

**AGREEMENT BETWEEN
THE COUNTY OF TEHAMA AND
NORTHERN CALIFORNIA CHILD DEVELOPMENT INC.**

This agreement is entered into between the County of Tehama, through its Department of Social Services, (“County”) and Northern California Child Development, Inc., (“Contractor”) for the purpose of providing and operating a Family Visitation Center (FVC) known as Stepping Stones Visitation Center (SSVC).

1. RESPONSIBILITIES OF CONTRACTOR

During the term of this agreement, Contractor shall:

- A. Designate an individual to have primary responsibility as a liaison with County in carrying out the terms of this contract.
- B. Provide services in accordance with the Family Visitation Center Scope of Work, Exhibit C, attached hereto and made a part of this contract.
- C. Comply with State and/or Federal regulations and instructions as directed by County and/or CDSS.
- D. Provide details of expenditures under this contract when requested by County OR California Department of Social Services (CDSS).
 - 1. Provide all data required by County and/or CDSS for adequate monitoring and evaluation of the project.
 - 2. The completion of any or all required forms as identified County or CDSS is the responsibility of the Contractor.
- E. Ensure that all personnel as described in the Child Abuse and Neglect Reporting Act, Section 11164 et seq. of the Penal Code, are in compliance with the law. The law mandates certain personnel to report known or suspected instances of child abuse. This includes, but is not limited to, any person who is a social worker or an administrator or presenter of, or a counselor in, a child abuse prevention program. Contractor shall require each employee, volunteer or subcontractor who is a mandated reporter to sign a statement that he or she knows of the reporting requirements as defined in Section 11166 (a) of the Penal Code.

F. Contractor shall notify County in writing, prior to the development of any promotional, audio/visual aids, and printed materials pursuant to this contract. County shall have final approval of any of these materials. County shall be acknowledged as the funding agent, in writing on any of these materials.

G. All equipment purchased by Contractor under this agreement with costs exceeding \$500.00 shall be considered a fixed asset and shall be returned to the County upon termination of the agreement.

2. **RESPONSIBILITIES OF THE COUNTY**

A. Provide program consultation and technical assistance to Contractor.

B. Monitor and evaluate Contractor's performance, expenditures and service levels for compliance with the terms of this contract.

C. Provide Contractor with reporting forms and/or formats and time frames for submission of reports.

D. Evaluate Contractor's reports for compliance with the terms of this contract and provide a written response within thirty (30) calendar days of receipt if the reports are determined to be unacceptable.

E. Retain ownership and have access to any reports, evaluations, preliminary findings or data assembled/developed by Contractor under this contract.

F. County retains the right to modify the program and this contract based on the results of its evaluation and review. In addition, County may use the results in future grant decisions. The evaluation shall include, but is not limited to, grant compliance, effectiveness of planning and program results.

G. County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

3. **COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit E. Compensation shall be a maximum of \$281,000 for the period of 7/1/18 –

6/30/19; \$281,000 for the period of 7/1/19 – 6/30/20; and \$281,000 for the period of 7/1/20 – 6/30/21. The total Maximum Compensation payable under this Agreement shall not exceed \$843,000. Contractor may, with County approval, reallocate funds among each of the major cost categories listed in Exhibit E, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Contractor shall submit to County an itemized invoice (Exhibit F) for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

All invoices for the month of June during the term of this agreement must be submitted no later than the 15th of June; and Contractor shall submit an amended June invoice within the month of July, if needed to reconcile June expenses.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Contractor shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination

date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Contractor will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on 7/1/18 and shall terminate 6/30/21, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No

changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the County.

10. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

11. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions,

costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

12. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements for Contractor," attached hereto and incorporated by reference.

13. **PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to that extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify, and hold the County, its elected officials, officers, employees, and agents free and harmless from any claims, liabilities, costs, penalties, or

interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

15. **GREEN PROCUREMENT POLICY**

Tehama County Resolution No. 49-2002, the Green Procurement Policy (available upon request) supports recycling and waste reduction, and promotes the purchase of products made with recycled materials when product fitness and quality are equal and they are

available at no more than the total cost of non-recycled products. Contractor is encouraged to conform to this policy.

16. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

17. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

18. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

19. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

NOTICES TO COUNTY:	NOTICES TO CONTRACTOR:
Amanda Sharp, Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Brian Heese, Executive Director Northern California Child Development Inc. 220 Sycamore St. Suite 200 Red Bluff, CA 96080

INVOICES SUBMITTED TO COUNTY:	PERSON RESPONSIBLE FOR INVOICING:
Shelley Zimmerman, Deputy Director Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR delivered in person to: 310 S. Main Street., Red Bluff, CA 96080 Phone: 530-528-4186 Fax: 530-527-5410	Kelly May Chief Fiscal Officer 220 Sycamore St. Suite 200 Red Bluff, CA 96080 Phone: 530-529-1500 ext. 125

Notice shall be deemed to be effective two days after mailing.

20. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor such provision shall be construed against the party who drafted the Agreement or such provision.

21. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. **NON-EXCLUSIVE AGREEMENT**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

23. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through F, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

24. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

25. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

26. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Contractor during the term of this agreement for any purpose related to the agreement shall become the property of the County. Contractor shall deliver, upon full payment by the County for services rendered hereunder, all such materials to County.

27. **DOCUMENTS AND RETENTION**

A. Contractor and County agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, Contractor shall make available these records to the County, State, or Federal government representatives.

B. “Contractor shall provide County all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Contractor pursuant to this agreement, should this agreement be terminated.”

C. Contractor shall develop and maintain records concerning the services provided pursuant to this agreement. Contractor shall also provide all information necessary for quarterly reports or other reports required by County, State or the Federal government. Contractor shall fully cooperate with the County in providing any information needed by any governmental entity concerning this agreement.

28. **SEXUAL HARASSMENT**

Contractor shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor shall provide services in accordance with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

29. **CONFLICT OF INTEREST**

Contractor and Contractor’s employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

30. **CONFIDENTIALITY**

The intent of this agreement is for the Contractor to provide a Family Visitation Center. However, should specific information regarding the County’s clients become known to Contractor, the following confidentiality rules shall apply:

A. Contractor shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:

1. All applications and records concerning any individual made or kept by Contractor shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.

2. No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.

3. No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.

B. Contractor shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.

C. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

D. Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Contractor understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

31. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the County or the Contractor, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

32. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The County may monitor the Contractor's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Contractor shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to County at any time. This shall include informing recipients of their right to a State hearing.

The County may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Contractor or any person employed by Contractor, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

33. **MISCELLANEOUS PROVISIONS**

Contractor will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Contractor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Contractor is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

34. **DUPLICATION OF SERVICES AND REFERRALS**

Contractor, Contractors' employees and partners, and any Sub-Contractors agree to refer clients to other existing services as appropriate. New and Existing services shall be coordinated to prevent duplication of services.

Contractor certifies, by signing this agreement, that the services being provided would not otherwise be available to registrants free of charge in the absence of County funding.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY DEPARTMENT
OF SOCIAL SERVICES**

Date: 7/3/18


Teresa Curiel, Chief Deputy Director

**NORTHERN CALIFORNIA CHILD
DEVELOPMENT, INC.**

Date: 7/3/18


Brian Heese

106919
Vendor Number

5013-53230
Budget Account Number

93.658
CFDA Number

Exhibit A

INSURANCE REQUIREMENTS FOR CONTRACTOR

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage, and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less

than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

EXHIBIT B

NONDISCRIMINATION CLAUSE

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HERREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Contractor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Exhibit C—Family Visitation Center Scope of Work

1. Program Objectives:

- a. Contractor will operate a Family Visitation Center for Tehama County Child Welfare Services (CWS) families known as the Stepping Stones Visitation Center (SSVC).
- b. The SSVC will be conveniently located at 220 Sycamore Street Suite 101 Red Bluff, California, with extended services in the city of Corning. SSVC will offer two different locations in the Corning area for services: 317 Fig Lane and 561 Edith Ave. Contractor will ensure that the space is hospitable and functional for the intended purposes. Biological and foster caregivers will be encouraged to use the family contact time as an opportunity to exchange information about the child and demonstrate positive interaction to aid the child in feeling comfortable. This includes using the same entrance/reception area unless there is a safety concern in which case the Contractor will ensure that either a separate entrance is available and/or that parties are escorted in/out of the building separately (see *High Supervision* below). If possible, an outdoor play area will be available and/or family visitation may be arranged at a park.
- c. The SSVC will utilize contact rooms that can accommodate sizes of families from small to extra large. The rooms will be furnished to meet the needs of children of different ages, including infants, toddlers, school age, and teenage children. Rooms will be easily interchangeable with regard to age appropriate activities and furniture to accommodate the variety of ages and stages of children that attend visitations. Toys, craft supplies, and other learning activities will be available to families. The SSVC will make available the necessary equipment for families to prepare meals together. This will include an electric range with oven, refrigerator, small cooking appliances, and cookware. Small appliances and cookware will include; microwave ovens, toaster ovens, mixers, blenders, pots and pans, bake ware, and cooking utensils.
- d. The SSVC shall be staffed with a full-time Director, a full-time Family Case Manager, a part time Family Case Manager, and Master’s Degree level interns (\$12,000 stipend—see Exhibit E). The Director and Family Case Managers will be overseen by the Head Start Pre-K Director and the interns will be overseen by an LCSW providing in-kind services (no cost to the FVC contract). Staff persons will hold a bachelor’s degree in social work, psychology or a related field, or will possess equivalent experience working with families and children in a professional capacity. The SSVC will be staffed (number of staff, etc) as necessary to allow flexibility and safety for appropriate services at the SSVC.
- e. The Family Case Managers will be responsible for monitoring the family visits, interacting with both biological and foster caregivers, taking notes as required, modeling appropriate and effective child interaction techniques, providing play materials, activities, food as necessary, and maintaining the cleanliness and safety of the contact rooms.

f. The Family Case Managers and interns are expected to have a solid background in child development and parent education so that they are able to role model activities and mentor the biological and/or foster caregivers. In addition, all SSVC staff will be trained in the Nurturing Parenting parent education curriculum so they can effectively coach and supervise parents utilizing the same evidence-based curriculum as CWS and many other local service providers. All SSVC staff will also be trained in the Adverse Childhood Experiences (ACE's) using certified trained staff through Northern California Child Development Inc. (NCCDI).

g. The SSVC Director will have ultimate accountability for the operation of the SSVC. The Director will prepare and monitor budgets, periodically review program records and review evaluation reports, as well as meet with the CWS Program Manager on a periodic basis to provide information and feedback, build effective working relationships, solve problems, and plan for improvements. The SSVC Director is the custodian of the visitation charts, responsible for monitoring contract standards, developing the visitation schedule, screening and setting up referrals, supervising the SSVC staff, and overseeing maintenance of the visitation rooms (sanitization of the toys, designing room to meet the developmental needs of the children, etc.).

h. Family visitation will be scheduled and monitored in accordance with guidelines established by the court and the case-carrying CWS social worker. SSVC staff will work closely with CWS staff to ensure that all privileges and protections are allowed for each family. It is expected that SSVC staff will meet as needed on a case by case basis with designated CWS staff. CWS staff is to provide appropriate instruction in the documentation (form attached hereto as Attachment D) required by CWS during supervised visits. This documentation will serve as the vehicle through which feedback and recommendations for change in the level of visitation/supervision are made to the case-carrying CWS social worker. As necessary, CWS or the SSVC may request a case staffing meeting be scheduled if further consultation is needed.

i. The SSVC will be open Monday through Friday during regular business hours with some availability for evening visits. Evening and weekend requests must be made 48 hours prior to the visit. The SSVC will be capable of providing approximately 100 family visitations per week. This number is based on a 50 minute visit; however length of visits will vary depending on need of the family and request of CWS social worker. The weekly number of visits fluctuates based on the needs of the agency which are determined by caseloads and court orders.

j. Parents are encouraged to bring a healthy snack or meal to share with their child during a visit and can also bring in special activities. Parents are given the option of "setting up" the room for their contact. Parents take pride in planning and selecting activities of their choice for their child. When a parent says they are unsure or don't know how to plan an age appropriate activity the SSVC staff will make suggestions and provide different activity choices.

2. **Three Levels of Supervision:**

- a. The Center will offer supervision of three levels of family visitations:

Note: At any level the Family Case Manager may interrupt and end the visit if deemed necessary.

- i. **High Supervision**—the child may not be removed from the presence of a SSVC staff person who has been trained in the Nurturing Parenting parent education curriculum. High Supervision also known as therapeutic visitation will be supervised by a Master’s level therapist. The Family Case Manager responsibilities include protecting the child’s emotional and physical safety, and evaluation and assessment of child-family interaction. The Family Case Manager strictly enforces rules for child-parent interaction that have been explained in advance by the case-carrying social worker. The staff member will also act as a role model for parents, demonstrating parenting techniques and encouraging parents to try these behaviors during the visit. Examples of interventions include; educating the family about trauma, behaviors, and expectations; debriefing traumatic events (when appropriate) at the family’s level; teaching relaxation techniques such as controlled breathing and thought stopping; among others. Progress is recorded by the Family Case Manager and provided to the CWS case-carrying social worker to evaluate progress towards case plan goals.

1. High Supervision Structured Family Time is appropriate when a parent has made little or no progress in addressing behaviors and safety threats identified in the home that impact the family visitation.
2. Family Visitation Plans that call for high supervision may also necessitate the parents and foster caregivers entering and exiting the SSVC separately.
3. Clinical supervision by a designated community agency representative or appropriately trained TCDSS CWS staff may be necessary in cases of sexual or physical abuse or violence between siblings.

- ii. **Moderate Supervision**—the family visitation occurs in the presence of a designated Family Case Manager who has been trained in the Nurturing Parenting parent education curriculum and will use Parent Coaching Strategies. Parent coaching is a strategy that includes interventions that target specific family and parenting skills for development, strengthening, or elimination of certain behaviors. The nurturing parenting strategies will encourage the following parent/child interactions; effective use of praise and positive reinforcement, avoidance of criticism and punishment, age appropriate communication, appropriate use of consequences, etc. The Family Case Manager has a clear plan, with structured activities, to observe and enhance parental capabilities, whenever possible. Family visitation allows for appropriate parent-driven interaction. SSVC staff will act as a role model for parents, demonstrating positive parenting techniques and encouraging parents to try these behaviors during the visit. Progress is recorded by Family Case Manager and provided to the CWS worker to evaluate progress towards case plan goals.

1. Moderate Supervision Structured Family Time is appropriate when a parent has not yet demonstrated necessary progress in addressing behaviors and safety threats identified in the home that impact the family visit, and parents need substantial assistance in structuring family visitation time themselves.

iii. **Low Supervision**—the family visitation occurs in the presence of a designated intern who has been trained in the Nurturing Parenting parent education curriculum. The intern will evaluate and assess the child-family interaction and/or teaches and helps parents practice parenting skills. The intern allows parents to structure interaction and activities, stepping in only when parents need assistance. Some examples of planned interventions may include; acknowledging family strengths to communicate respect and acceptance, interrupting parent behaviors that may result in harm to the child, structuring family time, activities, and conversation, etc. The intern follows a clear Family Visitation Plan developed by the social worker, with structured activities, to observe and enhance parental capabilities, whenever necessary. Family visitation encourages parent-driven interaction (parent initiates activity/interaction).

1. For those parents who do not require supervised visitation with their children, but who do require documentation of their participation and appropriateness, the SSVC will offer scheduled visitation appointment times. These families will be required to check in and out with the SSVC staff. They may leave the premises and return at an agreed upon time to transfer the children back to the foster caregivers. Progress is recorded by SSVC staff and provided to the worker to evaluate progress towards case plan goals.

2. Low Supervision Structured Family Time is appropriate when a parent is demonstrating appropriate progress in addressing behaviors and safety threats identified in the home that impact the family visit and parents are able to appropriately structure most of the family visitation time themselves. However, parents still need some assistance and supervision.

3. **Additional Strategies**

a. Visit Coaching Strategy

i. Visit coaching begins with an agreement with the family that identifies the child-specific needs to be addressed and an understanding of how these needs relate to the safety concerns that brought the child into care. Before each visit, families work with the visit coach to address fears, barriers, and parenting issues. During the visit, the coach actively acknowledges the family's strengths in responding to their children and guides them in improving their skills. After the visit, the family and coach evaluate how the next visit could be improved. Visit coaching will be provided in a variety of ways and settings with the SSVC staff working collaboratively with the SW. The Visit Coaches will be trained in visit coaching principles and methods provided by NCCDI.

b. Home Visitation Strategy (available to low and moderate supervision families)

i. Supervised visitation in a parents' home setting allows for a period of time, not more than 2-4 months, in which a child with a plan of reunification resides with a parent or guardian while services are provided in the family primary residence to the child and family to address risk factors and to ensure the safety of the child. Trial home visitation should include visit coaching to improve the ability of parents to meet their children's needs and to refine their parenting skills. Trial home visitation plans must be written documents with clearly stated timelines and progress indicators suggested and approved

in collaboration with the CWS Social Worker and SSVC Manager. Children who are not currently enrolled in a NCCDI Program will be prioritized for services.

- c. NCCDI's Preschool and Infant Toddler Education Setting Strategy (available to low and moderate supervision families)
- i. This in class intervention offers parents the opportunity to learn hands on strategies while seeing those strategies being implemented with other children in the classroom. In addition to Nurturing Parenting strategies, behavior modification techniques while modeling positive interactions will be used to ensure family child success. Children who are not currently enrolled in the NCCDI program will be prioritized for services.

4. **Referrals & Scheduling Process:**

a. The case-carrying social worker may observe two visit with the family prior to referring families requiring supervised visitation to the SSVC using a standard form (attached hereto Exhibit D) sent via fax or secured email. On the referral form it will be designated any special problem situations to be aware of, and any special needs or requirements of the visiting child, family member or foster parent.

b. SSVC staff will be responsible for scheduling family visitation at times convenient to all parties at whatever frequency has been requested by the case-carrying social worker. SSVC staff will communicate the scheduled family visitation times to all parties via telephone and mail or secured email. The SSVC Manager will assign appropriate staff to supervise or monitor each family visit per the level of supervision indicated by the social worker for that family.

c. The SSVC will set up a first visit on the same day a referral is received if scheduling and space availability permit the SSVC to do so. If this does not occur the reasons for non-occurrence will be documented and the visit will be scheduled within 48 hours. If the Family Case Manager is unable to make contact with the biological parents, this will be documented in the case notes and the CWS Social Worker will be notified immediately. Out of town visitors and once a month visitors who require a more flexible schedule will be accommodated.

d. The SSVC staff will notify the CWS Social Worker upon confirming the first scheduled visit for the family.

5. **Encouraging Family Connections:**

a. SSVC will engage birth parents and children in activities that encourage family connections. This will include activities such as; exchange of a weekly journal documenting the child's week and taking pictures. As everyone grows more comfortable, the relationship between birth and foster parents might progress, involving steps such as: recording the family reading a book and playing it for the child at bedtime, attend doctor visits, and school functions.

6. **Birth—Foster Parent Interaction & Information Exchange:**

a. SSVC staff will facilitate “icebreakers” between biological and foster caregivers. These interactions will serve as an opportunity to exchange information about the child and demonstrate positive interaction to aid the child in feeling comfortable. These “icebreaker” meetings will be held within 2 days of the child’s out of home placement.

7. **Visitation Guidelines:**

a. Parents will be asked to sign initial intake paperwork. This paperwork developed by SSVC includes a copy of the visitation guidelines and consent to release form. All forms will be read, agreed to, and signed prior to the commencement of the first visit. The SSVC will be expected to have procedures in place that address parents/visitors that do not adhere to the visitation guidelines.

b. Parents will be asked to adhere to the SSVC Head Lice Policy.

8. **Warrants:**

a. If an arrest is attempted or made at the SSVC the SSVC staff will make every effort to work with law enforcement to avoid trauma to the children who are participating in visitation with their family.

9. **Substance Use/Under the Influence:**

a. If a parent/visitor arrives to the SSVC and appears to be under the influence/unable to behave appropriately for the visit the SSVC shall have procedures in place to address the situation which shall include notifying the case-carrying social worker verbally and in writing.

10. **Documentation:**

a. Based on the specified level of supervision the SSVC staff objectively observes and records all parent/child interactions. At the conclusion of each visit a contact report is completed, copied, and stored on site in an SSVC client file and provided to case-carrying social worker.

11. **Data Collection-Analysis Method:**

a. SSVC staff will maintain a file for each case referred to the SSVC. Staff will document dates, times and duration of family visits, who participated in the visit, brief notes about activities during the visit, and notes regarding any unusual events. These files will be maintained in a locked filing cabinet.

b. In addition, the SSVC will collect and report data on a quarterly basis showing the following:

- i. Date (The date the service/visit was received or occurred)
- ii. Family Name (Parents)
- iii. CWS Social Worker Name

- iv. Level of Supervision
 - Monitored – staff checks in
 - Supervised – staff member in room
 - Start/Stop – In/Out Parents come in and take the kids out for the visit.
- v. Completed or Cancelled (was the visit completed or cancelled)

12. **Satisfaction Feedback Survey:**

a. SSVC will provide a satisfaction and feedback questionnaire to foster parents and biological parents. The information collected on these forms will be reported anonymously. SSVC will summarize and use this feedback to help improve the functioning of the SSVC. This summary along with the questionnaires will be provided to CWS quarterly with the data reports.

13. **Submitting of Reports and Surveys**

a. Contractor shall submit the quarterly report no later than 30 days from the end of the quarter. The report shall be based on the services Contractor provided, as per the Scope of Work. The quarterly report shall be delivered in person, through secure email or mailed to Jesi Lunsford, Services Staff Services Analyst, TCDSS, P.O. Box 1515, Red Bluff, CA 96080, or emailed to jlunsford@tcdss.org.

Report Quarter:	Report Due By:
July – September	October 31
October – December	January 31
January – March	April 30
April – June	July 31

EXHIBIT D—Sample Forms

Imported into the
CWS/CMS System
Date: _____

Name:
Date:
Page 1 of 2

Family Visitation Center

Visit Report

Social Worker's Name: _____ Date: _____ M T W TH F

Observer: _____ Family Visitation Center

Level of Supervision: High, Moderate, Low Start time: _____ Stop time: _____

Child's Name: _____ DOB: _____ Age: _____

Child's Name: _____ DOB: _____ Age: _____

Authorized Visitors:

Visitor: _____ Relationship: _____

Visitor: _____ Relationship: _____

Transition:

On time, Late _____ m.n., No Show by _____, Cancelled by _____

Observation Codes:	Y	N	N/A	Notes
Parent understands and meets child's needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent demonstrates appropriate discipline/behavior management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Child demonstrates trust and reliance in parent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent demonstrates acceptance of the child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual undertones of parent observed during visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fear of parent observed during visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent engages child appropriately during visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Child engages parent appropriately during visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent able and willing to implement suggestions on parenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent able to integrate information obtained in parenting classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent able to handle multiple children at once.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent able to maintain roles/boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

_____ FVC Case Manager

Name:
Date:
Page 2 of 2

Observations:

Transition Out:

FVC Case Manager

Stepping Stones Family Visitation Center
220 Sycamore Street, Red Bluff, CA 96080 (530) 529-1500 ext: 118

Visitation Referral/ Reservation

CPS Social Worker Name: _____ Phone: _____ Date: _____

Child's Name Name	DOB	Phone	Foster Parent/Caregiver
----------------------	-----	-------	-------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Candidate for Center Visits? Yes No

Candidate for Intensive Home Visitation Model? Yes No

AUTHORIZED VISITORS:

MOTHER: _____ Phone: _____

Level of Supervision: High Moderate Low

Visits to be held:

Weekly (circle#) 1x, 2x, 3x, 4x, Monthly, 2x Month, Other _____

Length of visit: _____

Comments: _____

FATHER: _____ Phone: _____

Level of Supervision: High Moderate Low

Visits to be held:

Weekly (circle#) 1x, 2x, 3x, 4x, Monthly, 2x Month, Other _____

Length of visit: _____

Comments: _____

OTHER: _____ Phone: _____

Relationship to Child: _____

Level of Supervision: High Moderate Low

Visits to be held:

Weekly (circle#) 1x, 2x, 3x, 4x, Monthly, 2x Month, Other _____

Length of visit: _____

Comments: _____

Exhibit D – Sample Forms



Amanda Sharp, MBA, CGW, Director
t: (530) 527-1911 • f: (530) 527-5410 • PC: Box 1515 • 310 South Main Street • Red Bluff, CA 96080
www.tcdss.org

**Stepping Stones Family Visitation Center
Family Client Satisfaction Survey**

We want to ensure that your family contact experience is a positive and meaningful experience. We would appreciate your feedback so that we may work to continually ensure we are meeting families' needs. Thank you!

1) Do you feel you received visitation in a timely manner?
1 Strongly Agree 2 Agree 3 Somewhat 4 Disagree 5 Strongly Disagree

2) Did you feel the facility was clean and had a positive atmosphere?
1 Strongly Agree 2 Agree 3 Somewhat 4 Disagree 5 Strongly Disagree

3) Did the staff treat you with respect and honor your time with your children?
1 Strongly Agree 2 Agree 3 Somewhat 4 Disagree 5 Strongly Disagree

4) Did the staff help you with parenting techniques that you feel will help you with your children?
1 Strongly Agree 2 Agree 3 Somewhat 4 Disagree 5 Strongly Disagree

5) Did the staff encourage you to talk to the caregiver when you came to the FVC?
1 Strongly Agree 2 Agree 3 Somewhat 4 Disagree 5 Strongly Disagree

6) Do you have any additional comments?

7) Do you have any suggestions for improvement?

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).	Budget Start Date:	July 1, 2018
		Budget End Date:	June 30, 2019
CONTRACTOR NAME AND ADDRESS		PURPOSE/TITLE OF CONTRACT:	
Northern California Child Development, Inc.		Family Visitation Center	
220 Sycamore St., #200		PROGRAM CONTACT	
Red Bluff, CA 96080		FISCAL CONTACT	
		Name: Brian Heese	Name: Kelly May
		Telephone: (530) 529-1500 x 121	Telephone: (530) 529-1500 x 125
		Email: bheese@nccdi.com	Email: kmay@nccdi.com

BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.	TOTAL CONTRACT BUDGET
---	------------------------------

DIRECT SALARIES	Annual Salary	FTE (% of time)	
Head Start Pre-K Director	\$ 75,317.00	11%	\$ 8,286.00
FVC Director	\$ 39,517.00	100%	\$ 39,517.00
FVC Case Manager	\$ 34,217.00	100%	\$ 34,217.00
FVC Case Manager	\$ 19,351.00	100%	\$ 19,351.00
FVC Case Manager (In Training)	\$ 7,740.00	100%	\$ 7,740.00
Home Visitor	\$ 24,193.00	25%	\$ 6,048.00
DIRECT BENEFITS/FRINGE			
Head Start Pre-K Director	\$ 7,572.00	11%	\$ 833.00
FVC Director	\$ 12,585.00	100%	\$ 12,585.00
FVC Case Manager	\$ 10,399.00	100%	\$ 10,399.00
FVC Case Manager	\$ 3,105.00	100%	\$ 3,105.00
FVC Case Manager (In Training)	\$ 1,502.00	100%	\$ 1,502.00
Home Visitor	\$ 10,386.00	25%	\$ 2,597.00
DIRECT SALARIES & BENEFITS TOTAL			\$ 146,180.00

DIRECT COSTS	Quantity	Cost	
Supplies (Educational, Office, Health, Building & Janitorial, Kitchen)	N/A	\$ 10,000.00	\$ 10,000.00
Employee Benefit Administration	N/A	\$ 450.00	\$ 450.00
Staff Mileage Reimbursement	N/A	\$ 300.00	\$ 300.00
Staff Recruitment & Personnel Cost	N/A	\$ 500.00	\$ 500.00
Network Support	N/A	\$ 4,500.00	\$ 4,500.00
Rent (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 51,600.00	\$ 51,600.00
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 12,000.00	\$ 12,000.00
Telephone (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 2,500.00	\$ 2,500.00
License & Fees, Dues & Subscriptions	N/A	\$ 350.00	\$ 350.00
Other Consulting (Stipend for Interns)	N/A	\$ 12,000.00	\$ 12,000.00
Training & Staff Development	N/A	\$ 2,975.00	\$ 2,975.00
Insurance (Property & Liability)	N/A	\$ 2,350.00	\$ 2,350.00
Repairs & Maintenance - Equipment	N/A	\$ 1,000.00	\$ 1,000.00
Repairs & Maintenance - Building	N/A	\$ 2,500.00	\$ 2,500.00
Auto Expense (for use of NCCDI Vehicles)	N/A	\$ 5,350.00	\$ 5,350.00
DIRECT COSTS TOTAL			\$ 108,375.00

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date:	July 1, 2018	
			Budget End Date:	June 30, 2019	
CONTRACTOR NAME AND ADDRESS		PURPOSE/TITLE OF CONTRACT:		Family Visitation Center	
Northern California Child Development, Inc.		PROGRAM CONTACT		FISCAL CONTACT	
220 Sycamore St., #200		Name:	Brian Heese	Name:	Kelly May
Red Bluff, CA 96080		Telephone:	(530) 529-1500 x 121	Telephone:	(530) 529-1500 x 125
		Email:	bheese@nccdi.com	Email:	kmay@nccdi.com
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.				TOTAL CONTRACT BUDGET	
INDIRECT SALARIES					
		Annual Salary	FTE (% of time)		
Executive Director	\$	92,726.00	4%	\$ 3,993.00	
Chief Fiscal Officer	\$	67,870.00	4%	\$ 2,514.00	
Human Resources Manager	\$	39,517.00	4%	\$ 1,464.00	
Accountant	\$	35,630.00	4%	\$ 1,320.00	
A/P & Purchasing Clerk	\$	30,440.00	4%	\$ 1,128.00	
Administrative Assistant	\$	29,917.00	4%	\$ 1,288.00	
Receptionist	\$	15,176.00	4%	\$ 654.00	
INDIRECT BENEFITS/FRINGE					
Executive Director	\$	21,513.00	4%	\$ 926.00	
Chief Fiscal Officer	\$	13,295.00	4%	\$ 492.00	
Human Resources Manager	\$	11,035.00	4%	\$ 409.00	
Accountant	\$	10,675.00	4%	\$ 395.00	
A/P & Purchasing Clerk	\$	11,993.00	4%	\$ 444.00	
Administrative Assistant	\$	15,549.00	4%	\$ 670.00	
Receptionist	\$	6,807.00	4%	\$ 293.00	
INDIRECT SALARIES & BENEFITS TOTAL				\$ 15,990.00	
INDIRECT COSTS					
		Quantity	Cost		
Supplies (Office, Building & Janitorial)		N/A	\$ 11,250.00	\$ 400.00	
Employee Benefits Administration		N/A	\$ 19,700.00	\$ 400.00	
Accounting/Audit		N/A	\$ 14,500.00	\$ 625.00	
Meeting Expense		N/A	\$ 2,000.00	\$ 85.00	
Staff Mileage Reimbursement		N/A	\$ 400.00	\$ 20.00	
Staff Recruitment & Personnel Cost		N/A	\$ 3,250.00	\$ 140.00	
Network Support, Fiscal Software Maint. & Support, 3rd Party Payroll Svcs.		N/A	\$ 172,300.00	\$ 3,000.00	
Rent (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 92,350.00	\$ 1,565.00	
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 18,200.00	\$ 790.00	
Telephone (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 8,900.00	\$ 385.00	
License & Fees, Dues & Subscriptions, Bank Fees		N/A	\$ 9,900.00	\$ 430.00	
Postage & Printing		N/A	\$ 1,000.00	\$ 45.00	
Repairs & Maintenance - Equipment		N/A	\$ 12,400.00	\$ 540.00	
Repairs & Maintenance - Building		N/A	\$ 3,700.00	\$ 160.00	
Auto Expense (for use of NCCDI Vehicles)		N/A	\$ 43,260.00	\$ 1,870.00	
INDIRECT COSTS TOTAL				\$ 10,455.00	
TOTAL BUDGET				\$ 281,000.00	
Is contractor for-profit?	No	Yes, enter amount of profit:		\$ -	

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date:	July 1, 2019
			Budget End Date:	June 30, 2020
CONTRACTOR NAME AND ADDRESS		PURPOSE/TITLE OF CONTRACT:	Family Visitation Center	
Northern California Child Development, Inc. 220 Sycamore St., #200 Red Bluff, CA 96080		PROGRAM CONTACT	FISCAL CONTACT	
		Name: Brian Heese Telephone: (530) 529-1500 x 121 Email: bheese@nccdi.com	Name: Kelly May Telephone: (530) 529-1500 x 125 Email: kmay@nccdi.com	
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.				TOTAL CONTRACT BUDGET
DIRECT SALARIES		Annual Salary	FTE (% of time)	
Head Start Pre-K Director	\$	79,344.00	11%	\$ 8,727.00
FVC Director	\$	41,278.00	100%	\$ 41,278.00
FVC Case Manager	\$	36,602.00	100%	\$ 36,602.00
FVC Case Manager	\$	20,735.00	100%	\$ 20,735.00
FVC Case Manager (In Training)	\$	5,310.00	100%	\$ 5,310.00
Home Visitor	\$	27,858.00	25%	\$ 6,965.00
DIRECT BENEFITS/FRINGE				
Head Start Pre-K Director	\$	7,966.00	11%	\$ 876.00
FVC Director	\$	12,877.00	100%	\$ 12,877.00
FVC Case Manager	\$	10,773.00	100%	\$ 10,773.00
FVC Case Manager	\$	3,321.00	100%	\$ 3,321.00
FVC Case Manager (In Training)	\$	1,185.00	100%	\$ 1,185.00
Home Visitor	\$	11,217.00	25%	\$ 2,804.00
DIRECT SALARIES & BENEFITS TOTAL				\$ 151,453.00
DIRECT COSTS		Quantity	Cost	
Supplies (Educational, Office, Health, Building & Janitorial, Kitchen)		N/A	\$ 10,000.00	\$ 10,000.00
Employee Benefit Administration		N/A	\$ 450.00	\$ 450.00
Staff Mileage Reimbursement		N/A	\$ 300.00	\$ 300.00
Staff Recruitment & Personnel Cost		N/A	\$ 500.00	\$ 500.00
Network Support		N/A	\$ 4,500.00	\$ 4,500.00
Rent (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 52,632.00	\$ 52,632.00
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 12,180.00	\$ 12,180.00
Telephone (220 Sycamore St #101, Red Bluff, CA)		N/A	\$ 2,538.00	\$ 2,538.00
License & Fees, Dues & Subscriptions		N/A	\$ 350.00	\$ 350.00
Other Consulting (Stipend for Interns)		N/A	\$ 12,000.00	\$ 12,000.00
Training & Staff Development		N/A	\$ 2,975.00	\$ 2,975.00
Insurance (Property & Liability)		N/A	\$ 2,420.00	\$ 2,420.00
Repairs & Maintenance - Equipment		N/A	\$ 1,000.00	\$ 1,000.00
Repairs & Maintenance - Building		N/A	\$ 2,500.00	\$ 2,500.00
Auto Expense (for use of NCCDI Vehicles)		N/A	\$ 4,723.00	\$ 4,723.00
DIRECT COSTS TOTAL				\$ 109,068.00

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date: July 1, 2019	Budget End Date: June 30, 2020
CONTRACTOR NAME AND ADDRESS Northern California Child Development, Inc. 220 Sycamore St., #200 Red Bluff, CA 96080		PURPOSE/TITLE OF CONTRACT: Family Visitation Center		
		PROGRAM CONTACT Name: Brian Heese Telephone: (530) 529-1500 x 121 Email: bheese@nccdi.com		FISCAL CONTACT Name: Kelly May Telephone: (530) 529-1500 x 125 Email: kmay@nccdi.com
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.				TOTAL CONTRACT BUDGET
INDIRECT SALARIES	Annual Salary	FTE (% of time)		
Executive Director	\$ 96,161.00	3%	\$	2,885.00
Chief Fiscal Officer	\$ 69,638.00	3%	\$	2,089.00
Human Resources Manager	\$ 41,278.00	3%	\$	1,238.00
Accountant	\$ 36,566.00	3%	\$	1,097.00
A/P & Purchasing Clerk	\$ 32,207.00	3%	\$	966.00
Administrative Assistant	\$ 30,391.00	3%	\$	912.00
Receptionist	\$ 19,770.00	3%	\$	593.00
INDIRECT BENEFITS/FRINGE				
Executive Director	\$ 21,853.00	3%	\$	656.00
Chief Fiscal Officer	\$ 13,467.00	3%	\$	404.00
Human Resources Manager	\$ 11,204.00	3%	\$	336.00
Accountant	\$ 10,768.00	3%	\$	323.00
A/P & Purchasing Clerk	\$ 12,163.00	3%	\$	365.00
Administrative Assistant	\$ 15,598.00	3%	\$	468.00
Receptionist	\$ 2,114.00	3%	\$	63.00
INDIRECT SALARIES & BENEFITS TOTAL			\$	12,395.00
INDIRECT COSTS	Quantity	Cost		
Supplies (Office, Building & Janitorial)	N/A	\$ 11,250.00	\$	237.00
Employee Benefits Administration	N/A	\$ 19,700.00	\$	400.00
Accounting/Audit	N/A	\$ 14,500.00	\$	435.00
Meeting Expense	N/A	\$ 2,000.00	\$	60.00
Staff Mileage Reimbursement	N/A	\$ 400.00	\$	12.00
Staff Recruitment & Personnel Cost	N/A	\$ 3,250.00	\$	98.00
Network Support, Fiscal Software Maint. & Support, 3rd Party Payroll Svcs.	N/A	\$ 172,300.00	\$	2,600.00
Rent (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 94,197.00	\$	1,269.00
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 18,473.00	\$	554.00
Telephone (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 9,033.00	\$	271.00
License & Fees, Dues & Subscriptions, Bank Fees	N/A	\$ 9,900.00	\$	297.00
Postage & Printing	N/A	\$ 1,040.00	\$	31.00
Repairs & Maintenance - Equipment	N/A	\$ 12,400.00	\$	372.00
Repairs & Maintenance - Building	N/A	\$ 3,700.00	\$	111.00
Auto Expense (for use of NCCDI Vehicles)	N/A	\$ 44,558.00	\$	1,337.00
INDIRECT COSTS TOTAL			\$	8,084.00

TOTAL BUDGET \$ **281,000.00**

Is contractor for-profit? No Yes, enter amount of profit: \$ -

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date: July 1, 2020
			Budget End Date: June 30, 2021
CONTRACTOR NAME AND ADDRESS Northern California Child Development, Inc. 220 Sycamore St., #200 Red Bluff, CA 96080	PURPOSE/TITLE OF CONTRACT: Family Visitation Center		
	PROGRAM CONTACT Name: Brian Heese Telephone: (530) 529-1500 x 121 Email: bheese@nccdi.com	FISCAL CONTACT Name: Kelly May Telephone: (530) 529-1500 x 125 Email: kmay@nccdi.com	
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.			TOTAL CONTRACT BUDGET
DIRECT SALARIES	Annual Salary	FTE (% of time)	
Head Start Pre-K Director	\$ 81,702.00	9%	\$ 7,352.00
FVC Director	\$ 42,529.00	100%	\$ 42,529.00
FVC Case Manager	\$ 39,016.00	100%	\$ 39,016.00
FVC Case Manager	\$ 22,126.00	100%	\$ 22,126.00
Home Visitor	\$ 28,078.00	25%	\$ 7,020.00
DIRECT BENEFITS/FRINGE			
Head Start Pre-K Director	\$ 8,215.00	9%	\$ 739.00
FVC Director	\$ 13,141.00	100%	\$ 13,141.00
FVC Case Manager	\$ 11,191.00	100%	\$ 11,191.00
FVC Case Manager	\$ 3,562.00	100%	\$ 3,562.00
Home Visitor	\$ 11,308.00	25%	\$ 2,827.00
DIRECT SALARIES & BENEFITS TOTAL			\$ 149,503.00
DIRECT COSTS	Quantity	Cost	
Supplies (Educational, Office, Health, Building & Janitorial, Kitchen)	N/A	\$ 10,000.00	\$ 10,000.00
Employee Benefit Administration	N/A	\$ 450.00	\$ 450.00
Staff Mileage Reimbursement	N/A	\$ 300.00	\$ 300.00
Staff Recruitment & Personnel Cost	N/A	\$ 500.00	\$ 500.00
Network Support	N/A	\$ 4,500.00	\$ 4,500.00
Rent (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 53,685.00	\$ 53,685.00
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 12,650.00	\$ 12,650.00
Telephone (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 2,670.00	\$ 2,670.00
License & Fees, Dues & Subscriptions	N/A	\$ 350.00	\$ 350.00
Other Consulting (Stipend for Interns)	N/A	\$ 12,000.00	\$ 12,000.00
Training & Staff Development	N/A	\$ 2,975.00	\$ 2,975.00
Insurance (Property & Liability)	N/A	\$ 2,541.00	\$ 2,541.00
Repairs & Maintenance - Equipment	N/A	\$ 1,000.00	\$ 1,000.00
Repairs & Maintenance - Building	N/A	\$ 2,500.00	\$ 2,500.00
Auto Expense (for use of NCCDI Vehicles)	N/A	\$ 4,723.00	\$ 4,723.00
DIRECT COSTS TOTAL			\$ 110,844.00

ATTACHMENT E

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).	Budget Start Date: July 1, 2020
		Budget End Date: June 30, 2021
CONTRACTOR NAME AND ADDRESS Northern California Child Development, Inc. 220 Sycamore St., #200 Red Bluff, CA 96080	PURPOSE/TITLE OF CONTRACT: Family Visitation Center	
	PROGRAM CONTACT Name: Brian Heese Telephone: (530) 529-1500 x 121 Email: bheese@nccdi.com	FISCAL CONTACT Name: Kelly May Telephone: (530) 529-1500 x 125 Email: kmay@nccdi.com

BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.	TOTAL CONTRACT BUDGET
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INDIRECT SALARIES	Annual Salary	FTE (% of time)		
Executive Director	\$ 96,658.00	3%	\$	2,900.00
Chief Fiscal Officer	\$ 69,638.00	3%	\$	2,089.00
Human Resources Manager	\$ 42,533.00	3%	\$	1,276.00
Accountant	\$ 37,014.00	3%	\$	1,110.00
A/P & Purchasing Clerk	\$ 34,195.00	3%	\$	1,026.00
Administrative Assistant	\$ 31,824.00	3%	\$	955.00
Receptionist	\$ 21,330.00	3%	\$	640.00

INDIRECT BENEFITS/FRINGE				
Executive Director	\$ 21,930.00	3%	\$	658.00
Chief Fiscal Officer	\$ 13,485.00	3%	\$	405.00
Human Resources Manager	\$ 11,331.00	3%	\$	340.00
Accountant	\$ 10,819.00	3%	\$	325.00
A/P & Purchasing Clerk	\$ 12,356.00	3%	\$	371.00
Administrative Assistant	\$ 15,738.00	3%	\$	472.00
Receptionist	\$ 2,244.00	3%	\$	67.00

INDIRECT SALARIES & BENEFITS TOTAL			\$	12,634.00
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INDIRECT COSTS	Quantity	Cost		
Supplies (Office, Building & Janitorial)	N/A	\$ 11,250.00	\$	237.00
Employee Benefits Administration	N/A	\$ 19,700.00	\$	400.00
Accounting/Audit	N/A	\$ 14,500.00	\$	435.00
Meeting Expense	N/A	\$ 2,000.00	\$	60.00
Staff Mileage Reimbursement	N/A	\$ 400.00	\$	12.00
Staff Recruitment & Personnel Cost	N/A	\$ 3,250.00	\$	98.00
Network Support, Fiscal Software Maint. & Support, 3rd Party Payroll Svcs.	N/A	\$ 172,300.00	\$	2,600.00
Rent (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 96,081.00	\$	1,143.00
Gas & Electricity (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 18,935.00	\$	568.00
Telephone (220 Sycamore St #101, Red Bluff, CA)	N/A	\$ 9,259.00	\$	278.00
License & Fees, Dues & Subscriptions, Bank Fees	N/A	\$ 9,900.00	\$	297.00
Postage & Printing	N/A	\$ 1,040.00	\$	31.00
Repairs & Maintenance - Equipment	N/A	\$ 12,400.00	\$	372.00
Repairs & Maintenance - Building	N/A	\$ 3,700.00	\$	111.00
Auto Expense (for use of NCCDI Vehicles)	N/A	\$ 45,894.00	\$	1,377.00

INDIRECT COSTS TOTAL			\$	8,019.00
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TOTAL BUDGET			\$	281,000.00
Is contractor for-profit?	No	Yes, enter amount of profit:	\$	-

E-Contract Review
Approval as to Form

Department Name: Social Services

Vendor Name: NCCDI - Family Visit Center.

Contract Description: Agreement with Northern California Child Development Inc. (NCCDI) for the purpose of providing and operating a Family Visitation Center known as Stepping Stones Visitation Center for Tehama County Child Welfare Services.

APPROVED AS TO FORM:



Date: 06/25/18

Office of the Tehama County Counsel
Richard Stout, County Counsel