



**Contract Number**

**SAP Number**  
4400027417

## Transitional Assistance Department

**Department Contract Representative** Diane Ettari  
**Telephone Number** 909-386-8313

**Contractor** House of Ruth, Inc.  
**Contractor Representative** Pat Bell, Executive Director  
**Telephone Number** 909-623-4346  
**Contract Term** July 1, 2025 through June 30, 2026  
**Original Contract Amount** \$281,333  
**Amendment Amount** N/A  
**Total Contract Amount** \$281,333  
**Cost Center** 5017601000 and 5082461000  
**Grant Number (if applicable)** N/A

**IT IS HEREBY AGREED AS FOLLOWS:**

**WHEREAS**, San Bernardino County (County) desires to designate a contractor of choice to provide domestic abuse intervention and shelter services to victims of domestic abuse and their children, and to assist CalWORKs customers in obtaining unsubsidized employment and becoming self-sufficient; and

**WHEREAS**, based upon and in reliance on the representations of House of Ruth (Contractor), the County finds Contractor qualified to provide such services; and

**WHEREAS**, the County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

**NOW, THEREFORE**, the County and Contractor mutually agree to the following terms and conditions:

**TABLE OF CONTENTS**

**A. DEFINITIONS..... 3**

**B. CONTRACTOR RESPONSIBILITIES..... 6**

**C. GENERAL CONTRACT REQUIREMENTS ..... 8**

**D. TERM OF CONTRACT ..... 20**

**E. COUNTY RESPONSIBILITIES..... 20**

**F. FISCAL PROVISIONS..... 21**

**G. INDEMNIFICATION AND INSURANCE REQUIREMENTS..... 23**

**H. RIGHT TO MONITOR AND AUDIT ..... 25**

**I. CORRECTION OF PERFORMANCE DEFICIENCIES ..... 26**

**J. EQUAL EMPLOYMENT/EMPLOYMENT DISCRIMINATION/CIVIL RIGHTS..... 27**

**K. NOTICES..... 29**

**L. ENTIRE AGREEMENT ..... 29**

**ATTACHMENTS**

- A. COMPLAINT AND GRIEVANCE PROCEDURE**
- B. ASSURANCE OF COMPLIANCE**
- C. DOMESTIC ABUSE INTERVENTION AND SHELTERS SERVICES PLAN**
- D. DOMESTIC ABUSE INTERVENTION AND SHELTER HOME SERVICES MONTHLY REPORT**
- E. DOMESTIC ABUSE TAD/WTW DAILY SERVICES LOG**
- F. PROGRAM BUDGET**
- G. BUDGET TEMPLATE**
- H. BUDGET MODIFICATION TEMPLATE**
- I. INVOICE TEMPLATE**

## A. DEFINITIONS

1. Assembly Bill 1542 (AB 1542) – The legislative Bill that provides State funds to the Counties for Domestic Abuse Services.
2. Assembly Bill (AB 2405) – The legislative Bill that added Section 1463.27 to the Penal Code that permits a county to authorize an additional fee of not more than \$250 to be imposed upon a conviction for specified crimes of domestic abuse, to be deposited into a fund in each county, to be used for domestic abuse prevention programs that focus on assisting immigrants, refugees, or persons who live in rural communities.
3. Adult Protective Services (APS) – A program mandated by the State of California. San Bernardino County APS strives to have all elders and dependent adults live life free from the threat or reality of abuse.
4. Applicant’s Authorization for Release of Information form (ABCDM 228) – Required County form signed by CalWORKs applicants authorizing the sharing of information between the County and Service Providers when services are provided to the applicant. The form may be created and administered by each individual agency, as long as the following requirements are listed on the form: customer name, specific name of agency(s)/type of information that may be released, and expiration date of one year from the date of signature.
5. California Work Opportunity and Responsibility to Kids (CalWORKs) – A welfare program that offers temporary cash aid and services to eligible California families in need. The CalWORKs program, implemented through Assembly Bill (AB) 1542, brings the State’s welfare system into compliance with the provisions of the federal welfare reform legislation known as the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, which was signed into law on August 22, 1996.
6. Case Management – For the purposes of this Contract, “case management” is defined as a service that will direct a customer to the most appropriate type of service(s) and the duration of services, while continually monitoring and assessing a customer’s need for those services.
7. Case Management Records – Records contained in the file of a case managed customer (see definition for case management). For the purposes of this Contract, these records shall include, but are not limited to, a County Program Service Referral (HS 711.56), Applicant’s Authorization for Release of Information form (ABCDM 228), an intake document or initial assessment, a plan of action and timeline, progress notes, monthly Program Attendance and Progress Reports (CSF 124), a County Complaint and Grievance form (HS 39), and a termination summary.
8. Client Hours – Hours of direct service provided (e.g., outreach services, transportation, counseling, etc.).
9. Child Protective Services – A branch of the state’s social services program that is responsible for the assessment, investigation and intervention of child abuse and neglect cases, including sexual abuse.
10. Contractor – The entity to which funds are awarded under this Contract and which is accountable to County for use of these funds. The Contractor is responsible for executing the Contract, its provisions, and providing the identified services.
11. Culturally Appropriate – The acceptance and understanding of cultural mores and their possible influence on the customer’s problem and/or behavior.
12. Domestic Abuse – Assaultive or coercive behavior, which includes physical, sexual, and/or psychological abuse. Domestic abuse can also include economic control, stalking, isolation, threats or other types of coercive behavior occurring within a domestic relationship. Domestic abuse is also abuse perpetrated against minor children of persons in a domestic relationship or an adult or minor acting in concert with or on behalf of a perpetrator in a relationship.
13. Domestic Relationships – Defined as:
  - a. Adults or minors who are current or former spouses.
  - b. Adults or minors who live together or have lived together.

- c. Adults or minors who are engaging in or who have engaged in a sexual relationship.
  - d. Adults or minors who are related by blood or adoption.
  - e. A person with whom the respondent is having or has had a dating relationship.
  - f. Adults or minors who are related or formerly related by marriage.
  - g. Adults or minors who are engaged or were formerly engaged to be married.
  - h. Adults or minors who have a child in common.
14. Domestic Abuse Counselor – As defined by Evidence Code 1037.1 (a), a domestic abuse counselor is an individual who is employed by a domestic abuse victim service agency which meets the criterion set forth in Welfare and Institutions Code 18294, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic abuse and who has at a minimum, forty (40) hours of domestic abuse training. A Domestic Abuse Counselor shall be supervised for the first six (6) months of service by a Domestic Abuse Counselor who has a minimum of one (1) year of experience counseling domestic abuse victims for an organization.
  15. Forty (40) hour Domestic Abuse Training – The forty (40) hours of training required for all employees and volunteers of a domestic abuse service agency. This training shall be supervised by an individual who qualifies as a Domestic Abuse Counselor and who has at a minimum, one (1) year of experience counseling domestic abuse victims for an organization. The training shall include, but is not limited to:
    - a. History of domestic abuse;
    - b. Civil and criminal laws that protect the confidentiality of victim records and information;
    - c. Societal attitudes towards domestic abuse;
    - d. Peer counseling techniques;
    - e. Housing;
    - f. Public assistance and other financial resources available;
    - g. Referral services available to domestic abuse victims;
    - h. Child abuse, elder abuse, Child Protective Services (CPS), and Adult Protective Services (APS) reporting responsibilities.
  16. Evidence Code section 1037.1 – Section which identifies the criteria required for a Domestic Abuse Counselor.
  17. Group Therapy – Therapy in a group setting that offers opportunities to work on relationship issues, such as trust, individuality, and self-responsibility. Group therapy is designed to enhance interpersonal communication. It may be used as an adjunct to other types of treatment and support for parents.
  18. Human Services (HS) – The system that oversees, coordinates, and integrates services for the County's nine (9) Human Services departments.
  19. Individual Therapy – Therapy one on one that ranges from insight oriented psychotherapy to various behavioral treatment strategies. Some of the issues to be addressed in individual therapy are: past history of abuse; attitudes toward violence; anger/impulse control; sexuality; stress management; and, substance abuse.
  20. Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) – This term is intended to emphasize the diversity of sexuality and gender identity based cultures and may also be used to refer to an individual who is non-heterosexual.
  21. Neglect – Acts and omissions by a person or persons responsible for a child's welfare that results in maltreatment or mistreatment of a child under circumstances indicating harm or threatened harm to the child's health or welfare.
  22. Peer Counseling – Facilitate peer group sessions as a means of support for the customers.
  23. Personally Identifiable Information (PII) – Information which can be used to distinguish or trace an individual's identity, including, but not limited to, their name, social security number, date of birth (with the exception of year), address, children's names, driver license number, any computer based address or identifier.

24. Presley Expense – Any expense that is attributable to a domestic abuse program to augment the cost of maintaining a shelter and providing direct services to domestic abuse victims and their children. Qualified expenses are defined in Welfare and Institutions Code section 18290 et. seq.
25. Presley Funds – Title used synonymously with funding related to State Bill 1246, passed in 1980. Funding is derived from a surcharge on the cost of marriage licenses for the County to provide direct services and shelter for victims of domestic abuse and their children.
26. Program Attendance and Progress Report (CSF 124, CSF 124SP) – Required County form used to report customer attendance and progress in the program. Contractor completes and submits the form to the County between the first (1<sup>st</sup>) and the fifth (5<sup>th</sup>) of each month to report customer progress, completion and/or termination of services.
27. Program Progress Report (HS 711.8) – Required County form for reporting when a customer completes or is terminated from a program.
28. Program Service Referral (HS 711.56) – Required County form completed by Welfare-to-Work (WTW) staff to enroll customer into program activities. The referral form is presented to the Contractor to initiate enrollment of CalWORKs customers into program activities. The form is also utilized by the contractor to complete reverse referrals and/or to extend services.
29. Psychological Support – Provide or refer customers to professional counselors as needed.
30. Shelter – A safe and clean facility providing beds, food, kitchen and bathroom facilities to victims or potential victims of domestic abuse and their children.
31. Shelter hours – The hours that victims of domestic abuse physically spend at the shelter home.
32. Transitional Assistance Department (TAD) – The Human Services department that determines eligibility for CalWORKs cash benefits, Medi-Cal, and CalFresh. TAD is also responsible for administering the WTW activities for CalWORKs customers.
33. Target Population – All individuals and their children who present as, or who self identify as, victims of domestic abuse.
34. WTW Activities – Mandated activities CalWORKs customers must be enrolled in to be eligible for cash assistance. There are both federal and state defined activities.
 

**Federal Activities – include:**

  - Employment
  - Job Search/Job Readiness Assistance
  - Work Experience
  - Work-Study
  - On-the-Job Training
  - Vocational Education and Training (maximum of 12 months)
  - Community Service

**State Activities – include:**

  - Education directly related to employment
  - General Education Development (GED)
  - Adult Basic Education (ABE)
  - English as a Second Language (ESL)
  - Satisfactory progress in secondary school or in a course of study leading to a certificate or GED
  - Mental Health Services
  - Substance Abuse Services
  - Domestic Abuse Services
  - Job Skills Training directly related to employment (may include computer training)
  - Other activities leading to assisting an individual in obtaining unsubsidized employment

35. Welfare and Institutions Code (WIC) section 18294 – This section delineates the requirements of the domestic abuse shelter based agency as follows:
- a. Shelter services on twenty-four (24) hours a day, seven (7) days a week basis
  - b. Twenty-four (24) hours a day, seven (7) days a week telephone hotline for crisis calls
  - c. Temporary housing and food facilities
  - d. Psychological support and peer counseling provided in accordance with Section 1037.1 of the Evidence Code
  - e. Referrals to existing services in the community
  - f. A drop in center that operates during normal business hours to assist victims of domestic abuse who have a need for support services
  - g. Arrangements for school age children to continue their education during their stay at the domestic abuse shelter based program
  - h. Emergency transportation as feasible

## **B. CONTRACTOR RESPONSIBILITIES**

Contractor shall:

1. Comply with section 18290 et seq. of the Welfare and Institutions Code and provide all program services identified in Attachment C, CalWORKs/Presley Domestic Abuse Intervention and Shelter Services Plan. Contractor shall notify the County within twenty-four (24) hours if it is unable to provide any of the services listed in Attachment C.
2. Accept referrals made by County.
3. Provide case management for all customers who receive services under this Contract. Case management includes, but is not limited to, overseeing a customer's entire case while under the care of the agency, continually assessing services needed, making referrals to services needed, developing an action plan and timeline, and documenting customer's progress including success and problems. Each customer shall have an individual case file which must be accurate and complete and contain the following documents:
  - a. Program Service Referral form (HS 711.56), Attendance and Progress Reports (CSF 124 or CSF 124SP) Program and Progress Report (WTW 711.8), and Applicant's Authorization for Release of Information (ABCDM 228), if referred by the County as a CalWORKs customer.
  - b. Intake document or initial assessment – independent of any court/law enforcement documents.
  - c. Signed Complaint and Grievance Procedure (HS 39) (HS 39 SP) (Attachment A).
  - d. Service plan and timeline – detailed to include steps and activities toward reaching goals, services provided in furtherance of the goals and revised throughout the entire term of service.
  - e. Documentation of services provided.
  - f. Progress notes, which include outcomes of all referrals made.
  - g. Termination summary.
4. Refer customers to existing services in the community, such as medical care and legal assistance, and follow up on the outcome of each referral.
5. Post a copy of the Complaint and Grievance Procedure HS 39.1 and HS 39.1 SP (Attachment A) in clear view in areas where clients and the community are served.
6. Complete and submit the San Bernardino County Domestic Abuse Intervention and Shelter Home Services Monthly Report (Attachment D) with Monthly Invoice (using Invoice Template Attachment G) to County within ten (10) calendar days following the month of service.

7. Complete and submit the Domestic Abuse TAD/WTW Daily Services Log (Attachment E) to County with Attachment D and Monthly Invoice (Attachment G) within (10) calendar days following the month of service.
8. Maintain a policy and procedure manual for each Shelter Home and Outreach Center, and update it at a minimum, on an annual basis.
9. Provide culturally sensitive environments and services to all clients and members of the community, including resource and referral information for all clients, including those associated with the LGBTQ community. Additionally, to the extent possible, provide accessibility to diverse and isolated populations, including persons with physical disabilities.
10. Maintain professional relationships and open communication lines with County staff.
11. Provide all information relative to the program, which the County, State, or Federal government may request, either directly or via County by established deadlines.
12. Ensure all staff and volunteers performing services have completed the forty (40) hour state mandated domestic abuse training and are well versed in the importance of PII prior to providing any services.
13. Ensure all domestic abuse counselors meet the requirements of experience as defined in Evidence Code section 1037.1.
14. Develop brochures, posters, and other written materials to raise awareness of the services provided. Brochures are to be distributed in areas easily accessible to individuals in need, as well as in County offices. Additionally, provide regionally specific emergency cards and brochures in both English and Spanish. Contractor shall obtain County approval prior to publication of any program related documents.
15. For CalWORKs identified customers:
  - a. Accept referrals from County via the Program Service Referral form (HS 711.56).
  - b. Verify eligibility and obtain approval from the County to provide CalWORKs services for each individual customer. This information shall be obtained via the Referral form, which may be requested from the customer or obtained from WTW staff.
  - c. Complete a "reverse referral" for any customer that requests services on their own behalf by providing a completed Program Service Referral (HS 711.56) and Applicant's Authorization for Release of Information form (ABCDM 228) to County via the customer within five (5) days of the customer's request for services. County will review these documents and provide verification of approval/denial to the customer. In each approved case, the Contractor must provide services unless the customer requests a change or if the Contractor does not offer the appropriate service(s). County will reimburse Contractor for services under the CalWORKs program only for the initial thirty (30) days of good faith service provision.
  - d. Encourage CalWORKs customers to participate, to the full extent of their abilities, in WTW activities to enable the customer to obtain unsubsidized employment as they move toward self-sufficiency.
  - e. Provide each CalWORKs customer with a completed Attendance and Progress Report (CSF 124) monthly for the customer to provide to their WTW worker. Customers may fax or mail this form to their WTW worker from the Contractor's office, provided the customer personally sends the information. Monthly Attendance and Progress Report forms (CSF 124) are due to WTW staff between the first (1<sup>st</sup>) and fifth (5<sup>th</sup>) day of each month.
  - f. Notify County via the Referral form when customer can participate in conjunction with services, can participate in services only, beginning and estimated completion dates, and if services will be extended.
  - g. Notify County when any CalWORKs customer terminates or completes the program within five (5) calendar days via the Program Progress Report (WTW 711.8).

## C. GENERAL CONTRACT REQUIREMENTS

1. **Recitals** – The recitals set forth above are true and correct and incorporated herein by this reference.
2. **Contract Amendments** – Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract, and approved by the person(s) authorized to do so on behalf of Contractor and County.
3. **Contract Assignability** – Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part.
4. **Contract Exclusivity** – This is not an exclusive Contract. The County reserves the right to enter into a contract with other contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work or receive compensation other than on a per order basis, under the terms of this Contract.
5. **Attorney's Fees and Costs** – If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements.
6. **Background Checks for Contractor Personnel** – Contractor shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform Services; (b) do not use legal or illegal substances in any manner which will impact their ability to provide Services to the County; and (c) are not otherwise disqualified from performing the Services under applicable law. If requested by the County and not in violation of applicable law, Contractor shall conduct a background check, at Contractor's sole expense, on all its personnel providing Services. If requested by the County, Contractor shall provide the results of the background check of each individual to the County. Such background check shall be in the form generally used by Contractor in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process but must, at a minimum, have been performed within the preceding 12-month period. Contractor personnel who do not meet the County's hiring criteria, in County's sole discretion, shall not be assigned to work on County property or Services, and County shall have the right, at its sole option, to refuse access to any Contract personnel to any County facility.

Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic abuse client, as provided for in Penal Code section 11105.3 prior to providing any services. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California, which requires a DOJ clearance, is sufficient proof. The County must be immediately notified of any records showing a conviction. The County may instruct Contractor to take action to deny/terminate employment or terminate internship and/or volunteer services where the records show the person is unsuitable for employment, internship, or volunteer services.

In addition to the documentation of DOJ clearance, Contractor shall obtain clearance from the Federal Bureau of Investigation (FBI) and Child Abuse Central Index (CACI), and records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic abuse client, prior to providing any services. The County must be immediately notified of any records showing a conviction. The County may instruct Contractor to take action to deny/terminate employment or terminate internship and/or volunteer services where the records show the person is unsuitable for employment, internship, or volunteer services.



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

Contractor shall immediately notify the County concerning the arrest and/or conviction, other than minor traffic offenses, of any paid employee, agent, consultant, intern, or volunteer staff, when such information becomes known to Contractor.

7. **Change of Address** – Contractor shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.
8. **Choice of Law** – This Contract shall be governed by and construed according to the laws of the State of California.
9. **Compliance with County Policy** – In performing the Services and while at any County facilities, Contractor personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the Services, and all amendments and modifications to each of the documents listed in subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Contractor or Contractor personnel or may be made available to Contractor or Contractor personnel by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Contractor shall be responsible for the promulgation and distribution of County Policies to Contractor personnel to the extent necessary and appropriate.

County shall have the right to require Contractor's employees, agents, representatives and subcontractors to exhibit identification credentials issued by County in order to exercise any right of access under this Contract.

10. **Confidentiality** – Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, regulations have been promulgated governing the privacy of individually identifiable health information. Contractor acknowledges that it is a covered entity and subject to the requirements of HIPAA and HITECH, and their implementing regulations. Contractor agrees to fully comply with the terms of HIPAA and HITECH, and regulations promulgated thereunder, and to ensure any Subcontractors utilized to fulfill Services pursuant to this Contract comply with said provisions. Contractor further agrees to comply with the requirements of all other applicable federal and state laws that pertain to the protection of health information.

Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

Contractor shall ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the terms and conditions as set forth in the Human Services Information Privacy and Security Requirements specified at <http://hss.sbcounty.gov/Privacy> prior to providing any Services. Contractor shall immediately notify the County of any suspected or actual breach of confidential information as further detailed in the requirements. These requirements specified at <http://hss.sbcounty.gov/Privacy> are hereby incorporated by this reference.

- a. Read, understand and comply with the Privacy and Security Requirements Summary.
  - b. Ensure employees, subcontractors, agents, volunteers and interns who have access to Personally Identifiable Information (PII) complete the Privacy and Security Training and execute the training acknowledgement form and other training materials annually.
  - c. Ensure employees, subcontractors, agents, volunteers and interns who have access to PII sign the Confidentiality Statement annually.
  - d. Report actual, suspected or potential breaches of PII immediately to the Human Services Privacy and Security Office via email at: [HSPrivacySecurityOfficer@hss.sbcounty.gov](mailto:HSPrivacySecurityOfficer@hss.sbcounty.gov).
11. **Primary Point of Contact** – Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor or designee must respond to County inquiries within two (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.
12. **County Representative** – The Assistant Executive Officer or his/her designee shall represent the County in all matters pertaining to the services to be rendered under this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Services/Scope of Work by Contractor. If this contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract.
13. **Damage to County Property** – Contractor shall repair, or cause to be repaired, at its own cost, all damages to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or its employees or agents. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. The Contractor, as determined by the County, shall repay all costs incurred by the County for such repairs, by cash payment upon demand, or County may deduct such costs from any amounts due to the Contractor from the County, as determined at the County's sole discretion.

14. **Debarment and Suspension** – Contractor agrees to comply with the applicable federal suspension and debarment regulations, including, but not limited to Title 48 Code of Federal Regulations (CFR), Chapter 1, Subchapter B, Part 9, Subpart 9.4 (48 C.F.R. Section 9.400 et seq.).

Contractor certifies that it and its principals and subcontractors:

- a. Are not presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website <https://www.sam.gov>).
- b. Have not within a three (3) year period preceding this Contract been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; or a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in Section C, Paragraph 14, subparagraph b; and
- d. Have not within a three (3) year period preceding this Contract had one (1) or more public transactions (Federal, State or local) terminated for cause or default.

Contractor further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

15. **System for Award Management** – Contractor shall not be identified as suspended or debarred on the federal System for Award Management’s (SAM) excluded list (<https://www.sam.gov>). If at any time during the term of the Contract, the County determines Contractor is identified as either suspended or debarred on the SAM, Contractor shall be considered in material breach of the Contract, and the County may proceed under the Correction of Performance Deficiencies section of the Contract, including immediate termination of the Contract. If Contractor becomes aware, at any point during the term of the Contract, that it is identified as suspended or debarred on the SAM excluded list, Contractor must immediately inform County. Such inclusion will be considered a material breach of the Contract and be sufficient grounds for immediate termination.
16. **Drug and Alcohol-Free Workplace** – In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, the Contractor agrees that the Contractor and the Contractor’s employees, while performing service for the County, on County property, or while using County equipment:
- a. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
  - b. Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
  - c. Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor’s employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

The Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County’s objective of a safe, healthful and productive workplace and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor’s employees are determined by the County not to be in compliance with above.

17. **Duration of Terms** – This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties, provided no such assignment is in violation of the provisions of this Contract.
18. **Reserved.**
19. **Environmental Requirements** – In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County’s environmentally preferable purchases. Contractor must also be able to report on environmentally preferable goods and materials used in the provision of their service to the County, utilizing a County approved form.

EPA Regulations – If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7401 et seq.); section 508 of the Clean Water Act (33 U.S.C. section 1251 et seq.); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R.).

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

20. **Improper Influence** – Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

21. **Improper Consideration** – Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate this Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

22. **Informal Dispute Resolution** – In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

23. **Legality and Severability** – The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

24. **Licenses, Permits and/or Certifications** – Contractor shall ensure that it has all necessary licenses, permits and/or certifications required by federal, state, County, and municipal laws, ordinances, rules and regulations. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify County immediately of loss or suspension of any such licenses, permits and/or certifications. Failure to maintain a required license, permit and/or certification may result in immediate termination of this Contract.

25. **Material Misstatement/Misrepresentation** – If during the course of the administration of this Contract, the County determines that Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

26. **Mutual Covenants** – The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing".

27. **Nondisclosure** – Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential

information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

28. **Notice of Delays** – Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.
29. **Ownership of Documents** – All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and product, if applicable). All such items shall be delivered to County at the completion of work under the Contract. Unless otherwise directed by County, Contractor may retain copies of such items.
30. **Participation Clause** – The County desires that Municipalities, School Districts, and other Tax Districts within San Bernardino County requiring the same services provided herein may at their option and through the County Purchasing agent, avail themselves of this Contract. Upon notice, in writing, the Contractor agrees to the extension of the terms of this Contract with such governmental bodies as though they have been expressly identified in this Contract, with the provisions that:
- a. Such governmental body does not have and will not have in force any other contract for like purchases.
  - b. Such governmental body does not have under consideration for award any other bids or quotations for like purchases.
- Such governmental body shall make purchases directly through and to the Contractor. The County will not be liable for any such purchase made between the Contractor and another governmental body who avails themselves of this Contract.
31. **Air, Water Pollution Control, Safety and Health** – Contractor shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, including fire clearances, which apply to the work performed pursuant to this Contract.
32. **Records** – Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Contractor's personnel, consultants, subcontractors, Services/Scope of Work and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountability. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for further information.

Contractors expending \$750,000 or more in federal funds annually shall have a single audit or program specific audit performed. A copy of the audit shall be maintained as part of the program's fiscal records.

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

33. **Relationship of the Parties** – Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.
34. **Release of Information** – No news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County may be made or used without prior written approval of the TAD Director or their designee and shall include County approved branding.
35. **Representation of the County** – In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of San Bernardino County.
36. **Strict Performance** – Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.
37. **Subcontracting** – Contractor agrees not to enter into any subcontracting contracts for work contemplated under the Contract without first obtaining written approval from the County and the Director of TAD through the HS Contracts Unit. Any subcontractor shall be subject to the same terms and conditions as Contractor. Contractor shall be fully responsible for the performance and payments of any subcontractor's contract.

Contractor shall obtain County's written consent, which County may withhold in its sole discretion, before entering into contracts with or otherwise engaging any subcontractors who may supply any part of the Services to County. At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Section G. All approved subcontractors shall be subject to the provisions of this Contract applicable to Contractor Personnel, including removal pursuant to Paragraph 6 of this Section C.

For any subcontractor, Contractor shall:

- a. Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and
- b. Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.
- c. Include in the subcontractor's subcontract substantially similar terms as are provided in Sections B. Contractor Responsibilities, C. General Contract Requirements and G. Insurance and Indemnification.

Upon expiration or termination of this Contract for any reason, County will have the right to enter into direct contracts with any of the subcontractors. Contractor agrees that its arrangements with subcontractors will not prohibit or restrict such subcontractors from entering into direct contracts with County.

38. **Subpoena** – In the event that a subpoena or other legal process commenced by a third party in any way concerning the Goods or Services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Contractor for County.
39. **Termination for Convenience** – The County reserves the right to terminate the Contract for its convenience, with or without cause, with a thirty (30) day written notice of termination. Such

termination may include all or part of the services described herein. Upon such termination, payment will be made to the Contractor for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

40. **Time of the Essence** – Time is of the essence in performance of this Contract and of each of its provisions.
41. **Venue** – The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino, San Bernardino District.
42. **Conflict of Interest** – Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Contractor shall make a reasonable effort to prevent employees, Contractor, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family business, or other ties. Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law. In the event the County determines a conflict-of-interest situation exists, any increase in costs, associated with the conflict-of-interest situation, may be disallowed by the County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.
43. **Former County Administrative Officials** – Contractor agrees to provide or has already provided information on former San Bernardino County administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.
44. **Disclosure of Criminal and Civil Procedures** – The County reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in a termination of the Contract. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information discovered may result in Contract termination.

Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten (10) years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten (10) years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is

affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten (10) years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

45. **Copyright** – County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge San Bernardino County as the funding agency and Contractor as the creator of the publication. No such materials, or properties produced in whole or in part under this Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printer material, and periodicals, assembled pursuant to this Contract must be filed with the County prior to publication.
46. **Artwork, Proofs and Negatives** – All artwork, proofs, and/or negatives in either print or digital format for anything produced under the terms of this Contract are the property of the County. These items must be returned to the County within ten (10) days, upon written notification to the Contractor. In the event of a failure to return the documents, the County is entitled to pursue any available legal remedies. In addition, the Contractor will be barred from all future solicitations, for a period of at least six (6) months.
47. **Iran Contracting Act** – IRAN CONTRACTING ACT OF 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of an existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205.

48. **Reserved**
49. **California Consumer Privacy Act** – To the extent applicable, if Contractor is a business that collects the personal information of a consumer(s) in performing Services pursuant to this Contract, Contractor must comply with the provisions of the California Consumer Privacy Act (CCPA). (California Civil Code sections 1798.100, et seq.). For purposes of this provision, "business," "consumer," and "personal information" shall have the same meanings as set forth at California Civil Code section 1798.140. Contractor must contact the County immediately upon receipt of any request by a consumer submitted pursuant to the CCPA that requires any action on the part of the County, including but not limited to, providing a list of disclosures or deleting personal information. Contractor must not sell, market or otherwise disclose personal information of a consumer provided by the County unless specifically authorized pursuant to terms of this



Contract. Contractor must immediately provide to the County any notice provided by a consumer to Contractor pursuant to California Civil Code section 1798.150(b) alleging a violation of the CCPA that involves personal information received or maintained pursuant to this Contract. Contractor must immediately notify the County if it receives a notice of violation from the California Attorney General pursuant to California Civil Code section 1798.155(b).

50. **Vacancies** – Contractor shall notify County of any continuing vacancies and any positions that become vacant during the term of this Contract that will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.

51. **Complaint and Grievance Procedure** – Contractor shall provide a system, approved by the County, through which recipients of service shall have the opportunity to express and have considered their views and complaints regarding the delivery of services. The procedure must be in writing and posted in clear view of all recipients.

Contractor will ensure that staff are knowledgeable on the San Bernardino County Human Services Complaint and Grievance Procedure (**Attachment A**) and ensure that any complaints by recipients are referred to the County in accordance with the procedure.

52. **Contractor Board of Directors' Meetings** – Contractor shall notify the County of all upcoming meetings of the Board of Directors or other governing party and shall keep the County apprised of any and all actions taken by its Board of Directors which may impact the Contract. Board of Directors' minutes shall be submitted to the County upon request. Further, a County representative shall have the option of attending Board meetings during the term of this Contract.

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

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

b. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.

c. Provision for arrangement of training in child abuse reporting laws (Penal Code section 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

54. **Elder and Dependent Adult Abuse Reporting** – Contractor agrees to and shall comply with the County's Elder and Dependent Adult Abuse Reporting requirements:

a. **Who Must Report:** In accordance with Welfare and Institutions Code (W & I) Section 15630, all employees of the Contractor and its subcontractors are mandated reporters of elder and dependent adult abuse. Contractor assures all employees, agents, consultants or volunteers who perform services under this Contract and are mandated to report elder and dependent adult abuse will sign a statement (SOC 341A) at <http://www.cdss.ca.gov/cdssweb/entres/forms/English/SOC341A.pdf>, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.

b. **When to Report:** Mandated reporters are required to report all instances of known or suspected abuse of the elderly and dependent adults immediately or as soon as practically possible, under the following circumstances:

- 1) When the mandated reporter has observed or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, neglect, financial abuse, mental abuse, or sexual abuse; or
  - 2) When the mandated reporter is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, neglect, financial abuse, mental abuse, or sexual abuse.
- c. To Whom to Report: Incidents of elder and dependent adult abuse must be reported to the correct agency as follows:
- 1) If the abuse has occurred in a long term care facility, except a state mental hospital or state developmental center, the report shall be made to the local Long Term Care Ombudsman or local law enforcement.
  - 2) If the abuse has occurred in a state mental hospital or state developmental center, the report shall be made to the designated investigators of the State Department of Mental Health or the State Department of Developmental Services or to the local law enforcement.
  - 3) If the abuse occurred anywhere other than a long term care facility or state mental hospital or state developmental center, the report shall be made to Adult Protective Services or local law enforcement.
- d. How to Report: Mandated reporters are required to take the following steps in all instances of known or suspected abuse of the elderly and dependent adults:
- 1) Place an immediate telephone call to Adult Protective services (1-877-565-2020) or local law enforcement to report the incident.
  - 2) Within two (2) working days of making the telephonic report to the responsible agency, complete a written "Report of Suspected Dependent Adult/Elder Abuse" (SOC 341) form, <http://www.cdss.ca.gov/Portals/9/FMUForms/Q-T/SOC341.pdf?ver=2018-11-15-132736-097>. The completed form must be submitted to the same agency to which the incident was reported by telephone.

55. **Reserved**

56. **Pro-Children Act of 1994** – Contractor will comply with the Environmental Tobacco Smoke/Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

57. **Americans with Disabilities Act** – Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

58. **Public Accessibility** – Contractor shall ensure that Services provided are accessible by public transportation.

59. **Reserved**

60. **211 Registration** – Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within thirty (30) days of the Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the County.

61. **Ownership Tools** – The State and County shall have all ownership rights in software or modifications thereof and associated documentation designed, developed or installed with federal financial participation. The Federal Government (Department of Health and Human Services) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for Federal Government purposes, such software modification, and documentation. Proprietary software packages that are sold or leased to the general public are not subject to the ownership provisions.

62. **Force Majeure** – Neither party shall be liable for failure or delay to perform obligations under this Contract, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation, natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than thirty (30) days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Contract affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.
63. **Order of Precedence** – In the event of any inconsistency between the terms of this Contract and any forms, attachments, statements of work (SOW), or specifications which may be incorporated into this Contract, the following order of precedence shall apply:
- a. This Contract;
  - b. Attachments to this Contract, as indicated herein; and
  - c. Price lists, SOWs, and other documents attached hereto or incorporated herein.
64. **Equipment** – County discourages the purchase of equipment with funds received under this Contract. All equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which have a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this Contract and not fully consumed in one (1) year shall be the property of County and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by County upon Contract termination.
65. **Supersedes Prior Agreements** – This Contract supersedes and replaces all previous contracts, agreements and understandings, oral, written and implied, between the County and Contractor hereto with respect to the subject matter hereof. All such prior contracts, agreements and understandings are hereby terminated and deemed of no further force or effect.
66. **Executive Order N-6-22 Russian Sanctions** – On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.
67. **Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439)** – Contractor has disclosed to the County using Levine Act Campaign Contribution Disclosure Form (formerly referred to as Senate Bill 1439), whether it has made any campaign contributions of more than \$500 to any member of the Board of Supervisors within the earlier of: (1) the date of the submission of Contractor's proposal to the County, or (2) twelve (12) months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$500 to any member of the Board of Supervisors for twelve (12) months after the County's consideration of the Contract.

In the event of a proposed amendment to this Contract, the Contractor will provide the County a written statement disclosing any campaign contribution(s) of more than \$500 to any member of the Board of Supervisors within the preceding twelve (12) months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of contractor.

68. **Professional Conduct** – Contractor agrees to develop and maintain professional relationships with County, County staff, and clients.

#### **D. TERM OF CONTRACT**

1. This Contract is effective as of July 1, 2025 and expires June 30, 2026 but may be terminated earlier in accordance with provisions of this Contract. The Contract term may be extended for four (4) additional one (1) year periods by mutual agreement of the parties.
2. The County may terminate the Contract immediately if the funds under Section F Paragraph 1 are not available to the County, and under the provisions of Section I, Paragraph 3, Item e, of the Contract, or as otherwise provided in this Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The Assistant Executive Officer is authorized to exercise the County's rights with respect to any termination of this Contract.
3. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.
4. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

#### **E. COUNTY RESPONSIBILITIES**

County shall:

1. Refer customers to Contractor as needed.
2. Respond within five (5) business days upon receipt of a "reverse referral" from Contractor regarding CalWORKs eligible customers.
3. Provide Contractor with the necessary information to successfully complete the service requirements under this Contract, including the appropriate forms to be used.
  - a. Program Referral Service (HS 711.56)
  - b. Applicant's Authorization for Release of Information (ABCDM 228)
  - c. Program Attendance and Progress Report (CSF 124)
  - d. Program Progress Report (WTW 711.8)
4. Monitor and evaluate the performance of Contractor in meeting the terms and conditions of the Contract and the quality and effectiveness of services provided, based on criteria determined by County. County staff shall monitor the performance of Contractor a minimum of once a year or as deemed necessary by County.
5. Compensate Contractor for approved expenses in accordance with Section V of this Contract.
6. Inform CalWORKs applicants and recipients, identified as victims of domestic abuse, of the availability of services designed to assist them to identify, escape, or prevent future abuse.
7. Individualize the WTW plan (WTW 2) for CalWORKs customers to meet safety, confidentiality and other needs for victims of domestic abuse.
8. If determined necessary, waive, on a case by case basis and pursuant to a determination of good cause, certain program requirements for CalWORKs customers. Waivers will comply with state

and federal regulations and are subject to a periodic review to determine if the customer's situation has changed.

9. Provide a Domestic Abuse Intervention and Shelter Services Coordinator who will act as a liaison between the County and Contractor.
10. Notify Contracted Provider within five business days of a customer's change in participation via the Welfare-to-Work Memo to Service Providers (WTW 77).

**F. FISCAL PROVISIONS**

1. The maximum amount of reimbursement under this Contract shall not exceed \$281,333, of which \$239,333 may be federally funded and shall be subject to availability of other funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

In order to ensure there is enough Presley funding for all providers, each provider's Presley fund spending will be capped by year to date totals as follows:

Month	Total YTD Presley Spending
July	\$3,500.00
August	\$7,000.00
September	\$10,500.00
October	\$14,000.00
November	\$17,500.00
December	\$21,000.00
January	\$24,500.00
February	\$28,000.00
March	\$31,500.00
April	\$35,000.00
May	\$38,500.00
June	\$42,000.00

Each provider will be limited to one month's worth of funds (\$3,500.00) each month.

Under spending in one month will be rolled over to the next month(s) and can be spent in addition to the next month's funding.

Total year to date spending for Presley funds will not be allowed to exceed the schedule to the left.

Reimbursement under this Contract shall be based on a cost reimbursement method and is limited to the obligations and expenditures specified in the Program Budget, included as Attachment F. Such expenditures shall be further limited to those that are considered both reasonable and necessary, meaning the nature and amount does not exceed what an ordinary prudent person in the conduct of competitive business would incur.

Contractor shall submit a monthly invoice to HS Contracts by the 10th calendar day of the month following the month of service. The monthly invoice shall consist of the actual invoice and the completed San Bernardino County Domestic Abuse Intervention and Shelter Home Services Monthly Report identifying services provided (Attachment D).

2. Invoices shall be issued with a net sixty (60) day payment term with corresponding SAP Contract and/or Purchase Order number stated on the invoice.
3. Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.
4. County is exempt from federal excise taxes and no payment shall be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The County shall only pay for any state or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.
5. Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall

not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.

6. Contractor shall adhere to the County's Travel Management Policy (8-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.
7. Federally funded nonprofit Contractors may elect to include an Indirect Cost Rate in the cost reimbursement contract budget, and have the following four (4) options to recover costs expended in the process of managing the federal awards:
  - a. Apply the current federally negotiated indirect cost rate that has been approved by a federal cognizant agency; or
  - b. Apply a state negotiated indirect cost rate or a rate negotiated between the pass-through entity and the subrecipient; or
  - c. Elect to use a flat de minimis rate of fifteen percent (15%) of Modified Total Direct Costs (MTDC) under the guidelines below; or
  - d. Charge costs directly (Direct Charge) as long as those costs are charged the same consistently across all federal awards. Administrative and clerical salaries should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: 1) services are integral to a project or activity; 2) individuals involved can be specifically identified with the project or activity; 3) costs are explicitly included in the budget or have the prior written approval of awarding agency; and 4) the costs are not also recovered as indirect costs.
8. Contractors that elect to use the flat de minimis rate must:
  - a. Have never held a negotiated rate;
  - b. Not be a state or local government or Indian Tribe receiving over \$35 million in direct federal funding; and
  - c. Use the rate consistently across all federal awards until such time Contractor chooses to negotiate a different rate.

The fifteen percent (15%) rate is not an additional amount over and above the total awarded contract dollar amount.

The rate shall be based off the MTDC, meaning all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000.

MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs.

For additional information, please refer to Office of Management and Budget (OMB) 2 CFR 200.412 – Classification of Costs at [2CFR § 200.412 - Classification of costs. – Content Details – CFR-2024-title2-vol1-sec200-412](#) and 2 CFR 200.68 – Modified Total Direct Costs at [2 CFR § 200.68 - Modified Total Direct Cost \(MTDC\). – Content Details – CFR02921-title2-vil1-sec200.68.](#)

9. Upon written demonstration of need by Contractor and at the option of County, funds may be advanced to Contractor by County upon approval of the Assistant Executive Officer. Any such advance will cause the amounts payable to Contractor in subsequent months to be reduced to the amount determined by dividing the balance left by the number of months remaining in the contract term. No advance will increase the amount shown in Paragraph 1 of this Section. In the event of early termination, the Contractor shall pay the remaining balance due to the County within thirty (30) calendar days.
10. The Contractor shall request a budget amendment, in writing, in advance of expenditures: 1) when aggregate expenditures are expected to exceed an approved budgeted line item by more than

fifteen (15%) percent; or 2) to add a new budget line item. No budget revision may result in an increase of the maximum dollar amount stated in Paragraph 1 of this Section. The written request must specify the changes requested, by line item and amount, and must include justification. Prior to implementation of a budget revision, the County shall approve (or deny) the budget revision request. The County has the authority to approve line item budget changes to the budget herein, as long as these changes do not exceed the total contract amount. County shall notify the Contractor in writing of the status of the budget revision request within fourteen (14) calendar days of receipt of the Contractor's written request. The County reserves the right to deny the Contractor's invoice for expenditures in excess of the approved budgeted line item amount.

## **G. INDEMNIFICATION AND INSURANCE REQUIREMENTS**

1. **Indemnification** – The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Contractor indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.
2. **Additional Insured** – All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. **Waiver of Subrogation Rights** – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.
4. **Policies Primary and Non-Contributory** – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.
5. **Severability of Interests** – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross-liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.
6. **Proof of Coverage** – The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. **Acceptability of Insurance Carrier** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. **Deductibles and Self-Insured Retention** – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the Contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.
10. **Insurance Review** – Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

11. **Insurance Specifications** – The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:
  - 1) Premises operations and mobile equipment.
  - 2) Products and completed operations.



- 3) Broad form property damage (including completed operations).
  - 4) Explosion, collapse and underground hazards.
  - 5) Personal injury.
  - 6) Contractual liability.
  - 7) \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.
- If the Contractor is transporting one (1) or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.
- If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim and two million (\$2,000,000) aggregate limits

**or**

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

**or**

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

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

- f. Cyber Liability Insurance – Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.
- g. Abuse/Molestation Insurance – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

## **H. RIGHT TO MONITOR AND AUDIT**

1. The County, State and Federal government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested,

and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with any and all reporting requirements established by the County.

2. All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under this Contract or until all pending County, state and federal audits are completed, whichever is later. Records of the Contractor which do not pertain to the services under this Contract may be subject to review or audit unless provided in this or another Contract. Technical program data shall be retained locally and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and may be deducted from the following month's claim for reimbursement.
3. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
4. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.
5. Upon County request, Contractor shall hire a licensed Certified Public Accountant, approved by the County, who shall prepare and file with County, within sixty (60) days after the termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit.
6. Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Title 2 CFR 200.501 shall be submitted to the County within thirty (30) days of completion, but no later than nine (9) months following the end of the Contractor's fiscal year. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1501&rgn=dv8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=dv8) for further information.
7. The following closely related programs identified by the Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization's single audit.

US Department of Health and Human Services:  
93.558 Transitional Assistance for Needy Families (TANF)

8. County is required to identify the Unique Entity Identification (UEI) number, as known in the federal System for Award Management (SAM), and Federal Award Identification Number (FAIN) in all County contracts that include federal funds or pass through of federal funds. This information is required in order for the County to remain in compliance with Title 2 CFR Section 200.331, and remain eligible to receive federal funding. The Contractor shall provide the Contractor name as registered in SAM, as well as the UEI number to be included in this Contract. Related FAIN will be included in this Contract by the County.

Contractor Name as registered in SAM	House of Ruth, Inc.
UEI	MKNTLNW3BN41
FAIN	1801CATANF

**I. CORRECTION OF PERFORMANCE DEFICIENCIES**

1. In the event of a problem or potential problem that could impact the quality or quantity of work, Services, or the level or performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
2. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
3. In the event of a noncured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
  - a. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
  - b. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
  - c. Withhold funds pending duration of the breach; and/or
  - d. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
  - e. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
4. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one (1) or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

#### **J. EQUAL EMPLOYMENT/EMPLOYMENT DISCRIMINATION/CIVIL RIGHTS**

1. Equal Employment Opportunity Program - Contractor agrees to comply with: the provisions of the San Bernardino County Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000; the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the County.
2. Employment Discrimination – During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment or service recipient because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable federal, state and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the County within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the County will supply a sample of the Plan format. The Contractor will be monitored by the County for compliance with provisions of its Civil Rights Plan. Additionally, the Contractor shall submit to County an Assurance of Compliance with the California Department of Social Services Nondiscrimination in State and Federally Assisted Programs Statement (Attachment B) annually.
4. **Reserved**
5. **Reserved**
6. Equity – Contractor shall adhere to and participate in County efforts ensuring all individuals and communities have equal access and opportunity to health and wellbeing by providing culturally and linguistically appropriate services to all people of color and culture, age, disabilities, gender, sexual orientation or gender identity including people with limited English proficiency (LEP). Services provided must be respectful of and responsive to the cultural and linguistic needs of County residents.
  - a. Contractor shall assess the demographic make-up and population trends of its service area to identify the cultural and linguistic needs of the eligible service population. Such studies are critical to designing and planning for providing appropriate, effective and equitable services.
  - b. Contractor shall partner with and support community partners in addressing disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services. Partnering includes opportunities for partners and community members to design, implement and evaluate practices, and services ensuring equity and cultural and linguistic appropriateness.
  - c. Contractor shall work with County to communicate and provide opportunities for individuals and communities of color and culture to provide feedback on progress and outcomes achieved to address disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services.
  - d. Contractor shall recruit, promote and support a culturally and linguistically diverse workforce that is responsive to and represents the population being served. This includes trained and competent bilingual staff.
  - e. Contractor shall provide training to enhance its workforce knowledge on cultural and linguistic competence. Becoming culturally and linguistically competent is a developmental process and incorporates at all levels the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, the expansion of cultural knowledge, and the adaptation of services to meet culturally unique needs. Providing services in a culturally appropriate and responsive manner is fundamental in any effort to ensure success of high quality and cost-effective health and human services. Offering those services in a manner that fails to achieve its intended result due to cultural and linguistic barriers does not reflect quality of care and is not cost-effective.
  - f. To ensure equal access to quality care for diverse populations, Contractors providing health and health care services may adopt the Federal Office of Minority Health Culturally and Linguistically Appropriate Services (CLAS) national standards.
  - g. Upon request, Contractor will provide County Human Services evidence of adherence to requirements listed above.

**K. NOTICES**

All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or by email, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

San Bernardino County  
Human Services  
Attn: Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515  
Email: [HSASDContractsUnit@hss.sbcounty.gov](mailto:HSASDContractsUnit@hss.sbcounty.gov)

House of Ruth, Inc.  
P.O. Box 459  
Claremont, CA 91711-0459  
Email: [pbell@houseofruthinc.org](mailto:pbell@houseofruthinc.org)

Notice shall be deemed communicated two (2) County working days from the time of mailing, facsimile, or email, if delivered as provided in this paragraph.

**L. ENTIRE AGREEMENT**

1. This Contract, including all Exhibits and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.
2. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

**IN WITNESS WHEREOF**, San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►  
\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

House of Ruth, Inc.  
\_\_\_\_\_  
*(Print or type name of corporation, company, contractor, etc.)*

By ► \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Pat Bell  
*(Print or type name of person signing contract)*

Title Executive Director  
*(Print or Type)*

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

Address P.O. Box 459  
Claremont, CA 91711

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
►  
Adam Ebright , Deputy County Counsel  
Date \_\_\_\_\_

Reviewed for Contract Compliance  
►  
Patty Steven, Contracts Manager  
Date \_\_\_\_\_

Reviewed/Approved by Department  
►  
James LoCurto, Director  
Date \_\_\_\_\_



Human Services

### COMPLAINT AND GRIEVANCE PROCEDURE

**INSTRUCTIONS: THE CUSTOMER IS TO READ AND RECEIVE THE TOP PORTION OF THIS FORM. THE BOTTOM PORTION OF THE FORM IS TO BE SIGNED BY SERVICE RECIPIENT AND PLACED IN THE CONTRACTOR'S RECORDS.**

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding services received, you have the right to file a complaint or tell us your grievance.

The following procedures are to be followed when filing a complaint or grievance.

**STEP ONE:**

Write down your complaint or grievance and talk to the service provider. Keep a copy for yourself and write down the date you talked to the service provider.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Two.

**STEP TWO:**

Send a copy of your written complaint or grievance or discuss the complaint or grievance with your County Caseworker. Write down the date you spoke to your Caseworker or send the complaint and keep it with your copy.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Three.

**STEP THREE:**

Send a copy of your written complaint or grievance to the Program Specialist. If you would like a response, include your name, address and telephone number. Your personal information and your complaint and grievance details will be kept confidential.

HS Program Development Division, Contracts Support Unit  
 ATTN: Program Specialist  
 825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
 San Bernardino, CA 92415-0079

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Four.

**STEP FOUR:**

Send a copy of your written complaint or grievance to the Contract Analyst at:

HS Administrative Support Division, ATTN: Contracts Unit  
 150 S. Lena Road  
 San Bernardino, CA 92415-0515

You will be contacted within 10 calendar days if you have provided contact information.

**Please note:** Each of these steps must be completed in the sequence shown.

..... **Detach here** .....

### COMPLAINT AND GRIEVANCE PROCEDURE CERTIFICATION

This certifies I have read, understood, and received the Complaint and Grievance Procedures.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date



Human Services

## COMPLAINT AND GRIEVANCE PROCEDURE

**THIS INFORMING NOTICE IS TO BE DISPLAYED IN CLEAR VIEW IN AREAS WHERE CLIENT WILL OBTAIN THE DIRECT SERVICE OR AS DELINEATED IN THE CORRESPONDING COUNTY CONTRACT. CLIENT IS TO BE PROVIDED A COPY OF THIS PROCEDURE UPON REQUEST.**

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding the services you received, you have the right to file a complaint or tell us your grievance.

The following procedures are to be followed when filing a complaint or grievance.

### STEP ONE:

Write down your complaint or grievance and talk to the service provider. Keep a copy for yourself and write down the date you talked to the service provider.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Two.

### STEP TWO:

Send a copy of your written complaint or grievance or discuss the complaint or grievance with your County Caseworker. Write down the date you spoke to your Caseworker or sent the complaint and keep it with your copy.

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Three.

### STEP THREE:

Send a copy of your written complaint or grievance to the Program Specialist. If you would like a response, include your name, address and telephone number. Your personal information and your complaint and grievance details will be kept confidential.

HS Program Development Division  
Attn: Contracts Support Unit  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079  
909-383-9700

- If answered or resolved at this step, nothing further is required.
- If no answer or resolution within 10 calendar days, proceed with Step Four.

### STEP FOUR:

Send a copy of your written complaint or grievance to the Contract Analyst at:

HS Administrative Support Division  
Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

You will be contacted within 10 calendar days if you have provided contact information.

**Please note:** Each of these steps must be completed in the sequence shown.





Human Services

**PROCEDIMIENTO PARA DENUNCIAS Y QUEJAS**

**INSTRUCCIONES: EL CLIENTE DEBE leer y recibir la parte superior de este formulario. La parte inferior del formulario debe ser firmado por el recipiente del servicio y colocarlo en los archivos del contratista.**

Si cree que ha sido discriminado o que, habido una violación de leyes o regulaciones, o si tiene un problema con respecto a los servicios que recibió, usted tiene el derecho de presentar una denuncia o informarnos de su queja.

Se deben seguir los siguientes procedimientos al presentar una denuncia o queja.

**PRIMER PASO:**

Escriba su denuncia o queja por escrito y hable con el proveedor de servicios. Guarde una copia para usted y escriba la fecha en que habló con el proveedor de servicios.

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Segundo Paso.

**SEGUNDO PASO:**

Mande una copia de su denuncia o queja por escrito o hable con su Trabajador encargado del Caso del Condado sobre su denuncia o queja. Escriba la fecha en que habló con su Trabajador de Caso o cuando envió su queja por escrito y manténgala con su copia en sus archivos.

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Tercer Paso.

**TERCER PASO:**

Mande una copia de su denuncia o queja por escrito al Especialista de Programa. Si desea una respuesta, incluya su nombre, dirección y número de teléfono. Su información personal y los detalles de su denuncia o queja se mantendrán confidencial.

HS Program Development Division,  
ATTN: Contracts Support Unit  
825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0079  
909-383-9700

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Cuarto Paso.

**CUARTO PASO:**

Mande una copia de su denuncia o queja por escrito al Analista de Contratos a:

HS Administrative Support Division  
Contracts Unit  
150 S. Lena Road  
San Bernardino, CA 92415-0515

Será contactado dentro de 10 días calendarios si ha proporcionado su información de contacto.

**Por favor note:** Cada uno de estos pasos deben ser completados en la orden que se indica.

..... **Separar aquí.** .....

**CERTIFICACIÓN DEL PROCEDIMIENTO PARA DENUNCIAS Y QUEJAS**

Esto certifica que he leído, entendido, y he recibido el Procedimiento para Denuncias y Quejas.

\_\_\_\_\_ **Firma del Cliente**

\_\_\_\_\_ **Fecha**



## PROCEDIMIENTO PARA DENUNCIAS Y QUEJAS

**ESTE AVISO INFORMATIVO DEBE MOSTRARSE EN VISTA CLARA EN AREAS DONDE EL CLIENTE RECIBIRÁ SERVICIO DIRECTO O COMO ESTÁ DELINEADO EN EL CONTRATO DEL CONDADO CORRESPONDIENTE. AL CLIENTE SE LE PROPORCIONARÁ UNA COPIA DE ESTE PROCEDIMIENTO CUANDO LO PIDA.**

Si cree que ha sido discriminado, o que habido una violación de leyes o regulaciones, o si tiene un problema con respecto a los servicios que recibió, usted tiene el derecho de presentar una denuncia o informarnos de su queja.

Se deben seguir los siguientes procedimientos al presentar una denuncia o queja.

### PRIMER PASO:

Escriba su denuncia o queja por escrito y hable con el proveedor de servicios. Guarde una copia para usted y escriba la fecha en que habló con el proveedor de servicios.

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Segundo Paso.

### SEGUNDO PASO:

Mande una copia de su denuncia o queja por escrito o hable con su Trabajador encargado del Caso del Condado sobre su denuncia o queja. Escriba la fecha en que habló con su Trabajador de Caso o cuando envió su queja por escrito y manténgala con su copia en sus archivos.

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Tercer Paso.

### TERCER PASO:

Mande una copia de su denuncia o queja por escrito al Especialista de Programa. Si desea una respuesta, incluya su nombre, dirección y número de teléfono. Su información personal y los detalles de su denuncia o queja se mantendrán confidencial.

HS Program Development Division,  
 ATTN: Contracts Support Unit  
 825 E. Hospitality Lane, 2<sup>nd</sup> Floor  
 San Bernardino, CA 92415-0079  
 909-383-9700

- Si en este paso recibió respuesta o resolvió el problema, no se requiere hacer nada más.
- Si no hay respuesta o resolución dentro de los 10 días calendarios, siga al Cuarto Paso.

### CUARTO PASO:

Mande una copia de su denuncia o queja por escrito al Analista de Contratos a:

HS Administrative Support Division  
 Contracts Unit  
 150 S. Lena Road  
 San Bernardino, CA 92415-0515

Será contactado dentro de 10 días calendarios si ha proporcionado su información de contacto.

**Por favor note:** Cada uno de estos pasos deben ser completados en la orden que se indica.

**ASSURANCE OF COMPLIANCE STATEMENT**

**ASSURANCE OF COMPLIANCE WITH THE  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

House of Ruth, Inc.

NAME OF THE CONTRACTING AGENCY

(Hereinafter called the "Agency")

HEREBY AGREES THAT it will comply with Title VI and VII 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 11135-11139.8, as amended; California Government Code section 12940; California Government Code section 4450; Title 2, California Code of Regulations sections 11140-11200; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic 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 42], 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 ethnic group identification, age, sex, sexual orientation, gender identity, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political belief, or other applicable protected basis 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 assistance; and HEREBY 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 THE AGENCY 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 THIS ASSURANCE, the Agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws 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 11135-11139.8, 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 Agency directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

House of Ruth, Inc.  
\_\_\_\_\_  
ORGANIZATION

## House of Ruth, Inc.

### CalWORKs/PRESLEY DOMESTIC VIOLENCE INTERVENTION AND SHELTER SERVICES PLAN

**On-Call Domestic Abuse Advocate** – Contractor shall provide an on-call domestic abuse advocate who shall respond within 30 minutes. The advocate shall be available for domestic violence assessments; crisis counseling; safety plans; referrals; intake into the Contractor's domestic violence program and shall provide clients with options and services available to them. The advocate shall make monthly presentations for TAD staff and be available on site for Orientation. The advocate shall hold domestic violence workshops for TAD offices as needed.

**Welfare-to-Work** – Contractor shall encourage and prepare CalWORKs applicants and recipients to participate in Welfare-to-Work activities when they are stable enough to do so. Contractor will work closely with local TAD offices to convey progress while protecting both safety and emotional readiness. Services shall include assessment, case management, connection with all community resources, legal assistance, housing assistance, job support, independent living skills, safety planning, and immigration advocacy. Case management includes goal setting, safety planning, accountability for timelines and action planning. Case management files shall include intake form, progress notes, obstacles and solutions, communication and County referrals to and from TAD, monthly reporting, County complaint and grievance forms, a termination summary and other required County forms.

**Self-Sufficiency Services** – Contractor shall provide self-sufficiency services, which include legal referrals, immigration advocacy and assistance, assistance with domestic violence restraining orders, preparation for court, court accompaniment, assistance with housing search, assistance with establishing and furnishing housing, job readiness counseling, employment/career counseling, assistance with resumes and interview skills, assistance with business and interview clothing, assistance with transportation, domestic violence education classes, life skills education classes in budgeting, workplace survival, stress management, assistance with forms/applications, assistance with credit repair and counseling, and housing – landlord/tenant issues.

**Shelter** – Contractor shall operate a shelter facility 24 hours a day, 7 days a week. Shelter staff shall be well-trained in the provision of CalWORKs services. Contractor shall provide a safe and clean facility providing beds, food, kitchen and bathroom facilities to women and their children on a 24-hour, 7-day a week basis. Shelter services shall include, but are not limited to: safety planning, legal issue resolution, counseling (both peer and professional), parenting classes, effects of domestic violence on children, life skills, independent living skills, case management, job readiness (resume and job application assistance), budgeting, goal setting, substance abuse and co-dependency, cooking and nutrition, pre-natal nutrition and care, leisure and stress management activities, immigration assistance, transportation and support to all needed community services, 24-hour trained staff shall be available for safety and emotional support and all services shall be provided without fees.

**Counseling** – Contractor shall offer professional, peer, group, and individual face-to-face counseling. Shelter residents shall participate in counseling sessions consisting of a variety of self-help discussion groups and facilitated educational groups such as understanding and preventing the dynamics of abusive relationships, child development, parenting skills, budgeting and money management, health and nutrition, and women's and children's health issues.

**Peer Group** – Contractor shall provide peer counseling by a trained counselor who has completed the 40-hour State mandated domestic violence training. Peer groups will be provided for in-shelter clients. Peer groups will have a developed curriculum.

**Children's Counseling** – Contractor shall provide children's counseling. Contractor shall assess children in the residential program for child abuse, neglect, and the degree of exposure to violence. Contractor's staff are mandated child abuse reporters. As the need arises, pre-licensed and licensed counseling staff shall be available to provide individual and family therapy. Paraprofessional staff shall provide appropriate age activities, including support groups, therapeutic play, and individual support to mothers. Contractor shall provide child abuse treatment through therapeutic treatment for abused children from families where domestic violence is occurring.

**Parenting Training** – Contractor shall provide shelter clients with parenting training classes.

**Child Care** – Contractor shall provide on-site childcare. Child care shall be provided on-site at the shelter by the Children's Program staff. Child care shall be available at the Ontario office.

**Outreach Center** – Contractor shall operate two walk-in locations that CalWORKs recipients can come to for help and information on a non-appointment basis. Both locations shall be open Monday through Friday from 9 a.m. to 5 p.m. Staff shall be available for both English and Spanish speaking clients.

**Hotline** – Contractor shall have a 24-hour, 7-day a week hotline for crisis calls, which will be manned by trained counselors and allow people to discover and explore their options for Domestic Abuse assistance.

**Emergency Services** – Contractor shall provide emergency shelter services, food, clothing and transportation to battered women and their children, and other supportive services free of charge. Contractor shall provide a limited amount of financial assistance to women who have emergency needs (e.g., medication, transportation, etc.).

**Transportation for Children** – Contractor shall arrange for school aged children to continue their education during their stay in the shelter.

**Transitional Housing** – Contractor shall provide a 2-year transitional living program for battered women and their children who have completed a stay in an emergency shelter. Women entering the transitional living program must have goals that include pursuing educational, employment, or housing goals. Transitional living is provided in two room suites with private bath and is free of charge. Residents are required to save 30% of any income they receive while in the program. The money shall be returned to them when they leave the program.

**SAN BERNARDINO COUNTY  
DOMESTIC ABUSE INTERVENTION AND SHELTER HOME SERVICES  
MONTHLY REPORT**

SHELTER HOME: \_\_\_\_\_  
 OUTREACH ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ HOT-LINE #: \_\_\_\_\_  
 SHELTER HOME CAPACITY: \_\_\_\_\_ TRANSITIONAL HOUSING CAPACITY: \_\_\_\_\_  
 REPORT MONTH/YEAR: \_\_\_\_\_ CONTRACT # \_\_\_\_\_

**CLIENT CENSUS:**

1. Total number of CalWORKs clients served:  
 \_\_\_\_\_

2. Total number of Presley clients served:  
 \_\_\_\_\_

**SHELTER HOME CENSUS:**

Number of clients receiving shelter home services during report month:

	Prior month shelter home clients carried forward	+	New shelter home clients	=	Total shelter home clients	-	Clients exiting shelter home*	=	Clients in shelter home on last day of report month
Adults without children		+		=		-		=	
Adults with children		+		=		-		=	
Children		+		=		-		=	
<b>Totals</b>		+		=		-		=	

\*termination summaries are a client case file requirement.

The following questions pertain to shelter home clients during this report month:

1. Number of adult and/or children clients requiring ADA provisions: \_\_\_\_\_
2. Number of children grades K-12 who were home schooled: \_\_\_\_\_
3. Number of children grades K-12 who attended traditional school: \_\_\_\_\_

**TRANSITIONAL HOUSING CENSUS: (If applicable)**

1. Number of applications received for transitional housing: \_\_\_\_\_
2. Number of new transitional adult/children clients accepted: \_\_\_\_\_ / \_\_\_\_\_
3. Number of adults/children clients on waiting list: \_\_\_\_\_ / \_\_\_\_\_

**CRISIS AND OUTREACH CENSUS:**

1. Number of hot-line calls answered by staff: \_\_\_\_\_
2. Number of hot-line calls requesting shelter home services: \_\_\_\_\_
3. Number of reports of possible child abuse: \_\_\_\_\_
4. Number of reports of possible elder abuse: \_\_\_\_\_
5. Number of walk-in requests for shelter home services: \_\_\_\_\_
6. Number of walk-in requests for outreach services: \_\_\_\_\_

SAN BERNARDINO COUNTY  
DOMESTIC ABUSE INTERVENTION AND SHELTER HOME SERVICES  
MONTHLY REPORT Continued

SHELTER HOME: \_\_\_\_\_ REPORT MONTH: \_\_\_\_\_

**STAFF CENSUS:**

- 1. Number of paid staff: \_\_\_\_\_
- 2. Number of volunteer staff: \_\_\_\_\_
- 3. Number of bi-lingual staff: \_\_\_\_\_
- 4. Dates of 40-hour training (if applicable): \_\_\_\_\_

5. Please include paid and volunteer positions that were filled or vacated during the report month.

Position	Staff Name	Date of Hire	Date of Separation	Bilingual?

6. Describe the need for new positions or additional staffing: \_\_\_\_\_

**PROGRAM SPECIFICS:**

1. Are there any new services added by your agency during this report month? \_\_\_\_\_

2. Were any service gaps identified in your community during the report month? \_\_\_\_\_

3. Please provide a vignette for one of this month's clients: \_\_\_\_\_

**SAN BERNARDINO COUNTY  
DOMESTIC ABUSE TAD/WTW DAILY SERVICES LOG**

Agency Name: \_\_\_\_\_

On-site Advocate Name/Title: \_\_\_\_\_

Assigned TAD/WTW office: \_\_\_\_\_

Report Month/Year: \_\_\_\_\_

Day of the month	Hours Beginning/end time	Number of walk-in customers served	Number of customers referred from workers	Presentations (Orientation, Job Club, or Staff)	Number of Referrals to resources
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					



House of Ruth, Inc.  
Program Budget  
July 1, 2025 - June 30, 2026  
CalWORKs Domestic Violence Intervention and Shelter Services

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program.

**A. Salaries and Benefits**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS	CURRENT BUDGET AMOUNTS	LINE ITEM CHANGE
1 Job Title: Chief Program Officer					
Salary:	128,690	10.00%	\$ 12,869		12,869
Benefits:	28,312	10.00%	\$ 2,831		2,831
2 Job Title: Community Services Director					-
Salary:	80,814	45.00%	\$ 36,366		36,366
Benefits:	17,779	45.00%	\$ 8,001		8,001
3 Job Title: Case Manager					-
Salary:	45,237	50.00%	\$ 22,619		22,619
Benefits:	9,952	50.00%	\$ 4,976		4,976
4 Job Title: Case Manager					-
Salary:	43,543	50.00%	\$ 21,772		21,772
Benefits:	9,579	50.00%	\$ 4,790		4,790
5 Job Title: Therapist					-
Salary:	59,377	55.00%	\$ 32,657		32,657
Benefits:	13,063	55.00%	\$ 7,185		7,185
6 Community Services Advocate					-
Salary:	45,237	100.00%	\$ 45,237		45,237
Benefits:	9,952	100.00%	\$ 9,952		9,952
<b>SUBTOTALS</b>	\$ 491,535		\$ 209,255	\$ -	209,255

**B. Operational Costs**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS	CURRENT BUDGET AMOUNTS	LINE ITEM CHANGE
1. Office Supplies	\$ 100	100.00%	\$ 100		\$100
2. Program Supplies	157	100.00%	\$ 157		\$157
3. Utilites / Maintenance	4,000	100.00%	\$ 4,000		\$4,000
4. Copier Lease -SB County	3,200	100.00%	\$ 3,200		\$3,200
5. Mileage	442	100.00%	\$ 442		\$442
6. General Liability	63,000	4.12%	\$ 2,596		\$2,596
7. De Minimis	19,583	100.00%	\$ 19,583		\$19,583
9. Presley Expense	42,000	100%	\$ 42,000		\$42,000
18. <b>SUBTOTALS</b>	\$ 132,482		\$ 72,078	\$ -	\$72,078
19. <b>SUBTOTALS, (A) above</b>	\$ 491,535		\$ 209,255	\$ -	\$209,255
20. <b>TOTALS</b>	\$ 624,017		\$ 281,333	\$ -	\$281,333

Item#	Item Name	Narrative (explanation/justification)
<b>A. Salaries and Benefits</b>		
1	Chief Program Officer	The Chief Program Officer is responsible for directing the delivery of all program services provided to clients and the community, including residential shelter, community services, and counseling programs; ensures that all programs are compliant. Allocation of 10% is based on time spent on the program per the personnel activity sheet.
2	Community Services Director	The Community Services Director is responsible for the coordination of day-to-day case management services for battered women in the San Bernardino CalWORKs program and for providing direct services to CalWORKs clients. Allocation of 50% is based on time spent on the program per the personnel activity sheet.
3	Case Manager	The Case Manager provides case management services and support to clients at the San Bernardino County outreach office. The Case Manager is located at the Ontario Outreach office to ease access of services to SB County residents. Allocation of 50% is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
4	Case Manager	The Case Manager provides case management services and support to clients at the San Bernardino County outreach office. The Case Manager is located at the Ontario Outreach office to ease access of services to SB County residents. Allocation of 50% is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
5	Therapist	The Therapist provides counseling services to clients at the San Bernardino County outreach office. Allocation of 55% is based on time spent on program as documented on the personnel activity sheet.
6	Community Services Advocate	The Community Services Advocate will serve as the first point of contact at House of Ruth's SB County outreach office, make referrals, and complete intakes for walk-in clients. Allocation of 100% is based on time spent on the program.
8	Benefits:	Staff benefits are calculated at 22% of salaries.

<b>B. Operating Expenses</b>		
9	Office Supplies	100% (\$100) of the total cost of supplies shall be charged to this grant. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
10	Program Supplies	100% (\$157) of the total cost of supplies shall be charged to this grant. All program supplies charged directly benefit the program. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
11	Utilities/Maintenance: San Bernardino County office	100% (\$4,000) of the total cost of, utilities and maintenance for the San Bernardino County outreach office shall be charged to this grant.
12	Copier Lease: San Bernardino County office	100% (\$3,200) of the total cost of the Copier Lease located at the San Bernardino County Office shall be charged to this grant. Use of the copier includes duplicating printed program materials, data for client files, monthly statistical reporting and reimbursement requests.
13	Mileage	100% (\$442) of the total cost of mileage shall be charged to this grant. Mileage is submitted by staff members assigned to the San Bernardino CalWORKs contract for travel related to the project.
14	General Liability Insurance	4.12% (\$2,596) of the total cost of liability insurance shall be charged to this grant. House of Ruth will maintain all required insurance at the levels specified in this application.

BUDGET TEMPLATE

<b>Provider Name</b>
Program Budget July 1, 2025 - June 30, 2026
CalWORKs DOMESTIC VIOLENCE INTERVENTION AND SHELTER SERVICES

**A. Salaries and Benefits**

Cost Item		PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
List only those items of cost which are chargeable, in whole or part, to the program			
1	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
2	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
3	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
4	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
5	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
6	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
7	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
8	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
9	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
10	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
11	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
12	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
13	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
14	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
15	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
16	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
17	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
18	Job Title:		
	Salary:		\$ -
	Benefits:		\$ -
<b>SUBTOTALS</b>			\$ -

BUDGET TEMPLATE

**B. Operational Costs**

<b>Cost Item</b> List only those items of cost which are chargeable, in whole or part, to the program		<b>TOTAL COST TO THE ORGANIZATION</b>	<b>PERCENT CHARGED TO GRANT</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24	Presley	\$ 42,000.00	100.00%
<b>SUBTOTALS</b>		\$ 42,000.00	
	<b>SUBTOTALS, (A) above</b>	\$ -	
	<b>TOTALS</b>	\$ 42,000.00	

Prepared By \_\_\_\_\_  
Name and title

Approved By \_\_\_\_\_  
Name and title

BUDGET TEMPLATE

Narrative

Personnel

Item#	Item Name	Narrative (explanation/justification)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

BUDGET TEMPLATE

Administrative Costs

Item#	Item Name	Narrative (explanation/justification)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

BUDGET MODIFICATION TEMPLATE

Provider Name						
Fiscal Year						
Cost Item <small>List only those items of cost which are chargeable, in whole or part, to the program.</small>	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	Proposed Budget Amounts	Current Budget Amounts	Line Item Change	% Charged to the Grant Effective
<b>I. PROGRAM COSTS</b>						
1 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
2 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
3 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
4 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
5 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
6 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
7 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
8 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
9 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
10 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
11 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
12 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
13 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
14 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
15 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
16 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
17 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
18 Job Title:						
Salary:					\$ -	
Benefits:					\$ -	
<b>SUBTOTALS</b>	\$0.00		\$ -	\$ -	\$ -	

BUDGET MODIFICATION TEMPLATE

B. Operational Costs

Cost Item List only those items of cost which are chargeable, in whole or part, to the program.	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	Proposed Budget Amounts	Current Budget Amounts	Line Item Change	% Charged to the Grant Effective
1					\$ -	
2					\$ -	
3					\$ -	
4					\$ -	
5					\$ -	
6					\$ -	
7					\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
11					\$ -	
12					\$ -	
13					\$ -	
14					\$ -	
15					\$ -	
16					\$ -	
17					\$ -	
18					\$ -	
19					\$ -	
20					\$ -	
21					\$ -	
22					\$ -	
23					\$ -	
24					\$ -	
25					\$ -	
26					\$ -	
27					\$ -	
28					\$ -	
29 Presley	\$ 42,000.00	\$ 1.00	\$ 42,000.00	\$ 42,000.00	\$ -	100%
<b>SUBTOTALS</b>	\$ 42,000.00		\$ 42,000.00	\$ 76,900.00	\$ -	100%
<b>SUBTOTALS, (A) above</b>	\$ -		\$ -	\$ -	\$ -	
<b>TOTALS</b>	\$ 42,000.00		\$ 42,000.00	\$ 76,900.00	\$ -	100%

Prepared By \_\_\_\_\_  
 Name and title

Approved By \_\_\_\_\_  
 Name and title



BUDGET MODIFICATION TEMPLATE

Narrative

Personnel

Item#	Item Name	Narrative (explanation/justification)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

BUDGET MODIFICATION TEMPLATE

**Administrative Costs**

Item#	Item Name	Narrative (explanation/justification)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

INVOICE TEMPLATE

<b>Provider Name</b>	
Fiscal Year 2025-2026	Contract No. <span style="background-color: #ffff00; display: inline-block; width: 100px; height: 1em;"></span>
CalWORKs DOMESTIC VIOLENCE INTERVENTION AND SHELTER SERVICES	
Monthly Report of Expenditures	
For the Month of <span style="background-color: #ffff00; display: inline-block; width: 100px; height: 1em;"></span>	
Invoice Date	
Invoice Number	
PO Number	

**A. Salaries and Benefits**

Cost Item	Agency's Actual Expenditure	Actual % Charged to Grant	Hours Worked on the program	Total Hours Worked (month)	Total Charged to the Grant for the Month	Annual Budget	YTD Expended	Available Budget	% Expended
1	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
2	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
3	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
4	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
5	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
6	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
7	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
8	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
9	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
10	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
11	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
12	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
13	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
14	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
15	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
16	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
17	Job Title:								
	Salary							\$ -	
	Benefits							\$ -	
18	Job Title:								
	Salary							\$ -	
<b>SUBTOTALS</b>					\$ -	\$ -	\$ -	\$ -	

INVOICE TEMPLATE

B. Operational Costs

Cost Item List only those items of cost which are chargeable, in whole or part, to the program		Agency's Actual Expenditure	Actual % Charged to Grant	Total Charged to the Grant for the Month	Annau Budget	YTD Expended	Available Budget	% Expended
1							\$ -	
2							\$ -	
3							\$ -	
4							\$ -	
5							\$ -	
6							\$ -	
7							\$ -	
8							\$ -	
9							\$ -	
10							\$ -	
11							\$ -	
12							\$ -	
13							\$ -	
14							\$ -	
15							\$ -	
16							\$ -	
17							\$ -	
18							\$ -	
19							\$ -	
20							\$ -	
21							\$ -	
22							\$ -	
23							\$ -	
24							\$ -	
<b>SUBTOTALS</b>		\$ -		\$ -	\$ -	\$ -	\$ -	
	<b>SUBTOTALS, (A) above</b>		0.00%	\$ -	\$ -	\$ -	\$ -	
	<b>TOTALS</b>		0.00%	\$ -	\$ -	\$ -	\$ -	

Prepared By \_\_\_\_\_  
Name and title

Approved By \_\_\_\_\_  
Name and title