as to the requirements, including the manner and method, of returning state equipment and/or property to CDPH. Final disposition of equipment and/or property shall be at CDPH expense and according to CDPH instructions. Equipment and/or property disposition instructions shall be issued by CDPH immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, CDPH may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different CDPH agreement.

g. Motor Vehicles

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under this Agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Contractor and/or Subcontractor shall return such vehicles to CDPH and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to CDPH.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this Agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this Agreement or any extension period during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

Automobile Liability Insurance

- (a) The Contractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, to the Contractor and/or Subcontractor.
- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the CDPH Program Contract Manager. The certificate of insurance shall identify the CDPH contract or agreement number for which the insurance applies.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this Agreement or until such time as the motor vehicle is returned to CDPH.
- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:

- [1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior

written notice to the State (California Department of Public Health (CDPH)).

- [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this Agreement and any extension or continuation of this Agreement.
 - [3] The insurance carrier shall notify CDPH, in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to each agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by CDPH, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
 - (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, CDPH may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$2,500 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services costing \$2,500, the Contractor shall obtain at least three bids or justify a sole source award.
 - (1) The Contractor must provide in its request for authorization, all information necessary for evaluating the necessity or desirability of incurring such cost.
 - (2) The State may identify the information needed to fulfill this requirement.
 - (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
 - (a) A local governmental entity or the federal government,
 - (b) A State college or university from any State,
 - (c) A Joint Powers Authority,
 - (d) An auxiliary organization of a California State University or a California community college,
 - (e) A foundation organized to support the Board of Governors of the California Community Colleges,
 - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
 - (g) Entities of any type that will provide subvention aid or direct services to the public,
 - (h) Entities and/or service types identified as exempt from advertising in State Contracting Manual 5.80. View this publication at the following Internet address:
<http://www.ols.dgs.ca.gov/Contract+Manual/Chapters4through6.htm>
 - (i) Entities whose name and budgeted costs have been submitted to CDPH in response to a competitive solicitation.
- b. CDPH reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement.
 - (1) Upon receipt of a written notice from CDPH requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and