



TOMÁS J. ARAGÓN, M.D., Dr.P.H.
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

June 9, 2023

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)
DIRECTORS/CALIFORNIA HOME VISITING PROGRAM (CHVP)
DIRECTORS, COORDINATORS, OR DESIGNEE

SUBJECT: FISCAL YEARS (FY) 2023-2028: CHVP CONSOLIDATED AGREEMENT
FUNDING APPLICATION (AFA) ANNOUNCEMENT

This letter announces the FY 2023-2028 Consolidated CHVP AFA Process that provides allocation and contract funding updates for the California Home Visiting Program. Starting in FY 2023, the CHVP AFA will combine three initiative funding sources in one AFA:

- A. Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
- B. State General Fund Evidence Based Home Visiting (SGF EBHV)
- C. State General Fund Innovation Project (SGF INV)

FY 2023-28 CHVP Funding is as Follows:

CHVP funding allocations cannot be combined, but may be braided. There will be a separate Scope of Work (SOW) and separate budget template for each year of each initiative. At this time, only budgets for FY 23-24 are required. The FY 23-24 budget templates will be sent individually via a separate email shortly. Subsequent years' budgets will be sent on an annual basis through FY 27-28. Please note that a separate budget will need to be submitted for **each** initiative every FY. Please reach out to your [Contract Liaison \(CL\)](#) if you have questions.



MCAH Directors, CHVP Project Coordinators, or Designee

AFA Timeline/ Important Dates:

Friday, June 9 th	Release of CHVP FY 23-28 AFA Notification. AFA forms will be sent via email attachment.
Friday, June 23 rd	AFA Packages Due back to MCAH.
Friday, July 7 th	MCAH CM/ PC AFA Package Review and Approval. <u>Your CL and Program Consultant (PC)</u> will review your AFA package. Local Health Jurisdictions (LHJs) will be notified if revisions are needed before approval.

AFA Submission:

Packages are due via email to MCAHFINACT@cdph.ca.gov by Thursday, June 23rd. If you have any questions about the AFA process please contact your [CL](#) as soon as possible.

There may have been changes since the last AFA submission. We recommend that all LHJs review the [Fiscal Administration Policy and Procedure Manual](#) prior to building and submitting their FY 23-28 AFAs.

LHJs will be notified via email when their AFA package is approved. At that time they will be permitted to invoice for services retroactively to **July 1, 2023**.

Invoice Submission:

As communicated in CDPH/ MCAH alert letter 20160710 on October 7, 2016, all invoices and supporting documentation must be submitted via email to the MCAH invoice box: MCAHInvoices@cdph.ca.gov. To ensure appropriate processing, please use the following invoice naming convention for the signed invoice PDF and Excel files as well as the subject line of the email:

Agreement Number (space) LHJ Name (space) Fiscal Year (space) Invoice Quarter Number

Example: CHVP SGF EBHV 22-01 Alameda FY23-24 Q1

Invoice submission must include:

- Signed cover letter on LHJ letterhead
- Signed invoice summary (Please note: electronic signatures are accepted)
- Updated invoice information in the approved Excel Budget-Invoice Template

MCAH Directors, CHVP Project Coordinators, or Designee

Invoice Submission Timeline:

Pay Period	Duration	Due Date
Quarter 1	July – September	November 15 th
Quarter 2	October – December	February 15 th
Quarter 3	January – March	May 15 th
Quarter 4	April – June	August 15 th

Thank you for your assistance and timely submission of your AFA package. If you have any questions or concerns, please contact your [Contract Liaison or Program Consultant](#).

Sincerely,

Angelica Jimenez-Bean

Angelica Jimenez-Bean
Section Chief, Contract Management and Allocations Process
Maternal, Child and Adolescent Health Division
Center for Family Health
California Department of Public Health

California Home Visiting Program

FY 2023-2028 Agreement Funding Application (AFA) Checklist

Agency Name: San Bernardino County

Agreement Number(s): CHVP SGF EBHV 23-36

Program (Check all that apply): ☐ CHVP MIECHV ☒ CHVP EBHV ☐ CHVP INV

Board of Supervisor approval/signature required to accept funds? ☒ Yes ☐ No

Please check the box next to all submitted documents. **All documents must be submitted by email using the required naming convention on page 2**

1. ☒ **AFA Checklist**
2. ☒ **Agency Information Form** | Excel version and signed PDF
3. ☒ **Attestation of Compliance with the Sexual Health Education Accountability Act of 2007** | signed PDF
4. ☒ **Budget Template** | submit for **each** funding initiative you will be participating in for FY23-24, list all staff (by position) and costs (including projected salaries and benefits, operating and ICR). Multiple tabs for completion include Original Budget and Justifications. Personnel titles must be consistent with the Duty Statements and Organizational Charts
5. ☒ **Indirect Cost Rate (ICR) Certification Form** | details methodology and components of the ICR for this funding. Please provide a detailed methodology in the box on page 2 of the form of how Indirect Costs are specifically broken out for CHVP
6. ☒ **Duty Statements (DS)** | for all staff listed on each funding initiative budget – Label and number each DS according to the applicable Budget Personnel Line Item and Organization Chart for each funding initiative. Please include which funding initiative the duty statement is applicable to. **All LHJs new to CHVP will be allowed to submit their DS within 60 days of AFA approval. Please inform your CL and PC if you will *not* be submitting your DS with your AFA submission. Please reach out to your PC for assistance building your DS.
7. ☒ **Organization Chart(s)** | of the applicable program(s), identifying all staff positions on each of the funding initiative budget(s) including their Line item number, and the program's relationship to other services for women and children, the local health officer and overall agency
8. ☒ **Scope of Work (SOW)** | signed PDF for **each** funding initiative you will be participating in for FY23-28
9. ☒ **Annual Inventory** | forms CDPH 1203 and CDPH 1204 – if not applicable, complete the top of each form and put "N/A" in line items below
10. ☒ **Subcontractor (SubK) Agreement Packages** | if applicable, for all SubKs of \$5,000 or more. Submit Subcontract Agreement Transmittal Form, brief explanation of the award process, subcontractor agreement or waiver letter, FY23-24 Budgets with detailed justifications, SubK Duty Statements, and SubK Organization Chart
11. ☒ **Government Agency Taxpayer ID Form** | Form CDPH 9083, signed PDF

File Naming Convention

Please save all electronic documents using the required naming convention below:

Agreement # (space) Document # (from Checklist above) (space) Document Name (from Checklist Above) (space) MM.DD.YY

Example for CHVP Program:

CHVP 23-XX 1 AFA Checklist 6.15.23

CHVP 23-XX 2 Agency Information Form 6.15.23

CHVP 23-XX 3 Attestation of Compliance 6.15.23

CHVP 23-XX 4 Budget FY22-23 6.15.23

CHVP 23-XX 5 ICR Certification Form 6.15.23

CHVP 23-XX 6 DS 6.15.23

CHVP 23-XX 6 DS 2 6.15.23

CHVP 23-XX 6 DS 3 6.15.23

CHVP 23-XX 6 DS 4 6.15.23

CHVP 23-XX 7 Org Chart 6.15.23

CHVP 23-XX 8 SOW 6.15.23

CHVP 23-XX 9 CDPH 1203 6.15.23

CHVP 23-XX 9 CDPH 1204 6.15.23

CHVP 23-XX 10 SubK Transmittal 6.15.23

CHVP 23-XX 10 SubK Agreement 6.15.23

CHVP 23-XX 10 SubK Award Process 6.15.23

CHVP 23-XX 10 SubK Budget FY 23-24 6.15.23

CHVP 23-XX 11 CDPH 9083 6.15.23

Please contact your [Contract Liaison \(CL\)](#) if you have any questions.

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIVISION**

**FUNDING AGREEMENT PERIOD
FY 2023-2028**

AGENCY INFORMATION FORM

Agencies are required to submit an electronic and signed copy (original signatures only) of this form along with their Annual AFA Package.

Agencies are **required to submit information when updates occur** during the fiscal year.
Updated submissions do not require certification signatures.

AGENCY IDENTIFICATION INFORMATION

Any program related information being sent from the CDPH MCAH Division will be directed to all Program Directors.

Please enter the agreement or contract number for each applicable program

CHVP SGF EBHV 23-36

Update Effective Date: _____(only required when submitting updates)

Federal Employer ID#:	95-6002748
FI\$CAL ID#:	0000012187
Complete Official Agency Name:	San Bernardino County
Business Address:	351 N. Mt. View Ave., 3rd Floor, San Bernardino, CA 92415-0010
Agency Phone:	909 387-9146
Agency Fax:	909 387-6228
Agency Website:	https://dph.sbcounty.gov/

**AGREEMENT FUNDING APPLICATION
POLICY COMPLIANCE AND CERTIFICATION**

Please enter the agreement or contract number for each of the applicable programs

CHVP SGF EBHV 23-36

Update Effective Date: _____ (only required when submitting updates)

The undersigned hereby affirms that the statements contained in the Agreement Funding Application (AFA) are true and complete to the best of the applicant's knowledge.

I certify that this Maternal, Child and Adolescent Health (MCAH) program will comply with all applicable provisions of Article 1, Chapter 1, Part 2, Division 106 of the Health and Safety code (commencing with section 123225), Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 142), and any applicable rules or regulations promulgated by CDPH pursuant to this article and these Chapters. I further certify that all MCAH related programs will comply with the most current MCAH Policies and Procedures Manual, including but not limited to, Administration. I further agree that the MCAH related programs may be subject to all sanctions, or other remedies applicable, if the MCAH related program violates any of the above laws, regulations and policies with which it has certified it will comply.

Original signature of official authorized to commit the Agency to a CHVP Agreement

Signature line:

Dawn Rowe

Name (Print):

Dawn Rowe

Title:

Chair, Board of Supervisors

Date:

AUG 08 2023

Original Signature of MCAH Director

Signature line:

Monique Amis

Name (Print):

Monique Amis

Title:

Public Health Division Chief

Date:

7/27/23

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
of the County of San Bernardino

By

Deputy

Agency	Agency Contact	Agency Address	Agency Title	Agency Yes/No	Agency Yes/No	Agency Yes/No	Agency Yes/No	Agency Yes/No	Agency Yes/No
AGENCY EXECUTIVE DIRECTOR	Joshua	Quinn	Director of Public Health	Yes	Yes		909 387-6222	joshua.quinn@sbphd.org	SGF EBNV
ICAH DIRECTOR	Melissa	Ames	Division Chief	Yes	Yes		909 387-6233	mam@sbphd.org	SGF EBNV
PROJECT COORDINATOR	Patricia	Winters	Supervising Public Health Nurse	No	No		909 383-3037	patricia.winters@sbphd.org	SGF EBNV
FISCAL OFFICER	Paul	Chapman	Chief Financial Officer	Yes	Yes		909 387-6282	paul.chapman@sbphd.org	SGF EBNV
FISCAL CONTACT	Steven	Miller	Program Manager	Yes	Yes		909 383-3044	steven.miller@sbphd.org	SGF EBNV
CLERK OF THE BOARD or	Leanne	Morales	Clerk of the Board	No	No		909 387-5537	leanne.morales@sbphd.org	SGF EBNV
CHAIR BOARD OF SUPERVISORS	David	Howe	Chair, Board of Supervisors	No	No		909 387-4855	david.howe@sbphd.org	SGF EBNV
OFFICIAL AUTHORIZED TO COMMIT AGENCY	David	Howe	Chair, Board of Supervisors	No	No		909 387-4855	david.howe@sbphd.org	SGF EBNV
									SGF EBNV
									SGF EBNV

All payments from CDPH to the Contractor shall be sent to the following address:

Federal ID #:	95-0002748
FICAL ID #:	0000012187
Contractor:	San Bernardino County
Attention: "Cashier"	Eric Petric, Administrative Manager
Address:	351 N. Mt. View Ave., 3rd Floor, San Bernardino, CA 92415-0010
Contract Number:	909 387-9146
E-mail:	eric.petric@sbphd.org

Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement, but will require a new ST0204 Payee Data Record or CDPH083 Government Agency Taxpayer Form. Always include this remittance address on your invoice.

ORDER AND OFFICE OF THE CLERK OF THE BOARD
THIS DOCUMENT HAS BEEN REVIEWED
TO THE CHAIRMAN OF THE BOARD
LYNN MOWELL
Clerk of the Board of Supervisors
of the County of San Bernardino

Exhibit K

Attestation of Compliance with the Sexual Health Education Accountability Act of 2007

Agency Name: San Bernardino County

Agreement/Grant Number: CHVP 23-36

Compliance Attestation for Fiscal Year: 2023-24

The Sexual Health Education Accountability Act of 2007 (Health and Safety Code, Sections 151000 – 151003) requires sexual health education programs (programs) that are funded or administered, directly or indirectly, by the State, to be comprehensive and not abstinence-only. Specifically, these statutes require programs to provide information that is medically accurate, current, and objective, in a manner that is age, culturally, and linguistically appropriate for targeted audiences. Programs cannot promote or teach religious doctrine, nor promote or reflect bias (as defined in Section 422.56 of the Penal Code), and may be required to explain the effectiveness of one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and sexually transmitted diseases. Programs directed at minors are additionally required to specify that abstinence is the only certain way to prevent pregnancy and sexually transmitted diseases.

In order to comply with the mandate of Health & Safety Code, Section 151002 (d), the California Department of Public Health (CDPH) Maternal, Child and Adolescent Health (MCAH) Program requires each applicable Agency or Community Based Organization (CBO) contracting with MCAH to submit a signed attestation as a condition of funding. The Attestation of Compliance must be submitted to CDPH/MCAH annually as a required component of the Agreement Funding Application (AFA) Package. By signing this letter, the MCAH Director or Adolescent Family Life Program (AFLP) Director (CBOs only) is attesting or “is a witness to the fact that the programs comply with the requirements of the statute”. The signatory is responsible for ensuring compliance with the statute. Please note that based on program policies that define them, the Sexual Health Education Act inherently applies to the Black Infant Health Program, AFLP, and the California Home Visiting Program, and may apply to Local MCAH based on local activities.

The undersigned hereby attests that all local MCAH agencies and AFLP CBOs will comply with all applicable provisions of Health and Safety Code, Sections 151000 – 151003 (HS 151000–151003). The undersigned further acknowledges that this Agency is subject to monitoring of compliance with the provisions of HS 151000–151003 and may be subject to contract termination or other appropriate action if it violates any condition of funding, including those enumerated in HS 151000–151003.

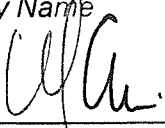
Exhibit K

**Attestation of Compliance with the
Sexual Health Education Accountability Act of 2007**

Signed

San Bernardino County

Agency Name

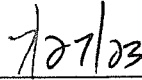


Signature of MCAH Director

Signature of AFLP Director (CBOs only)

CHVP SGF EBHV 23-36

Agreement/Grant Number



Date

Monique Amis

Printed Name of MCAH Director

*Printed Name of AFLP Director (CBOs
only)*

ORIGINAL BUDGET

California Department of Public Health
BUDGET SUMMARY
 Behavioral Health Adolescent Health Division

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	QUARTERLY	ORIGINAL	ACTIVE	
Rev. TH 6/22/23; 2:10 PM				
PURPOSE:	CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:	San Bernardino		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EBHV 23-36		(1)	(2) (3)
SUBK:			TOTAL FUNDING	\$
FUNDING TOTALS			2,279,944	2,279,944

EXPENSE CATEGORY			
PERSONNEL	\$123,810	100.00%	\$123,810
FRINGE BENEFITS	\$69,632	100.00%	\$69,632
OPERATING	\$19,148	100.00%	\$19,148
EQUIPMENT			
TRAVEL	\$3,000	100.00%	\$3,000
SUBCONTRACTS	\$1,941,792	100.00%	\$1,941,792
OTHER COSTS	\$89,000	100.00%	\$89,000
INDIRECT COST	\$33,562	100.00%	\$33,562
BUDGET TOTALS	\$2,279,944	100.00%	\$2,279,944
BALANCES		=====>	

Maximum Amount Payable:	\$2,279,944
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ORIGINAL BUDGET

California Department of

Public Health

Maternal, Child and Adolescent Health Division

BUDGET SUMMARY

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	QUARTERLY	ORIGINAL	ACTIVE	

Rev. TH 6/22/23; 2:10 PM

PURPOSE:	CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:	San Bernardino		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EBHV 23-36	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	\$
FUNDING TOTALS		2,279,944		2,279,944

EXPENSE CATEGORY			
PERSONNEL	\$123,810	100.00%	\$123,810
FRINGE BENEFITS	\$69,632	100.00%	\$69,632
OPERATING	\$19,148	100.00%	\$19,148
EQUIPMENT			
TRAVEL	\$3,000	100.00%	\$3,000
SUBCONTRACTS	\$1,941,792	100.00%	\$1,941,792
OTHER COSTS	\$89,000	100.00%	\$89,000
INDIRECT COST	\$33,562	100.00%	\$33,562
BUDGET TOTALS	\$2,279,944	100.00%	\$2,279,944
BALANCES		=====>	

Maximum Amount Payable:

\$2,279,944

I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

Signature over

Printed Name

Eric Patrick

Fiscal Contact

DATE

7/27/2023

State Use Only

	FUNDING SOURCE	CHVP - SGF
	PCA CODE	51023
PERSONNEL		123,810
FRINGE BENEFITS		69,632
OPERATING		19,148
EQUIPMENT		
TRAVEL		3,000
SUBCONTRACTS		1,941,792
OTHER COSTS		89,000
INDIRECT COST		33,562

ORIGINAL BUDGET

PURPOSE: CONTRACTOR: AGREEMENT #: SUBK:	CHVP SFG Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
	San Bernardino		CHVP - SGF, 51023	
	CHVP SGF EBHV 23-36		(2)	(3)
			%	\$
	FUNDING TOTALS		2,279,944	
EXPENSE CATEGORY				
INDIRECT COST				
Totals for PCA Codes				
			2,279,944	33,562
				2,279,944

PERSONNEL					Remaining Funds	
					100.00%	123,810
TOTAL PERSONNEL COSTS						123,810
TOTAL WAGES						123,810
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES		
1 TC	Accountant III	5.00%	77,846	3,892	100.00%	3,892
2 SJ	Administrative Supervisor I	5.00%	87,523	4,376	100.00%	4,376
3 Vacant/Various	Automated Systems Analyst I	3.00%	69,197	2,076	100.00%	2,076
4 Vacant/Various	Automated Systems Technician	2.00%	51,090	1,022	100.00%	1,022
5 SP	Public Health Nurse Manager	15.00%	104,399	15,660	100.00%	15,660
6 MM	Program Specialist I	20.00%	65,136	13,027	100.00%	13,027
7 MA	Public Health Division Chief	5.00%	145,613	7,281	100.00%	7,281
8 DP	Public Health Epidemiologist	10.00%	70,650	7,065	100.00%	7,065
9 KG	Secretary I	5.00%	57,785	2,889	100.00%	2,889
10 PM	Supervising Public Health Nurse	50.00%	108,868	54,434	100.00%	54,434
11 CL	Fiscal Specialist	2.00%	47,373	947.00	100.00%	947
12 AU	Fiscal Assistant	2.00%	43,096	862.00	100.00%	862
13 SH	Public Health Program Manager	10.00%	102,793	10,279.00	100.00%	10,279
14						

ORIGINAL BUDGET

PURPOSE: Public Health		CHVP SFG Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:		San Bernardino		CHVP - SGF, 51023	
AGREEMENT #:		CHVP SGF EBHV 23-36		(1)	(2)
SUBK:				TOTAL FUNDING	
				(3)	
				%	
				\$	
				</	

EXPENSE CATEGORY				
15				
16				
17				
18				
19				
20				

FRINGE BENEFITS		Remaining Funds	
		100.00%	69,632
TOTAL FRINGE BENEFITS		69,632	69,632

ORIGINAL BUDGET

PURPOSE: Public Health		CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR: San Bernardino				CHVP - SGF, 51023	
AGREEMENT #:				(2)	(3)
SUBK:				%	\$
		TOTAL FUNDING			
		FUNDING TOTALS		2,279,944	
				2,279,944	

EXPENSE CATEGORY				
OPERATING				
		TOTAL OPERATING EXPENSES	19,148	Remaining Funds 100.00% 19,148
1	Mileage/Transportation		1,250	100.00% 1,250
2	Communications (e-mail, telephones, cellular)		2,145	100.00% 2,145
3	General Expenses		3,000	100.00% 3,000
4	Other Professional Services		7,129	100.00% 7,129
5	County Counsel		1,952	100.00% 1,952
6	Minor Equipment		250	100.00% 250
7	Space Rent		3,422	100.00% 3,422
8				
9				
10				

EQUIPMENT				Remaining Funds
		TOTAL EQUIPMENT EXPENSES		
1				
2				
3				
4				
5				

TRAVEL				Remaining Funds
		TOTAL TRAVEL EXPENSES	3,000	100.00% 3,000
CHVP_SEG EBHV 23-36 10 SGF EBHV SubK Budget FY23-24		3,000		

ORIGINAL BUDGET

California Department of Public Health CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:		CHVP - SGF, 51023	
AGREEMENT #:		(2)	(3)
SUBK:		%	
CHVP SGF EBHV 23-36		\$	
TOTAL FUNDING		2,279,944	
FUNDING TOTALS		2,279,944	

EXPENSE CATEGORY		(1)	(2)	(3)
1	HFA-related Training	3,000	100.00%	3,000
2				
3				
4				
5				

SUBCONTRACTS		Remaining Funds		
TOTAL SUBCONTRACT EXPENSES		100.00%		1,941,792
1	El Sol Neighborhood Educational Center	1,941,792		1,941,792
2	Community-Based Organization - TBD	1,422,000	100.00%	1,422,000
3	Applied Survey Research-Environmental Scan	419,792	100.00%	419,792
4		100,000	100.00%	100,000
5				

OTHER COSTS		Remaining Funds		
TOTAL OTHER COSTS		100.00%		89,000
1	Client Support Materials	89,000		89,000
2	Education Materials	500	100.00%	500
3	Emergency Supplies (Parental Support)	500	100.00%	500
4	Training	10,000	100.00%	10,000
5		78,000	100.00%	78,000

ORIGINAL BUDGET

California Department of Public Health CHVP: Self-Evidence-Based Home Visiting (EBHV)		CHVP - SGF EBHV 23-36		FUNDING TOTALS		FUNDING SOURCE, PCA	
PURPOSE: San Bernardino				(1) TOTAL FUNDING		CHVP - SGF, 51023	
CONTRACTOR: CHVP SGF EBHV 23-36				(2) %		(3) \$	
AGREEMENT #:				TOTAL FUNDING		2,279,944	
SUBK:				FUNDING TOTALS		2,279,944	

EXPENSE CATEGORY INDIRECT COST							
TOTAL INDIRECT COSTS		33,562		100.00%		33,562	
17.35% of Total Personnel and Benefits		33,562		100.00%		33,562	

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

PERSONNEL

		TOTALS	134.00%	1,031,370	123,810		69,632	
		TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification
1	TC	Accountant III	5.000%	77,846	3,892	56.24%	2,189	Under general direction, prepares budgets, invoices, projections, and other fiscal reports/summaries in support of the California Home Visiting Program (CHVP) and performs related duties, as requested.
2	SJ	Administrative Supervisor I	5.00%	87,523	4,376	56.24%	2,461	Supervises a staff providing fiscal and administrative support to the CHVP; conducts special studies of fiscal, administrative and operational activities; and recommends, develops, and establishes indicated modifications, as required.
3	nV2	Automated Systems Analyst I	3.00%	69,197	2,076	56.24%	1,168	Provides automated systems support, including installation and maintenance of computers, printers, and peripherals; ensures network and database security, and performs troubleshooting functions (diagnosis and resolution). As applicable, the ASA I and AST will provide backup coverage for each other to ensure the needs of the program are addressed.
4	nV2	Automated Systems Technician	2.00%	51,090	1,022	56.24%	575	Provides automated systems support, performing duties of an important, but more routine nature, including troubleshooting functions (diagnosis and resolution). As applicable, the ASA I and AST will provide backup coverage for each other to ensure the needs of the program are addressed.
5	SP	Public Health Nurse Manager	15.00%	104,399	15,660	56.24%	8,807	Under the supervision of the Interim MCAH Co-Director/Division Chief of Community and Family Health (Division Chief), the Nurse Manager assists with overseeing all aspects of the CHVP, including program planning and development, fiscal administration, compliance with CHVP guidelines and requirements, personnel management, and provider/community engagement.
6	MM	Program Specialist I	20.00%	65,136	13,027	56.24%	7,326	The Program Specialist I provides administrative support functions for the Family Health Services Section (FHS), including interaction with community-based agencies (subcontractors), providers, and stakeholders that collaborate with FHS, development of policies and procedures, analysis of internal program operations and service delivery, and quality assurance and improvement.
7	MA	Public Health Division Chief	5.00%	145,613	7,281	56.24%	4,095	Through subordinate and staff, the Chief of the Community and Family Health Division (Division Chief) manages all staff assigned to CHVP. The Division Chief provides administrative direction, planning, and capstone oversight of operations of the Family Health Services Section (i.e., the organizational unit that administers CHVP in the Department of Public Health); ensures compliance with all Federal and State mandates; aligns program activities with departmental goals; and performs related duties as required.
8	DP	Public Health Epidemiologist	10.00%	70,650	7,065	56.24%	3,973	Under the direction of the Public Health Nurse Manager and Supervising Public Health Nurse, conducts epidemiological studies, analysis, and evaluation for the California Home Visiting Program (CHVP) populations.
9	KG	Secretary I	5.00%	57,785	2,889	56.24%	1,625	The Secretary I supports the Division Chief, Public Health Nurse Manager, and SPHN on a daily basis in the efficient implementation of directions and assigned responsibilities in support of the California Home Visiting Program (CHVP).

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

10	PM	Supervising Public Health Nurse	50.00%	108,868	54,434	56.24%	30,614	The Supervising Public Health Nurse (SPHN), under the direction of the Public Health Nurse Manager, is responsible for daily operation and oversight of the CHVP, including successful completion of the CHVP scope of work, collaboration with and oversight of community-based subcontractors, fidelity of the evidence-based service delivery model, quality improvement and assurance, and reporting requirements.
11	CL	Fiscal Specialist	2.00%	47,373	947	56.24%	533	Under general supervision, the Fiscal Assistant (FA) prepares fiscal documents, time sheet forms, travel reimbursement claims, invoices, and provides related support and clerical functions for CHVP. As applicable, the Fiscal Assistant and Fiscal Specialist will provide backup coverage for each other to ensure the needs of the program are addressed.
12	AU	Fiscal Assistant	2.00%	43,096	862	56.24%	485	Under general supervision, the Fiscal Specialist (FS) prepares and reviews fiscal documents, fiscal reports, time sheet forms, travel reimbursement claims, invoices, and provides related support functions for CHVP. As applicable, the Fiscal Assistant and Fiscal Specialist will provide backup coverage for each other to ensure the needs of the program are addressed. The Fiscal Specialist serves in a lead capacity in assigned fiscal duties for the program.
13	SH	Public Health Program Manager	10.00%	102,793	10,279	56.24%	5,781	The Public Health Program Manager provides management oversight for all aspects of the CHVP, including program planning and development, fiscal administration, compliance with CHVP guidelines and requirements, personnel management, and provider/community engagement. Through subordinate and staff the Public Health Program Manager oversees all staff assigned to CHVP.
14								
15								
16								
17								
18								
19								
20								

FRINGE BENEFITS

TOTAL FRINGE BENEFITS	69,632	Justification
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OPERATING

TOTAL OPERATING	19,148	Justification
1 Mileage/Transportation	1,250	Individual staff mileage and/or use of fleet/motorpool vehicles to commute to/from meetings, training, site visits, and other CHVP functions. The amount is estimated as 159 miles per month in FY 23-24 at \$0.655 per mile.

Original Budget Justification Section			
CHVP SGF EBHV 23-36 San Bernardino		ACTIVE	
2	Communications (e-mail, telephones, cellular)	2,145	Monthly expenditures for e-mail/Internet accounts and office-based telephones and voice-mail accounts for CHVP, including circuit charges, long distance fees/tolls, teleconferencing services, fees for cellular instruments, and synchronization with e-mail accounts are included in this item. The annual amount is estimated as telephone service (\$35 monthly), e-mail/Internet (\$100 monthly), and cellular service (\$30 monthly) for each of the County FTE in the budget.
3	General Expenses	3,000	Office supplies for CHVP, including but not limited to, paper, toner, binders, pens, and other required items (e.g., desk organizers, small office equipment); photocopying, reproduction, and bindery costs (as applicable) for CHVP materials, resources, and office/administrative documents; postage/interoffice mail charges and allocations; equipment maintenance; and other general expenses for CHVP.
4	Other Professional Services	7,129	As needed, this is funding for review of contracts, allocations, grant agreements, and other items that require County Board of Supervisors approval related to CHVP. These duties are provided by a centralized unit in the County at an hourly rate charged for each specific task. The estimated cost for FY 22-23 is 80 hours at \$89.12/hour.
5	County Counsel	1,952	As needed, this is funding for County Counsel to review documents and operations associated with administration of CHVP. The estimated cost is 8 hours at \$244.01/hour.
6	Minor Equipment	250	As a contingency for unplanned replacement or repair of minor equipment, \$250 is included in the budget.
7	Space Rent	3,422	Allocated share of space rental costs for locations at which space is leased and occupied by CHVP staff. Lease cost for main office is approximately \$1,994 per square foot for approximately 143 square feet over 12 months.
8			
9			
10			

EQUIPMENT		Justification
TOTAL EQUIPMENT EXPENSES		
1		
2		
3		
4		
5		

TRAVEL		Justification
TOTAL TRAVEL EXPENSES		3,000
1	HFA-related Training	3,000
2		

CHVP staff and/or subcontractor representatives to attend training/orientation sessions for Healthy Families America (e.g., HFA BI-annual National Conference, Implementation training).

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

3		
4		
5		

SUBCONTRACTS

TOTAL SUBCONTRACT EXPENSES		Justification
1	1,941,792	Funds for one or more subcontractors to provide Healthy Families America home visiting services for CHVP, and as determined, to fund or collaborate in development and implementation of a media campaign.
2	419,792	Funds for additional subcontractor(s) to provide Healthy Families America home visiting services for CHVP.
3	100,000	Funds for contract to conduct an Environmental Scan of home visitation services throughout the County. Utilize multiple methods for collecting data for the environmental scan, including but not limited to direct observation, literature reviews, surveys, consultation with key stakeholders, interviews and/or focus groups.
4		
5		

OTHER COSTS

TOTAL OTHER COSTS		Justification
1 Client Support Materials	89,000	Specific resources to be determined—Items to be provided to support and recognize growth/improvement for attaining milestones.
2 Education Materials	500	Specific resources to be determined—Informative and educational items to distribute to community agencies and community members, including topics such as family dynamics, effective parenting, and behavior change (items to be in alignment with the HEA model).
3 Emergency Supplies (Parental Support)	10,000	Funding will provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.
4 Training	78,000	Funding will provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc. The breakdown of cost is \$3,000 per employee (includes cost of training and mileage as needed) for 26 employees
5		

INDIRECT COST

TOTAL INDIRECT COSTS		Justification
17.35% of Total Personnel and Benefits	33,562	
	33,562	Per CDPH approved ICR.

CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Please list the Indirect Cost Rate (ICR) Percentage and supporting methodology for the contract or allocation with the California Department of Public Health, Maternal Child and Adolescent Health Division (CDPH/MCAH Division).

Date: 8/8/23

Agency Name: San Bernardino County

Contract/Agreement Number: CHVP SFG EBHV 23-36

Contract Term/Allocation Fiscal Year: July 1, 2023 through June 30, 2024

1. NON-PROFIT AGENCIES/ COMMUNITY BASED ORGANIZATIONS (CBO)

Non-profit agencies or CBOs that have an approved ICR from their Federal cognizant agency are allowed to charge their approved ICR or may elect to charge less than the agency's approved ICR percentage rate.

Private non-profits local agencies that do not have an approved ICR from their Federal cognizant agency are allowed a maximum ICR percentage of 15.0 percent of the Total Personnel Costs.

The ICR percentage rate listed below must match the percentage listed on the Contract/Allocation Budget

 % Fixed Percent of:

☐ Total Personnel Costs

2. LOCAL HEALTH JURISDICTIONS (LHJ)

LHJs are allowed up to the maximum ICR percentage rate that was approved by the CDPH Financial Management Branch ICR or may elect to charge less than the agency's approved ICR percentage rate. The ICR rate may not exceed 25.0 percent of Total Personnel Costs or 15.0 percent of Total Direct Costs. The ICR application (i.e. Total Personnel Costs or Total Allowable Direct Costs) may not differ from the approved ICR percentage rate.

The ICR percentage rate listed below must match the percentage listed on the Allocation/Contracted Budget.

17.35 % Fixed Percent of:

☒ Total Personnel Costs

☐ Total Allowable Direct Costs

CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

3. OTHER GOVERNMENTAL AGENCIES AND PUBLIC UNIVERSITIES

University Agencies are allowed up to the maximum ICR percentage approved by the agency's Federal cognizant agency ICR or may elect to charge less than the agency's approved ICR percentage rate. Total Personnel Costs or Total Direct Costs cannot change.

_____ % Fixed Percent of:

- ☐ Total Personnel Costs (Includes Fringe Benefits)
- ☐ Total Personnel Costs (Excludes Fringe Benefits)
- ☐ Total Allowable Direct Costs

Please provide your agency's detailed methodology by listing all indirect costs, fees and percentages in the box below. (i.e. Insurance -- \$350,000 -- 3%)

ICR percentage rate was certified as to form and methodology by San Bernardino County, Auditor Controller. The costs and cost categories contained in the Indirect Cost Rate of 17.35% of Total Personnel Costs are accurate and consistent with generally accepted accounting principles and prepared in conformance with Office of Management and Budget 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements Federal Awards Final Guidance (78 FR 78589). No costs other than those incurred by the Grantee/Contractor, or allocated to the Grantee/Contractor via an approved central service cost plan, were included in indirect cost pool as finally accepted, and that such incurred costs are legal obligations of the Grantee./Contractor and allowable under governing principles. The same costs that have been treated as indirect costs have not been claimed as direct costs and similar types of costs have been accorded consisted accounting treatment.

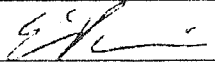
CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Please submit this form via email to your assigned Contract Liaison.

The undersigned certifies that the costs used to calculate the ICR are based on the most recent, available, and independently audited actual financials and are the same costs approved by the CDPH to determine the Department approved ICR.

Printed First & Last Name: Eric Patrick

Title/Position: Administrative Manager

Signature: 

Date: 7/27/2023

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 1*
ACCOUNTANT III
DUTY STATEMENT**

JOB DESCRIPTION

Under general direction, prepares budgets, invoices, projections, and other fiscal reports/summaries in support of the California Home Visiting Program (CHVP) and performs related duties, as requested.

Job Duties

Prepare CHVP budgets, expenditure projections, and invoices for review and approval, to ensure proper fiscal monitoring of the program.

Analyze and make recommendations in the development of fiscal procedures and various program and vendor budgets; justify and present budgets and expenditure plans; control project related purchases and expenditures, including items for CHVP.

Participate in various meetings and present requested and independently gathered data to assist management in making administrative and operational decisions related to administration of CHVP.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 2*
ADMINISTRATIVE SUPERVISOR I
DUTY STATEMENT**

JOB DESCRIPTION

The Administrative Supervisor supervises a staff providing fiscal and administrative support to the California Home Visiting Program (CHVP); conducts special studies of fiscal, administrative, and operational activities; and recommends, develops, and establishes indicated modifications, as required.

Job Duties

Supervise and coordinate fiscal and administrative support functions for the California Home Visiting Program (CHVP), including development and implementation of fiscal and operational policies and procedures (for CHVP and subcontractors that provide Healthy Families America services) and task assignment and evaluation of work performance.

Plan and coordinate administrative and fiscal activities for CHVP, including budget preparation and monitoring; supplies purchase and usage; staffing patterns and workflow; and space utilization. Develop reports and recommendations for appropriate action based on an analysis of gathered data by Accountant III, Supervising Public Health Nurse, Fiscal Specialist, Fiscal Assistant, and other staff assigned to CHVP.

Recommend and establish an external and internal contract compliance system for subcontractors funded by CHVP, including interpretation of contract terms and monitoring adherence to same; recommend solutions to contractual problems; review procurement process and bid proposals and agreements.

Research availability and requirements for grants; prepare grant applications and all subsequent follow-up; recommend and monitor procedures for grant implementation.

Develop and recommend various fiscal and operational policies and procedures for CHVP; develop written procedures to implement adopted policy of to clarify and describe standard practices; design or improve forms to expedite procedures; and coordinate the publication and dissemination of same.

Review present and pending legislation to determine its effects on services to clients and departmental/section organization, present associated recommendations in verbal and written form.

As applicable, attend cultural competency and diversity training to improve the ability to serve high-risk and/or low-income populations.

Participate in department and section required training, including driver awareness, care of the back, and public health accreditation.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Items 3 and 4*
AUTOMATED SYSTEMS TECHNICIAN / AUTOMATED SYSTEMS ANALYST I
DUTY STATEMENT**

JOB DESCRIPTION

Provides automated systems support, including installation and maintenance of computers, printers, and peripherals; ensures network and database security, and performs troubleshooting functions (diagnosis and resolution) for the California Home Visiting Program (CHVP).

Job Duties

Conduct procedural, informational, and functional analyses for automated systems supporting the California Home Visiting Program (CHVP).

Ensure automated databases supporting the CHVP continually provide statistical and quantitative data for the purposes of quality assurance/improvement and program management.

Assess automated systems to identify concerns that may adversely impact accurate data collection, collation, storage, and reporting by the CHVP.

Instruct and train personnel assigned to CHVP on data processing operations, establish local procedures for adhering to computer and data security systems; and resolve data processing service complaints.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 5*
PUBLIC HEALTH NURSE MANAGER
DUTY STATEMENT**

JOB DESCRIPTION

The Public Health Nurse Manager manages services funded by the Department of Health Care Services within the Family Health Services Section (FHS) of the Department of Public Health. FHS is responsible for the administration of the California Home Visiting Program (CHVP). The Nurse Manager will utilize Skilled Professional Medical Personnel knowledge and experience to provide consultation to CHVP staff for provision of services to positively impact families participating in CHVP.

Job Duties

Participate in multi-disciplinary meetings to review and discuss health-related issues, program implementation, coordination, and evaluation of services for CHVP.

Provide guidance and counsel to the SPHN regarding oversight and administration of CHVP, including program planning and development, compliance with CHVP guidelines and requirements, ensuring HFA model fidelity, personnel management, and provider/community engagement.

Direct the on-going review of services provided via the HFA model to evaluate the effectiveness of the quality care provided to children and families.

Analyze outcomes-based data and collaborate with the SPHN to implement relevant modifications to HFA service delivery, as necessary.

As requested by the Chief of the Community and Family Health Division (Division Chief), perform in a liaison capacity during collaborative meetings with community partners and stakeholders, healthcare providers, and state/local government entities as related to administration of CHVP and service delivery via the HFA model.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 6*
PROGRAM SPECIALIST I
DUTY STATEMENT**

JOB DESCRIPTION

The Program Specialist I provides administrative support functions for Family Health Services Section (FHS), including development of policies and procedures, analysis of internal program operations and service delivery, quality assurance and improvement, and interaction with community-based agencies, providers, and stakeholders that collaborate with FHS.

Job Duties

Research subject matter, funding agency policies and guidelines, legal and contract requirements, and scope of work deliverable items in order to draft policies and procedures for client service delivery and administration of the California Home Visiting Program (CHVP).

Participate in quality assurance and quality management processes to improve CHVP subcontractors' performance of HFA services; make recommendations for procedural changes to address and strengthen identified areas of concern.

Participate in the development and maintenance of automated and non-automated systems used for monitoring and tracking progress in achieving required HFA performance measures and scope of work deliverables.

Maintain and update CHVP-related content in the Department of Public Health's webpage, including information that will be accessible by CHVP subcontractors, related to CHVP requirements and technical assistance. Coordinate new or revised content with management and supervisory staff and the Department of Public Health Public Information Officer, as applicable.

Perform other duties as assigned.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 7*
PUBLIC HEALTH DIVISION CHIEF
DUTY STATEMENT**

JOB DESCRIPTION

The Public Health Division Chief (Division Chief) provides executive oversight for the Family Health Services Section, which is the organizational unit that administers the California Home Visiting Program (CHVP). The Division Chief supervises the Public Health Nurse Manager and the Public Health Program Manager.

Job Duties

Provide capstone administrative management of CHVP, including planning, implementation, and evaluation of service delivery and maintenance of fidelity to the HFA model.

Lead CHVP staff to successfully complete the scope of work activities and deliverables in the achievement of positive health outcomes for the clients and community serviced by CHVP.

Ensure overall compliance with MCAH Division, CHVP, and HFA requirements in order to implement high-quality services that impact the health and welfare of the CHVP population.

Assist in resolving issues related to subcontractor performance, compliance, or corrective action, as necessary.

Promote CHVP and services provided via the HFA model during collaborative meetings with community partners and stakeholders, healthcare providers, and state/local government entities for the purpose of expanding the number of families and children that will benefit from the program.

Resolve exception-level difficulties involving service delivery and quality, contract compliance, subcontractor concerns, personnel, and fiscal/budget matters related to CHVP and the HFA model.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 8*
PUBLIC HEALTH EPIDEMIOLOGIST
DUTY STATEMENT**

JOB DESCRIPTION

The Public Health Epidemiologist (Epidemiologist), under the direction of the Public Health Program Manager and Supervising Public Health Nurse, conducts epidemiological studies, analysis of services and gaps in services, and evaluation for the California Home Visiting Program (CHVP) population.

Job Duties

Plan, develop, and assist with the development of health care implementation strategies for CHVP, with an evaluation component to address identified health needs, access to care, quality and cost-effectiveness of the health care delivery system, and availability of services.

Serve as a resource and technical consultant for data system requirements (including Efforts to Outcomes) in order to maintain clean and compliant data for all CHVP home visiting activities and participants per the HFA model and CHVP policy.

Analyze primary, secondary, and related maternal and child health data sets, trends, and hazards that contribute to poor pregnancy and child health outcomes to identify and prioritize health needs and adverse findings of the CHVP population; recommend CHVP implementation strategies.

Work with skilled professional medical professionals to investigate, analyze and monitor CHVP health status indicators.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

Budget Line Item 9

**SECRETARY I
DUTY STATEMENT**

JOB DESCRIPTION

The Secretary I, supports the Chief of Community and Family Health, Public Health Program Manager, and SPHN on a daily basis in the efficient implementation of directions and assigned responsibilities of the California Home Visiting Program (CHVP) and Healthy Families America service delivery model.

Job Duties

Screen, date stamp, and distribute mail delivered to CHVP, including communication from subcontractors implementing HFA services.

Screen telephone calls and redirects to others, as appropriate; place and make calls, as required; send and receive facsimile messages to support CHVP and implementation of HFA.

Maintain filing systems, including personnel records and CHVP application, subcontractor, and progress report documents. Set-up and label new files, update filing system, and purge obsolete/outdated documents, including coordination of storage in archive facilities.

Take minutes, compose letters, type and edit same, process requests for incoming/outgoing correspondence. Prepare CHVP-related documents, work performance evaluations, and confidential documents; proof read and edit same.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 10*
SUPERVISING PUBLIC HEALTH NURSE
DUTY STATEMENT**

JOB DESCRIPTION

The Supervising Public Health Nurse (SPHN), under the direction of the Public Health Program Manager, is responsible for daily operation and oversight of the California Home Visiting Program (CHVP).

Job Duties

Serve as the primary point of contact for the MCAH Division regarding CHVP and the implementation of the HFA service delivery model.

Represent CHVP while participating in community advisory boards or planning bodies and committees to promote maternal health, improve infant and child health and development, strengthen families, and build strong neighborhoods and communities.

Oversee and direct the CHVP-related duties of staff assigned to the program; assign tasks, and provide input on work performance evaluations.

Function as a subject matter expert on CHVP policies and procedures and implementation of the Healthy Families America service model.

Oversee review and monitoring HFA subcontractor performance for contract compliance, to ensure all scope of work activities and program requirements are achieved, including maintenance of fidelity of the HFA model.

Prepare all required reports and correspondence related to operation of CHVP and the HFA service model, describing and assessing activities related to serving HFA participants via CHVP.

Institute and monitor quality assurance and improvement strategies focused on CHVP interventions and services to ensure they address the needs of families and children.

Engage and collaborate with internal and external subject matter experts to investigate, analyze and monitor health status indicators to effectively address health needs via CHVP and the HFA model.

Coordinate analysis of primary, secondary, and related maternal, child, and adolescent health data sets to identify and prioritize health needs and adverse findings of the CHVP service delivery population.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 11*
FISCAL SPECIALIST
DUTY STATEMENT**

JOB DESCRIPTION

Under general supervision, the Fiscal Specialist (FS) prepares and reviews fiscal documents, fiscal reports, time sheet forms, travel reimbursement claims, invoices, and provides related support functions. As applicable, the Fiscal Assistant and Fiscal Specialist will provide backup coverage for each other to ensure the needs of the program are addressed.

Job Duties

Prepare and review mileage and travel reimbursement claims for CHVP staff, including collation of forms and support documentation, and submit claims to the Department of Public Health's Fiscal and Administrative Services (FAS) unit for processing and payment.

Prepare and review invoices for CHVP supplies, printing, and related materials; ensure all required documentation and transmittal forms accompany invoices. Maintain databases to track invoices, travel claims and related data.

Review time sheets for staff assigned to CHVP to ensure accurate labor charges are incurred by the program.

Review and analyze price quotations for products and services to be purchased to support CHVP and implementation of the HFA model.

Serve in a lead capacity to review documentation and reports prepared by the Fiscal Assistant for the operation of CHVP.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 12*
FISCAL ASSISTANT
DUTY STATEMENT**

JOB DESCRIPTION

Under general supervision, the Fiscal Assistant (FA) prepares fiscal documents, time sheet forms, travel reimbursement claims, invoices, and provides related support and clerical functions. As applicable, the Fiscal Assistant and Fiscal Specialist will provide backup coverage for each other to ensure the needs of the program are addressed.

Job Duties

Prepare mileage and travel reimbursement claims for CHVP staff, including collation of forms and support documentation, and submit claims to the Department of Public Health's Fiscal and Administrative Services (FAS) unit for processing and payment.

Prepare invoices for CHVP supplies, printing, and related materials; ensure all required documentation and transmittal forms accompany invoices. Maintain databases to track invoices, travel claims and related data.

Provide telephone reception duties and interface with community-based organizations to refer callers for health and supportive services, including HFA services provided by CHVP subcontractors, well-child, and specialty health care.

Prepare invoices for review and by the Fiscal Specialist and approval by supervisory staff prior to submission to FAS. Ensures all required documentation and transmittal forms accompany invoices.

Review and analyze price quotations for products and services to be purchased to support CHVP and implementation of the HFA model.

Collect price quotations for products and services to be purchased for California Home Visiting Program (CHVP). Ensure Purchasing Department procedures for procurement are followed for all purchases.

Provide general clerical and telephone reception support, including support for CHVP activities.

**SAN BERNARDINO COUNTY
DEPARTMENT OF PUBLIC HEALTH
Family Health Services Section
CALIFORNIA HOME VISITING PROGRAM**

***Budget Line Item 13*
PUBLIC HEALTH PROGRAM MANAGER
DUTY STATEMENT**

JOB DESCRIPTION

The California Home Visiting Program (CHVP) Public Health Program Manager provides management oversight for all aspects of the CHVP, including program planning and development, fiscal administration, compliance with CHVP guidelines and requirements, personnel management, and provider/community engagement. Through subordinates and staff, the Public Health Program Manager oversees all staff assigned to CHVP.

Job Duties

Participate in multi-disciplinary and other appropriate meetings related to the review of health-related issues, program implementation, coordination, and evaluation of services.

Gauge and assess the need for services in the community and develop strategies to manage the quality of service delivery and represent CHVP within the community while serving on task forces, planning bodies, and committees.

Engage community partners in the process of maintaining a network of medical, dental, and supportive services to address the needs of the residents of the local jurisdiction, including the Medi-Cal and Medi-Cal-eligible populations.

Assist in resolving issues related to subcontractor performance, compliance, or corrective action related to CHVP and Healthy Families America services, as necessary.

Prioritize health department and community programs with whom local program staff will meet, e.g., CHVP, PEI, Communicable Disease, Immunizations, WIC, Local Oral Health, MCAH, Black Infant Health, Childhood Lead Poisoning Prevention (CLPPP), Family Planning, Behavioral Health, Head Start, child care facilities, regional centers, special care centers, hospitals, and providers.

Develop and maintain a collaborative working relationship among County and Public Health programs and community-based partners serving participants, e.g., CHVP, PEI, CLPPP; Maternal and Child Health; Black Infant Health; Comprehensive Perinatal Services; Immunizations; Women, Infants, Children (WIC), and First 5 San Bernardino.

Ensure compliance with all CHVP and State policies and procedures. Evaluate progress toward successfully attaining the components of CHVP's scope of work, and take corrective steps, as necessary, to ensure the program is performing effectively and responding to the needs of clients in the local jurisdiction.

Develop and maintain a quality assurance and quality improvement plan to ensure all staff and vendors apply best practices in serving CHVP participants.

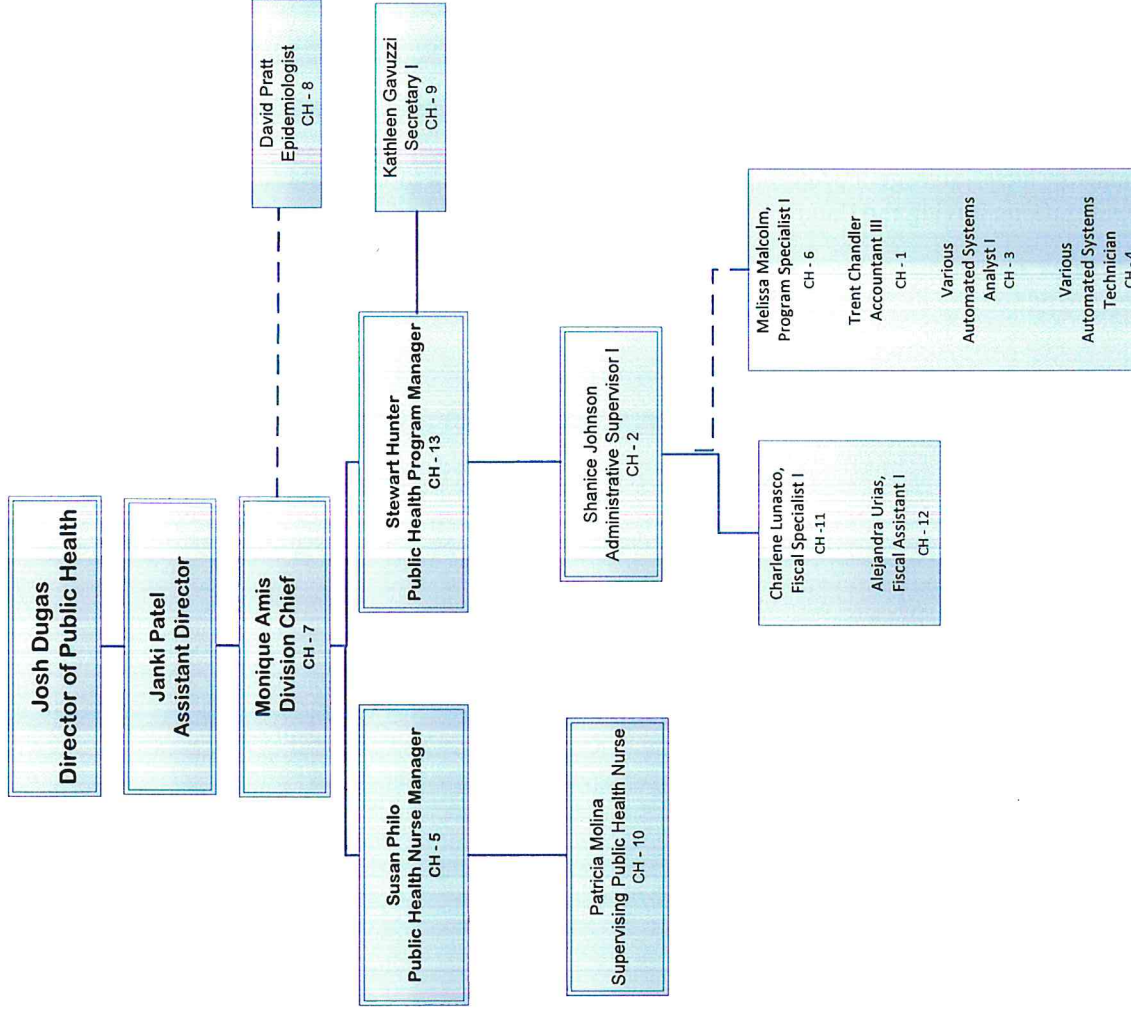
Analyze outcome-based data to strategically plan and implement for more effective use of program resources; guide the Administrative Supervisor to implement, support, and evaluate relevant modifications to program service delivery.

Recruit, orient, supervise, provide ongoing training, and evaluate personnel responsible for implementing CHVP.

Develop and administer Intra/Interagency Agreements (IAA) and Memoranda of Understanding (MOU) with agencies/organizations serving the County's participants.

Family Health Services Section
CHVP

San Bernardino County
Department of Public Health
FY 2023-2024



California Home Visiting Program State General Fund (SGF) Evidence-Based Home Visiting (EBHV)

Scope of Work

July 1, 2023- June 30, 2024

The purpose of this Scope of Work (SOW) is to provide guidance and outline requirements for implementing the California Home Visiting Program (CHVP) funded by California State General Fund (SGF). CDPH/CHVP SGF-funded LHJs are approved to implement and/or expand Healthy Families America (HFA), Nurse Family Partnership (NFP), or Parents as Teachers (PAT) home visiting programs in accordance with State requirements to achieve positive outcomes. The SOW includes the following goals:

1. Provide leadership and structure for implementation of CHVP in the LHJ
2. Integrate the home visiting program into the local early childhood system
3. Collect, enter, and report on all required participant data
4. Develop the infrastructure for a home visiting program (Planning Activities)
5. Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including

CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies (Special Support Activities)

Note: LHJs can spend up to 25% of the FY 2023/24 SGF EBHV allocation on Special Support Activities

Please check one or more of the following boxes to indicate use of funding for planning or special support activities:

☒	Planning Activities
☒	Special Support Activities

California Home Visiting Program
State General Fund (SGF) Evidence-Based Home Visiting (EBHV)
Scope of Work

July 1, 2023- June 30, 2024

Goals, Objectives, and Measures for July 1, 2023 – June 30, 2024

Goal 1: Provide leadership and structure for implementation of the California Home Visiting Program (CHVP) in the Local Health Jurisdiction (LHJ)				
#	Objective	Activities	Responsible Party	Deliverables
Staffing Requirements				
1.1	Provide effective leadership and oversight for CHVP	1.1. (a) Provide leadership and oversight on all matters related to the development, implementation, operation, administration, evaluation, and reporting for local implementation of CHVP following the CHVP Policies and Procedures 1.1. (b) Attend monthly MCAH and quarterly CHVP Directors calls 1.1. (c) Participate in ongoing local community stakeholder groups, site visits, meetings, and/or conferences as directed	MCAH Director or Designee*	Submission of semi-annual status report Submission of quarterly staffing reports Submission of Community Advisory Board (CAB) meeting materials, roster, agendas, and minutes with status reports Participation in site visits as directed by CHVP Submission of CHVP Implementation Plan within 60 days of contract execution (only for LHJs in 1st year of implementation) Note: If an LHJ establishes a subcontractor (subK) to deliver home visiting services, an LHJ representative must be present during technical assistance calls and virtual or in-

California Home Visiting Program State General Fund (SGF) Evidence-Based Home Visiting (EBHV)

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July 1, 2023- June 30, 2024

		1.1 (d) LHJs in the 1 st year of implementation will develop an Implementation Plan using the CHVP provided template		person site visits and must be involved in all ad-hoc programmatic, data, contract, or fiscal communications. Additionally, no more than 10% of the allocation can be spent on administrative oversight of a subK.*
1.2	Implement home visiting programs using culturally responsive practices	1.2. (a) Participate in opportunities designed to enhance cultural sensitivity through webinars, trainings, and/or conferences	Supervising Public Health Nurse (SPHN), Program Manager, or supervisor Home Visitors	Submission of semi-annual status report Submission of training log with status report
		1.2. (b) Recruit and hire staff that reflect the community served and/or speak the language of participants when possible	SPHN, Program Manager, or Supervisor Home Visitors	Submission of quarterly staffing reports Submission of semi-annual status report
1.3	Hire, train, and retain staff to comply with selected home visiting model requirements and CHVP policies and procedures	1.3. (a) Participate in required trainings as related to screening tools, health assessments, reflective supervision, data collection tools and software	SPHN, Program Manager, or Supervisor Home Visitors	Submission of training log with status report Submission of training plan with status report

California Home Visiting Program
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July 1, 2023- June 30, 2024

	1.3. (b) Maintain full staffing capacity to serve home visiting program participants and adhere to the specific model-based guidelines	SPHN, Program Manager, or Supervisor	Submission of quarterly staffing reports
	1.3. (c) All Staff will sign a Confidentiality Agreement at the time of hire and annually thereafter	SPHN, Program Manager, or Supervisor	Confirmation of signed Confidentiality Agreement for each staff member in status report

* The Maternal, Child, and Adolescent Health (MCAH) Director and/or designee will dedicate no less than 5% Full Time Equivalent (FTE) and no more than 15% FTE on the CHVP budget and staffing reports.

**See the *CHVP Budget Tips* document and/or reach out to your program consultant for further information.

Program Requirements			
1.4	Reach and maintain contracted Caseload Capacity (CC)	1.4. (a) Develop and sustain relationships with appropriate agencies to obtain home visiting participant referrals	MCAH Director or Designee SPHN, Program Manager, or Supervisor
			Submission of outreach log annually with status report

California Home Visiting Program State General Fund (SGF) Evidence-Based Home Visiting (EBHV)

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		1.4. (b) Develop a referral triage process for incoming home visiting participants	SPHN, Program Manager, or Supervisor	Submission of referral triage plan outlining referral process (flow chart, logic model, narrative, etc.) annually with status report
		1.4. (c) Ensure each newly enrolled participant receives informed consent and signs a CHVP Participant Consent Form	SPHN or Program Manager	Confirmation of signed Participant Consent form for each enrolled participant with status report
		1.4. (d) Home visitors will maintain 100% contracted CC Note: Any LHJ that falls below 85% of the contracted CC for three consecutive months may be required to participate in a corrective action process	SPHN, Program Manager, or Supervisor	Submission of complete and timely data for 100% contracted CC
1.5	Ensure selected home visiting model fidelity and quality assurance	1.5. (a) Implement model requirements in accordance with the NFP Model Elements, the HFA Best Practice Standards, and PAT Essential Requirements	MCAH Director or Designee	HFA: Submission of accreditation reports and/or proof of application for affiliation as requested by CHVP

California Home Visiting Program
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			SPHN, Program Manager, or Supervisor	NFP: Submission of NFP Implementation Plan as requested by CHVP. PAT: Submission of Affiliate Plan as requested by CHVP
1.6	Develop and implement home visiting policies and procedures	1.6. (a) Develop local policies and procedures related to home visiting; review annually and update as needed	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Submission of policies and procedures annually with status report
		1.6. (b) Conduct an annual review of CHVP policies and procedures	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Confirmation of CHVP P&P review with status report
1.7	Accurately collect and submit participant data using selected home visiting	1.7. (a) Implement all CHVP policies and procedures relating to screening and assessment tools into home visiting practice	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data

California Home Visiting Program
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	model and CHVP-required documents	1.7. (b) Adhere to all CHVP policies and procedures relating to data collection and standardization	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data
		1.7. (c) Comply with NFP Data Collection Documentation, CHVP HFA Data Collection Manual, or PAT Data in Motion	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data

Technical Assistance (TA) Requirements				
1.8	Participate in Technical Assistance activities to support program implementation and improvement goals	1.8. (a) Participate in quarterly technical assistance (TA) meetings	SPHN or Program Manager	Participation in quarterly technical assistance (TA) meetings
		1.8. (b) Utilize the CAB to inform and address quality improvement projects and decisions	SPHN or Program Manager	Submission of Community Advisory Board (CAB) meeting materials (CAB roster, agenda, and minutes) with status report
		1.8. (c) Utilize data to inform and improve program activities	SPHN or Program Manager	Submission of CQI plans, data, and information as requested by CHVP

California Home Visiting Program
State General Fund (SGF) Evidence-Based Home Visiting (EBHV)
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July 1, 2023- June 30, 2024

Goal 2: Integrate the home visiting program into the local early childhood system				
#	Objective	Activities	Responsible Party	Deliverables
2.1	Collaborate with local early childhood system partners to ensure a continuum of services for families	2.1. (a) Meet and work with local early childhood system partners to coordinate services to families 2.1. (b) Maintain a CAB that meets at least quarterly to establish appropriate linkages to referral and service systems, including local early childhood system partners	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Submission of Community Advisory Board (CAB) meeting materials (CAB roster, agenda, and minutes) with status report Submission of MOUs and/or informal agreements with status report
2.2	Pursue, develop, and maintain relationships with local service agencies, hospitals, and referral resources to facilitate recruit participants	2.2. (a) Develop Memorandum of Understanding (MOU) agreements and/or informal written agreements (e.g., letters of support) with community agencies and service providers	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Submission of MOUs and/or informal agreements with status report Submission of outreach log annually with status report

California Home Visiting Program State General Fund (SGF) Evidence-Based Home Visiting (EBHV)

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Goal 3: Collect, enter, and report on all required participant data				
#	Objective	Activities	Responsible Party	Deliverables
3.1	Maintain clean and compliant data for all home visiting activities and participants per model and CHVP policy	3.1 (a) Ensure accuracy and completeness of data input into designated data systems using data quality reports and monitoring 3.1. (b.1) NFP LHJs will coordinate data system requirements with the NFP National Service Office 3.1. (b.2) HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system 3.1. (b.3) PAT LHJs will coordinate data system requirements with the PAT National Office for use of the Penelope data system LHJ will	SPHN, Program Manager, or Supervisor Home Visitors Data Clerk	Evidence of signed participant consent forms. Demonstrated compliance with data-related policies and program quality measures Evidence of data cleaning on a monthly and quarterly basis using the CHVP data cleaning schedule (HFA) or model supplied data reports (NFP and PAT) Evidence of data submission within seven working days of data collection Participate in regular technical assistance calls and site visits with CHVP staff Submission of quarterly staffing reports

California Home Visiting Program
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July 1, 2023- June 30, 2024

	enter the participant data into a secure and designated data system within seven working days of data collection 3.1 (c) LHJ will adhere to all CHVP Policies and Procedures relating to compliant data 3.1. (d) LHJ will provide and/or coordinate with data collection system owners to provide CHVP with monthly enrollment and other reports as needed		
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California Home Visiting Program
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July 1, 2023- June 30, 2024

Note: All reports and documentation are due via SharePoint unless otherwise directed by CHVP

Frequency	Monitoring Channels
Quarterly on January 15 th , April 15 th , July 15 th , and October 15 th	Staffing reports
Semi-annually on April 15 th and October 15 th	- Priority Population Survey (NFP) - CAB roster, minutes, and agendas - Status Reports - MOUs or informal agreements with community agencies and service providers
Annually on April 15 th or October 15 th	- Outreach log - Training logs and training plans - Policies and Procedures - Referral triage plan - Confirmation of signed consent forms for all participants - Confirmation of signed confidentiality agreements for all direct service staff
During Site Visit. Dates to be determined	- Policies and procedures - Participant consent forms
Upon Request	- Model developer agreement, accreditation, and affiliation documentation - CQI plans, data, and information

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This section is for LHJs that are using funding for planning activities in State Fiscal Year 2023-2024

Goal 4: Develop the infrastructure for a home visiting program			
#	Objective	Activities	Deliverables
1.1	Begin or continue planning for implementation of HFA, NFP, or PAT	1.1(a) LHJs in the 1st year of implementation will develop an Implementation Plan using the CHVP provided template, which may include and is not limited to the following: - Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting - Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs - Apply for model affiliation, as applicable - Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements	- Submission of CHVP Implementation Plan within 60 days of agreement execution - Submission of semi-annual status report - Submission of quarterly staffing reports - Participate in regular technical assistance calls with CHVP staff

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		Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program Develop a plan to recruit and enroll participants. Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model 1.1(b) Begin or continue planning and/or expansion activities outlined in CHVP Implementation Plan		
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California Home Visiting Program State General Fund (SGF) Evidence-Based Home Visiting (EBHV) Scope of Work

July 1, 2023- June 30, 2024

This section is for LHJs that are using funding for Special Support Activities in State Fiscal Year 2023-2024

Goal 5: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies. Note: LHJs can spend up to 25% of the FY 2023/24 SGF EBHV allocation on Special Support Activities.	
Special Support Activity Categories	Deliverables
Hazard pay and other staff costs: Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.	Using CHVP-provided template, report semi-annually on: Number of staff (not FTE) receiving hazard pay/other staff costs Description of activities being performed for hazard pay/other staff cost Number of staff receiving technology
Training: Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.	Using CHVP-provided template, report semi-annually on: Name of training Purpose/description of training Date of training Name of staff participating in training Number of staff participating in training All other activities related to staff training

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Technology: Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.	Using CHVP-provided template, report semi-annually on: Hardware or software acquired Process used to identify and prioritize families Number of families receiving technology
Emergency Supplies: Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.	Using CHVP-provided template, report semi-annually on: Process used to identify and prioritize families Type and amount of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed Number of families receiving emergency supplies
Goal 5.2: Maintain clean and compliant data for special support activities per CHVP guidance.	
Major Functions, Tasks, and Activities	Deliverables
Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request. Maintain appropriate records and documentation to support expenditures.	Submission of data using CHVP templates and guidance Submission of records and documentation to support the charges using CHVP templates and guidance

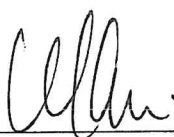
Contract #/LHJ Name: CHVP SGF EBHV 23-36 San Bernardino County
California Home Visiting Program – SGF EBHV



California Home Visiting Program
State General Fund (SGF) Evidence-Based Home Visiting (EBHV)
Scope of Work
July 1, 2023- June 30, 2024

NOTE: If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

Monique Amis
MCAH Director Name


MCAH Director Signature

7/27/22
Date

Exhibit 9

CONTRACTOR EQUIPMENT PURCHASED WITH CDPH FUNDS

Current Contract Number: CHVP SGF EBHV 23-36

Date Current Contract Expires: 06/30/2023

Previous Contract Number (if applicable): CHVP SGF EXP 20-36

CDPH Program Name: CA Home Visiting Program - Evidence-Based home vis

Contractor's Name: San Bernardino County

CDPH Program Contract Manager: Tom Harvey

Maternal Child and Adolescent Health

CDPH Program Address: 1615 Capitol Ave, Sacramento, CA 95814

Contractor's Complete Address: 351 N. Mountain View Ave, 3rd Floor

San Bernardino, CA 92415

CDPH Program Contract Manager's Telephone Number: 916 322-5399

Contractor's Contact Person: Monique Amis

Date of this Report: 08/08/2023

Contact's Telephone Number: 909 387-6218

(THIS IS NOT A BUDGET FORM)

[illegible]

Exhibit 9

INVENTORY/DISPOSITION OF CDPH-FUNDED EQUIPMENT

Current Contract Number: CHVP SGF EBHV 23-36

Previous Contract Number (if applicable): CHVP SGF EXP 20-36

Contractor's Name: San Bernardino County

Maternal Child and Adolescent Health

Contractor's Complete Address: 351 N. Mountain View Ave, 3rd Floor
San Bernardino, CA 92415

Contractor's Contact Person: Monique Amis

Contact's Telephone Number: 909 387-6218

Date Current Contract Expires: 6/30/2023

CDPH Program Name: CA Home Visiting Program - Evidence-Based home vis

CDPH Program Contract Manager: Tom Harvey

CDPH Program Address: 1615 Capitol Ave, Sacramento, CA 95814

CDPH Program Contract Manager's Telephone Number: 916 322-5399

Date of this Report: 08/08/2023

Date of this Report: 08/08/2023

(THIS IS NOT A BUDGET FORM)

[illegible]

SUBCONTRACT AGREEMENT TRANSMITTAL FORM

Complete and submit this Subcontract Agreement Transmittal Form to obtain California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division Subcontract approval.

REQUIREMENT: If the total subcontract amount over the term of the subcontract is \$5,000 or more, a Subcontract Agreement Package must be submitted for approval to CDPH MCAH Division prior to the Subcontract/Agency Agreement being signed by either party, unless this prior approval requirement is waived in writing by CDPH MCAH Division.

The following items are needed as additional components to complete the Subcontract Agreement Package:

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D (3)).
2. Subcontract Agreement Package consisting of:
 - Subcontract Agreement Transmittal Form
 - Subcontractor/Agency Agreement or copy of waiver letter
 - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
 - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
 - Detailed Budget Justification

AGENCY IDENTIFICATION

Agency Name: San Bernardino County

Agreement Number: 23-36

Agreement Term: 07/01/2023-06/30/2024

Program Name: ☐ MCAH ☐ BIH ☐ AFLP ☒ CHVP

Approved Program Maximum Amount Payable: \$2,279,944

Program Director/Coordinator: Patricia Molina, Supervising Public Health Nurse

SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: El Sol Neighborhood Educational Center

Address: 1535 South D Street San Bernardino, CA 92408

Subcontractor Contact: Alex Fajardo Phone Number: 909 884-3735

Total Subcontract Amount: \$2,380,000

Is Subcontract: ☐ Single Year Agreement ☒ Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): 2022-2024

Current Fiscal Year (FY) Subcontract Amount: \$1,195,438

Current FY Subcontract Period: 01/11/2022 through 1/10/2024

Federal ID Number or Social Security Number: 33-0552297

Subcontractor's Program Director (N/A for consultants): Tania Martinez

Phone Number: 909 391-3448

Type of Subcontractor:

☐ For-profit Organization

☒ Non-profit Organization

☐ University

☐ Governmental Agency

The Agency certifies that, for the above named subcontractor, all applicable terms and conditions are included within the subcontract.

Agency Signature:



Title:

Administrative Manager

Print Name:

Eric Patrick

Date:

7/27/2023

Explanation of Award Process – El Sol Neighborhood Educational Center

Procurement Type

The County of San Bernardino conducted a formal and published procurement process to identify and select a subcontractor to provide California Home Visiting Program (CHVP) services.

Procurement Process

The CHVP Program utilized the services of the County's Human Services (HS) Contracts Unit to conduct the procurement process (RFP), including development of the document and coordination of evaluation for proposals received from all bidders. To assist in preparation of the procurement document, the CHVP team provided the scope of work, MCAH Division requirements for service delivery, and information about the HFA model to the HSS Contracts Unit. The CHVP team also maintained editorial oversight and guidance of the language in the RFP related to the aforementioned elements.

The County Administrative Office approved and authorized the release of a Request for Proposal (RFP) on August 19, 2021 (RFP HS 21-06/ePro Bid#DPHE21-MH-4287) to solicit proposals from interested and qualified agencies to provide family-centered home visiting services for a period of two years. The RFP was publicly advertised through direct mailings to prospective agencies and posted on San Bernardino County's Electronic Procurement Network (ePro). Twelve agencies attended the non-mandatory proposal conference on September 2, 2021. Three proposals were received by the established deadline in response to the RFP.

Desirability of Incurring the Cost

Contracting with a community-based agency to provide CHVP services throughout the County is advantageous as the primary location of Department of Public Health CHVP staff is in San Bernardino. To illustrate, one-way travel from San Bernardino to the High Desert region is 35 to 40 miles. Another agency may be better able to establish regional centers of operation and deploy staff rapidly in hard to reach communities. Additionally, a partnership with an agency helps to build capacity and infrastructure in various communities in proximity to underserved eligible populations.

Evaluation Process and Criteria

The evaluation committee, comprised of five individuals with representation from the Department of Public Health, Human Services (HS) Auditing Division, and HS Program Development Division, reviewed and evaluated the proposals based on the criteria referenced in the RFP. The criteria included: cost per participant served, capacity to serve high-risk/underserved populations, capacity to administer programs that improve health outcomes, articulation of a successful plan of outreach to families to be served by CHVP, ability to provide specified services by contract start date (i.e., HFA model), experience in providing services described in the RFP, ability to serve in specific geographic area(s), and ability to serve the number of unduplicated participants indicated.

Based on the evaluation criteria, the evaluation committee determined El Sol Neighborhood Educational Center (El Sol) best met the needs of the County and recommended the vendor for award. Agencies not recommended for contract award were notified by mail and advised they were able to submit a formal written protest to the HS Contracts Unit based on the criteria in the RFP. No written protests were received.

Contract Negotiations

The department negotiated the terms of the final contract budget with El Sol and updated portions of the scope of work pertaining to El Sol as the selected vendor.

Approval by Board of Supervisors

After negotiations, the department prepared the contract for presentation to the County Board of Supervisors on January 11, 2022. The Board approved the contract with El Sol on that date.

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

22-15 A-1

SAP Number

4400015836

Department of Public Health

Department Contract Representative	Jacqueline Ambrose, HS Contracts
Telephone Number	(909) 386-8869
Contractor	El Sol Neighborhood Educational Center
Contractor Representative	Alex Fajardo
Telephone Number	(909) 884-3735
Contract Term	01/11/2022 through 01/10/2024
Original Contract Amount	\$2,380,000
Amendment Amount	\$ 232,000
Total Contract Amount	\$2,612,000
Cost Center	9300321000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO.1

It is hereby agreed to amend Contract No. 22-15, effective February 28, 2023, as follows:

Section V. Fiscal Provisions, Paragraph A is amended to read as follows:

- A. The maximum amount of reimbursement under this Contract shall not exceed \$2,612,000 and shall be subject to availability of 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.

ATTACHMENTS**Replace Attachment C – Scope of Work with revised Attachment C1 – Scope of Work (Attached).**

All other terms and conditions of Contract No. 22-15 remain in full force and effect.

This Amendment 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 Amendment Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (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 Amendment upon request.

SAN BERNARDINO COUNTY

► *Dawn Rowe*

Dawn Rowe, Chair, Board of Supervisors

Dated: FEB 28 2023

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of San Bernardino County

By *[Signature]* Deputy



El Sol Neighborhood Educational Center

(Print or type name of corporation, company, contractor, etc.)

By *Alex Fajardo*
2439BDE3F85B4FC...

(Authorized signature - sign in blue ink)

Name Alex Fajardo

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: February 8, 2023

Address PO Box 449

San Bernardino, CA 92402

FOR COUNTY USE ONLY

Approved as to Legal Form

Adam Ebright

6FC5599C63614F1...

Adam Ebright, County Counsel

Date February 8, 2023

DocuSigned by:

Reviewed for Contract Compliance

Patty Steven

BF400D79FB5648B...

Patty Steven, HS Contracts Manager

Date February 8, 2023

DocuSigned by:

Reviewed/Approved by Department

Joshua Dugas

30C7CC0F4C9F4CE...

Joshua Dugas, Director

Date February 8, 2023

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

Target number for Referrals for the term of the contract: 229 for the first year of the contract. Thereafter, the target is the number of recruitments that yields enrollment and maintenance of 172 families in CHVP for the term of the contract, such that the number of recruitments is 133% of the number of enrollments necessary to maintain a total of 172 families enrolled in CHVP.

Target number for Enrollments for the term of the contract: 172 for the first year of the contract. Thereafter, the target is the number of enrollments that maintains 172 families enrolled in CHVP for the term of the contract.

Objective 1: As of January 12, 2022, El Sol Neighborhood Educational Center (ESNEC) will maintain accreditation with Healthy Families America (HFA) to provide home visiting services on a continuous basis.

#	Activity Description	Evaluation/Deliverable/Performance Measure
1.0	Maintain HFA accreditation. Failure to do so may lead to termination of contract to provide CHVP home visiting services.	1. Monthly deliverable progress report to include: a. Status of HFA accreditation.
1.1	HFA Community Outreach Workers will receive required HFA training as applicable within six (6) months of employment and attain HFA certification. Trainings are four (4) day in-person sessions administered by HFA certified trainers. Trainings include: • Orientation • Foundations for Family Support (required for family support specialists who conduct home visits) • Parent Survey for Community Outreach (required for family resource specialists who conduct the initial assessment/parent surveys)	1. Monthly deliverable progress report to include: a. Name of HFA Community Outreach Workers that receive HFA training and certification. b. Listing of all HFA Community Outreach Workers and training/certification status to date.
1.2	All HFA supervisors will receive required training within six (6) months after being hired. Required trainings include: • Foundations for Family Support • Parent Survey for Community Outreach trainings • One additional day of core training referred to as "fifth day" focused on administrative, clinical, and reflective supervision	1. Monthly deliverable progress report to include: a. Name of HFA Supervisors that receive HFA training and certification.
1.3	All HFA Program Managers will receive required training within the first eighteen (18) months of employment. Required trainings include: • Foundations for Family Support • Parent Survey for Community Outreach trainings • One additional day of core training referred to as "fifth day" focused on administrative, clinical, and reflective supervision • Implementation training	1. Monthly deliverable progress report to include: a. Name of HFA Program Managers that receive HFA training and certification.
1.4	Ensure core training will be completed per HFA requirements for all staff who start throughout the period of the contract within six (6) months of employment.	1. Monthly deliverable progress report to include: a. Name of HFA staff that receive HFA training and certification.
1.5	Maintain HFA accreditation and fidelity to the selected home visiting model guidelines. Failure to do so may lead to termination of contract to provide California Home Visiting Program (CHVP) home visiting services.	1. Monthly deliverable progress report to include: a. Status of HFA accreditation. b. Staffing status report. c. Staff training log.

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

- Adhere to CHVP policies and procedures related to implementation of the selected home visitation model, including use of the Partners for a Healthy Baby curriculum. - Recruit, hire, train, and retain staff to implement and support operation of the home visitation model (per activities 1.1, 1.2, 1.3, and 3.0). - Identify and collaborate with early childhood system partners to improve the continuum of services to families and children. - Participate in site visits as required by State of California Maternal, Child and Adolescent Health (MCAH) Division and/or San Bernardino County Department of Public Health (SBCDPH), and make available all records related to operation of CHVP services and the selected home visitation model.	d. MOUs/agreements with community/faith-based organizations and partners. - Documentation related to site visits includes, but is not limited to: - Outreach log - Referral triage plan - Training log - Training plan - Participant funding source triage plan - Policies and procedures - Participant consent form
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Objective 2: By March 12, 2022, El Sol Neighborhood Educational Center (ESNEC) will commence Healthy Families America (HFA) on a continuous basis.

#	Activity Description	Evaluation/Deliverable/Performance Measure
2.0	Develop a recruitment and enrollment plan for HFA home visiting for review and approval by SBCDPH to include: - Component for canvassing target geographic area. - Method of selection of referral agencies. Number of potentially CHVP-eligible women each referral agency serves. See the San Bernardino County California Home Visiting Program (CHVP) Eligibility Criteria, Screening and Assessment document in this RFP. - Sample agreement between HFA and referral agency. - Enrollment outreach and retention efforts. HFA must maintain a minimum of 85% of caseload capacity. Failure to meet this minimum requirement will result in technical assistance and possible performance improvement plan (see Definitions section below). A six-month time frame is provided for building of case load to reach the minimum of 85% capacity.	- HFA Home Visiting Recruitment and Enrollment Plan. - Monthly deliverable progress report to include: - Number of contacts (see Definitions section). - Number of referrals (see Definitions section). - Number of enrollments (see Definitions section). - Monthly deliverable progress report to include: - Number of contacts per referral agency. - Number of referrals per referral agency. - Number of enrollments per referral agency.
2.1	Conduct HFA screening and enrollment for potentially eligible CHVP women within the community, as long as CHVP enrollment is lower than the target amount of 172 enrollments stated at the top of Attachment B.	- Monthly deliverable progress report to include: - Number of HFA participants contacted. - Number of HFA participants referred. - Number of HFA participants enrolled.
2.2	Utilize enrollment tracking tool to include measurable HFA enrollment/activities. CHVP must maintain a minimum of 60% of the number of referred participants enrolled in services. Failure to meet this minimum requirement will result in technical assistance and possible performance improvement plan (see Definitions section below).	- Monthly deliverable progress report to include: - Number of contacts. - Number of referrals. - Number of enrollments.

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

Objective 3: By March 12, 2022, HFA community outreach workers will commence the process for ongoing assessments of enrolled participants to develop and implement a comprehensive birth plan for all women, in accordance with the timeframe requirements set forth by HFA for each participant.

#	Activity Description	Evaluation/Deliverable/Performance Measure
3.0	Any HFA Community Outreach Workers not employed by agency at the state date of the contract will receive required HFA training as applicable within six (6) months of employment and attain HFA certification.	1. Monthly deliverable progress report to include: - Name of HFA Community Outreach Workers that receive HFA training and certification. - Listing of all HFA Community Outreach Workers and training/certification status to date.
3.1	HFA periodicity will be based upon participant needs and strengths: visits will start prenatally and up to three (3) months postpartum. HFA must follow the creative outreach to enrolled participants (see Definitions section below) procedure for participants who are enrolled but have not maintained services. Contracted agency will be required to follow all standards set in place by HFA regarding retention.	1. Monthly deliverable progress report to include: - Number of participants enrolled in HFA services. - Number of completed home visits per HFA participant. - Number of attempted home visits per HFA participant.
3.2	HFA Community Outreach Workers will implement the HFA model components, including addressing the following: - Link participant to early/regular prenatal care and provide additional home visits for high risk factors such as history of pre-term delivery and/or low birth weight, pre-eclampsia, and diabetes. - Assist participant in preparations for each prenatal visit and develop approaches to communicate needs/concerns with medical personnel. - Inform the participant and the participant's partner about the effects of smoking, alcohol/illicit drugs on fetal growth and assisting participants to identify goals and plans for cessation and/or reducing cigarette smoking. - Inform the participant about nutrition and exercise recommendations during pregnancy. - Inform participant about basic newborn care including immunizations. - Review intra-contraception plan for implementation following delivery of infant. - Monitor adequate use of office-based prenatal care. - Coach/mentor on using community resources (e.g., transportation) and other health related services (e.g., mental health and oral health care). - Help mothers establish a consistent prenatal care provider and encourage compliance with prenatal appointments/medical advice. - Facilitate access to other needed services such as WIC/CalFresh. - Promote proper nutrition and other healthy habits. - Discourage risky behaviors, such as use of tobacco, alcohol, and illicit drugs. - Provide fetal development education. - Provide strategies to reduce stress.	1. Monthly deliverable progress report to include: - Medical conditions. - Delivery outcomes. - Number of participants that achieve American Academy of Pediatrics (AAP) Bright Futures guidelines utilization to support/ensure infant receives well-child visit (first week three to five days, one-month visit, two-month visit, four-month visit, six-month visit, and nine-month visit). - Number of participants who have completed infant immunizations appointments at two, four, six, and 12 months. - Number of participants who have attended six-week postpartum medical appointment.
3.3	HFA will enter data and home visiting information into case management database within two (2) business days of: - Screenings and assessments to determine families at risk for child maltreatment or other adverse childhood experiences. - Home visiting services.	1. Monthly deliverable progress report to include: Number of screenings/assessments completed, and number of screening/assessments entered into data systems within two (2) days.

ATTACHMENT C1

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

#	Activity Description	Evaluation/Deliverable/Performance Measure
	Routine screening and assessment of parent-child interactions, child development, and maternal depression. The HFA National Office recommends that affiliated sites use an appropriately designed data system to manage and report the participant services they provide; site, community, and staff characteristics; funding sources; agency collaborations; and preliminary outcomes information. The HFA National Office requires sites to report aggregate information on family characteristics, services, and outcomes in the web-based HFA site tracker system, which is free to affiliated sites.	b. Number of home visits completed and number of home visits entered into data systems within two (2) days.
3.4	HFA will attend all state and local meetings and trainings. A 100% attendance rate is mandated.	1. Monthly deliverable progress report to include: a. Name of HFA Community Outreach Workers, HFA Supervisors and HFA Program Managers that attended meeting/training and name of meeting/training.
3.5	Install, utilize, and attend training for automated systems used with CHVP, as required by the State of California Maternal, Child and Adolescent Health (MCAH) Division. Example: Efforts to Outcomes (ETO). - Engage in on-going coordination with the MCAH Division Data Team and/or data collection system owners. - Comply with all CHVP data policies and procedures, including data collection, entry, security, management, and reporting.	1. Monthly deliverable progress report.
3.6	Utilize Pre/post-test questionnaires to measure knowledge gained towards HFA curriculum requirements.	1. Monthly deliverable progress report to include: a. Number of participants showing gained knowledge towards HFA curriculum requirements.
3.7	Utilize HFA tracking tool to include number of HFA prenatal visits per participant.	1. Monthly deliverable progress report to include: a. Number of prenatal care visits reported by HFA participants.

Objective 4: By March 12, 2022, ESNEC will ensure all mothers of newborns and infants will receive a postpartum and newborn assessment within one (1) week of hospital discharge to cultivate and strengthen nurturing parent-child relationships.

#	Activity Description	Evaluation/Deliverable/Performance Measure
4.0	HFA Community Outreach Workers will attempt weekly home visits for six (6) months postpartum using the Partners for a Healthy Baby curriculum. After six (6) months, visits will be as needed based upon need and standards of the model. Community Outreach Workers services will include: - Update and recalibrate family goals, needs, and strengths. - Screen for depression, domestic violence, and substance abuse. Facilitate access to new or continued mental/ behavioral health services.	1. Monthly deliverable progress report to include: a. Medical conditions. b. Delivery outcomes.

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

#	Activity Description	Evaluation/Deliverable/Performance Measure
	• Provide and facilitate appropriate community referrals. Assist with navigating successful access to and utilization of services. • Provide ongoing health promotion and prevention to address health lifestyle behaviors. • Support school, job, housing, and childcare needs. Provide/monitor referrals and interface with agencies to ensure needs are met. • Provide contraceptive care information and support participants' inter-conceptual plan. • Mentor/coach on critical thinking, problem solving skills and stress management. • Assess, address and promote positive parent-child interactions. • Educate parents about infant physical, social and emotional development, including infant cues, attachment, and empathy. • Educate parents on safety, nutrition, childcare, options, and daily routines. • Teach activities to promote child development. • Educate parents regarding prevention of child injuries, including the topics safe sleeping, shaken baby syndrome or traumatic brain injury, child passenger safety, poisoning, fire safety, water safety, and playground safety. • Conduct developmental and social-emotional screenings. • Connect infants to medical home. • Monitor/promote child immunizations. • HFA must follow the creative outreach to enrolled participants procedure for participants who are enrolled but have not maintained services.	
4.1	HFA will collaborate with and attend Inland Empire Fatherhood Involvement Coalition (IEFIC) meetings. Contact information for IEFIC is Juan Solis, Father Engagement Coordinator for Children's Network. Phone number: 909-383-9662 Email address: Juan.Solis@hss.sbcounty.gov	1. Monthly deliverable progress report to include: a. Name of employee who attended IEFIC meeting and date of meeting.
4.2	Maintain a Community Advisory Board (CAB) that will serve in a consultative manner in the planning and implementation of program-related and system- integration activities. CAB guidance must include the following activities: 1. The CAB will hold meetings once per quarter at minimum, during each three-month period, as follows: July through September, October through December, January through March, and April through June. 2. Maintain meeting minutes and a current membership attendance roster, which should include agency/provider representation. Composition must include County Public Health staff, County Transitional Assistance Department staff, parents, medical providers, community-based organizations, faith-based organizations, and community members. 3. Assist in informing program operation and implementation, quality assurance and improvement, child and family advocacy, and public awareness regarding home visiting. 4. Assist in strategies to improve systems integration, interagency coordination, information sharing and	1. Monthly deliverable progress report to include, as applicable: a. CAB meeting minutes and a current membership attendance roster. b. As applicable, describe challenges associated with recruitment and/or retention of CAB membership and strategies that will be employed to successfully add or retain members.

Scope of Work Home Visiting Initiative Healthy Families America (HFA) Model

#	Activity Description	Evaluation/Deliverable/Performance Measure
	referrals within the local early childhood system of services. 5. Promote program quality and sustainability.	
4.3	Utilize HFA tracking tool to include number of HFA postnatal visits per participant.	2. Monthly deliverable progress report to include: a. Number of postnatal care visits reported by HFA participants.

Definitions

Contacts – Individual or community-based agency which HFA was discussed with by mail, email, telephone or another form of communication.

Referral – An individual who has been screened for HFA services, determined eligible for services, and recommended for services.

Enrollments – A participant is considered enrolled once the participant:

- Participates in a face-to-face visit with the home visitor at the participant's home, the place where the participant is residing or in a private setting outside the participant's home.
- Signs required HFA model consent forms.

Technical Assistance – When agencies are not meeting minimum expectations as defined in the scope of work, San Bernardino County Department of Public Health (SBCDPH) will provide monthly technical assistance calls to the agency to include:

- Discussion of possible reasons minimum expectation was not met.
- Advice on how to remove barriers to meeting minimum expectation.
- Assistance that can be offered by SBCDPH.
- Potential training needed to meet minimum expectation.

Performance Improvement Plan – Agencies are required to meet minimum expectations as defined in the scope of work to demonstrate a stable home visiting program and maximize funding levels. When an agency falls below minimum expectations as defined in a specific scope of work activity description for three (3) consecutive months, SBCDPH will initiate a Performance Improvement Plan (PIP). The procedure for a PIP is outlined below:

- On a monthly basis, SBCDPH will review caseload reports for each agency. Agencies who have fallen below minimum expectations for three (3) consecutive months will work jointly with SBCDPH to create a PIP.
- The PIP contains a SMART Expectation and monthly tracking goals towards improving caseload capacity. On a monthly basis, the agency and SBCDPH will discuss progress on the PIP until the minimum expectation has been met for a minimum of one (1) month. Reaching the minimum expectation concludes the PIP process.

Creative Outreach to Enrolled Participants – Agencies must use positive and persistent creative outreach efforts to re-engage participants who are enrolled in the home visiting program but have not maintained services. The procedure for placing a participant on creative outreach is defined below:

- After one (1) month of unsuccessful attempts to schedule a home visit, creative outreach must be instituted. Creative outreach will include contact:
 - Every week for the first month.
 - Twice a month for the second month.
 - Once in the third month.
- If a participant is unavailable for home visits for at least thirty (30) days (i.e., they will be out of the area for a month), placement on creative outreach must be immediate.
- Participants must not be placed on creative outreach due to program issues (e.g., staff turnover, training).
- Efforts to contact participants to re-engage them in services (e.g., attempted phone calls, texts, home visits) must be documented in supervision notes and in the Efforts to Outcome (ETO) database. In addition, HFA must document creative outreach in the family file.
- Creative outreach efforts must continue for three (3) consecutive months (Ninety (90) days) unless the participant re-engages, declines services, or moves from the service area.
- If participant does not re-engage with site at the end of three (3) consecutive months (Ninety (90) days) from the time they were placed on creative outreach, dismissal is required immediately.

ORIGINAL BUDGET

California Department of Public Health
BUDGET SUMMARY
 CHVP SGF Evidence-Based Home Visiting (EBHV)
 San Bernardino
 CHVP SGF EBHV 23-36
 El Sol Neighborhood Educational Center

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	QUARTERLY	ORIGINAL	ACTIVE	
Rev. TH 6/22/23; 2:10 PM				
PURPOSE:	CHVP SGF Evidence-Based Home Visiting (EBHV)			
CONTRACTOR:	San Bernardino			
AGREEMENT #:	CHVP SGF EBHV 23-36			
SUBK:	El Sol Neighborhood Educational Center			
FUNDING TOTALS			(1) TOTAL FUNDING	(2) %
			1,422,000	(3) \$
				1,422,000

EXPENSE CATEGORY			FUNDING SOURCE, PCA
PERSONNEL	\$916,434	100.00%	CHVP - SGF, 51023
FRINGE BENEFITS	\$215,364	100.00%	
OPERATING	\$49,478	100.00%	
EQUIPMENT	\$7,146	100.00%	
TRAVEL	\$32,400	100.00%	
SUBCONTRACTS	\$20,500	100.00%	
OTHER COSTS	\$10,909	100.00%	
INDIRECT COST	\$169,769	100.00%	
BUDGET TOTALS	\$1,422,000	100.00%	\$1,422,000

BALANCES	=====>

Maximum Amount Payable:	\$1,422,000
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ORIGINAL BUDGET

 PURPOSE: CHVP SFG Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA CHVP - SGF, 51023	
CONTRACTOR: San Bernardino			
AGREEMENT #: CHVP SGF EBHV 23-36		(1)	(2)
SUBK: El Sol Neighborhood Educational Center		TOTAL FUNDING	(3)
		1,422,000	\$
FUNDING TOTALS			1,422,000
EXPENSE CATEGORY			

I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

Signature over		DATE
Printed Name	Stewart Hunter Project Director	

State Use Only		FUNDING SOURCE	CHVP - SGF
		PCA CODE	51023
PERSONNEL			916,434
FRINGE BENEFITS			215,364
OPERATING			49,478
EQUIPMENT			7,146
TRAVEL			32,400
SUBCONTRACTS			20,500
OTHER COSTS			10,909

ORIGINAL BUDGET

PURPOSE: Public Health CONTRACTOR: AGREEMENT #: SUBK:	CHVP Self-Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
	San Bernardino		CHVP - SGF, 51023	
	CHVP SGF EBHV 23-36	(1)	(2)	(3)
	EI Sol Neighborhood Educational Center	TOTAL FUNDING	%	\$
FUNDING TOTALS		1,422,000		1,422,000

EXPENSE CATEGORY		
INDIRECT COST		169,769
Totals for PCA Codes	1,422,000	1,422,000

PERSONNEL		Remaining Funds	
		100.00%	916,434
			916,434
			916,434

	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	
1	TM	Program Director	25.00%	87,360	21,840	21,840
2	AF	Executive Director	5.00%	83,200	4,160	4,160
3	RA	Manager	100.00%	52,000	52,000	52,000
4	EC	Supervisor	100.00%	45,760	45,760	45,760
5	JT	Supervisor	100.00%	45,760	45,760	45,760
6	VACANT	Supervisor	80.77%	47,840	38,640	38,640
7	VACANT	Family Resource Specialist	100.00%	39,520	39,520	39,520
8	VACANT	Family Support Specialist	67.31%	39,520	26,600	26,600
9	VACANT	Family Support Specialist	67.31%	39,520	26,600	26,600
10	VACANT	Family Support Specialist	67.31%	39,520	26,600	26,600
11	YR	Family Support Specialist	100.00%	37,440	37,440.00	37,440
12	MB	Family Supoort Specialist	100.00%	37,440	37,440.00	37,440
13	JV LL	Family Supoort Specialist	200.00%	37,440	74,879.00	74,879
14	RQ AB	Family Supoort Specialist	200.00%	37,440	74,879.00	74,879
CHVP-SFG EBHV 23-36 4 San Bernardino SGF EBHV Budget FY 23-36 4 EL SOL NEC						Printed: 7/12/2023 11:58 AM

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ORIGINAL BUDGET

PURPOSE: CONTRACTOR: AGREEMENT #: SUBK:	CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
	San Bernardino		CHVP - SGF, 51023	
	CHVP SGF EBHV 23-36	(1)	(2)	(3)
	EI Sol Neighborhood Educational Center	TOTAL FUNDING		%
	FUNDING TOTALS		1,422,000	1,422,000

EXPENSE CATEGORY				
15	DB RS	Family Support Specialist	37,440	200.00%
16	NB MD	Family Support Specialist	37,440	200.00%
17	LC MT	Family Support Specialist	37,440	200.00%
18	VACANT	Data Entry	37,440	73.08%
19	BB SS	Data Entry	37,440	200.00%
20	MF	Fiscal Staff Support	37,440	100.00%
			74,879.00	100.00%
			74,879.00	100.00%
			74,879.00	100.00%
			27,360.00	100.00%
			74,879.00	100.00%
			37,440.00	100.00%

FRINGE BENEFITS			Remaining Funds	
			100.00%	215,364
TOTAL FRINGE BENEFITS			215,364	215,364

ORIGINAL BUDGET

PURPOSE: Public Health		CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:		San Bernardino		CHVP - SGF, 51023	
AGREEMENT #:		CHVP SGF EBHV 23-36		(2)	(3)
SUBK:		EI Sol Neighborhood Educational Center		%	\$
		TOTAL FUNDING		1,422,000	
		FUNDING TOTALS		1,422,000	

EXPENSE CATEGORY					
OPERATING					Remaining Funds
		TOTAL OPERATING EXPENSES	49,478		49,478
1	Advisory Board Mtgs		696	100.00%	696
2	Cell Phones (monthly usage)		4,200	100.00%	4,200
3	Operational support (e.g., rent, utilities, Internet accounts)		15,000	100.00%	15,000
4	Parenting Materials (parent curriculum handbooks)		10,000	100.00%	10,000
5	Family Support Group Mtgs.		4,300	100.00%	4,300
6	Office Supplies		8,172	100.00%	8,172
7	Participant Incentives		1,680	100.00%	1,680
8	Training		5,430	100.00%	5,430
9					
10					

EQUIPMENT					Remaining Funds
		TOTAL EQUIPMENT EXPENSES	7,146		7,146
1	Computers/Monitors		5,396	100.00%	5,396
2	Printers		350	100.00%	350
3	Cellphone (purchase)		1,400	100.00%	1,400
4					
5					

TRAVEL					Remaining Funds
		TOTAL TRAVEL EXPENSES	32,400		32,400
CHVP SGF EBHV 23-36 4 San Bernardino SGF EBHV Budget FY 2024					

ORIGINAL BUDGET

PURPOSE: CONTRACTOR: AGREEMENT #: SUBK: CHVP SGF Evidence-Based Home Visiting (EBHV) San Bernardino CHVP SGF EBHV 23-36 El Sol Neighborhood Educational Center			FUNDING SOURCE, PCA	
			CHVP - SGF, 51023	
		(1)	(2)	(3)
	TOTAL FUNDING		%	\$
	FUNDING TOTALS		1,422,000	1,422,000

EXPENSE CATEGORY			
1	Mileage	32,400	100.00%
2			
3			
4			
5			

SUBCONTRACTS		Remaining Funds	
TOTAL SUBCONTRACT EXPENSES		100.00%	20,500
1	Evaluation		10,000
2	Designer (to create culturally competent materials for recruitment and promotion)		7,500
3	Professional Development (staff training)		3,000
4			
5			

OTHER COSTS		Remaining Funds	
TOTAL OTHER COSTS		100.00%	10,909
1	HFA Affiliation Fee		5,000
2	ASQ Material		2,659
3	Healthy Baby Training and Curriculum		3,250
4			
5			

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

PERSONNEL

INITIALS		TOTALS	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification
1	TM	Program Director	25.000%	87,360	21,840	23.50%	5,132	
2	AF	Executive Director	5.00%	83,200	4,160	23.50%	978	
3	RA	Manager	100.00%	52,000	52,000	23.50%	12,220	
4	EC	Supervisor	100.00%	45,760	45,760	23.50%	10,754	Provides individualized supervision to the Family Support Specialists and Family Resource Specialist, including the areas of support, guidance, building upon staff strengths, and cultivating staff growth. The Supervisor ensures the quality of services to families and the integrity of the HFA model, ensures staff competency in home visitation skills, family dynamics and interaction, assessment and evaluation, and documentation of services and reporting.
5	JT	Supervisor	100.00%	45,760	45,760	23.50%	10,754	Provides individualized supervision to the Family Support Specialists and Family Resource Specialist, including the areas of support, guidance, building upon staff strengths, and cultivating staff growth. The Supervisor ensures the quality of services to families and the integrity of the HFA model, ensures staff competency in home visitation skills, family dynamics and interaction, assessment and evaluation, and documentation of services and reporting.
6	ACA	Supervisor	80.77%	47,840	38,640	23.50%	9,080	Provides individualized supervision to the Family Support Specialists and Family Resource Specialist, including the areas of support, guidance, building upon staff strengths, and cultivating staff growth. The Supervisor ensures the quality of services to families and the integrity of the HFA model, ensures staff competency in home visitation skills, family dynamics and interaction, assessment and evaluation, and documentation of services and reporting.
7	ACA	Family Resource Specialist	100.00%	39,520	39,520	23.50%	9,267	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
8	ACA	Family Support Specialist	67.31%	39,520	26,600	23.50%	6,251	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
9	ACA	Family Support Specialist	67.31%	39,520	26,600	23.50%	6,251	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
10	ACA	Family Support Specialist	67.31%	39,520	26,600	23.50%	6,251	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
11	YR	Family Support Specialist	100.00%	37,440	37,440	23.50%	8,798	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
12	MB	Family Support Specialist	100.00%	37,440	37,440	23.50%	8,798	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

13	JV LL Family Support Specialist	200.00%	37,440	74,879	23.50%	17,597	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
14	QA Family Support Specialist	200.00%	37,440	74,879	23.50%	17,597	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
15	QB R Family Support Specialist	200.00%	37,440	74,879	23.50%	17,597	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
16	QB M Family Support Specialist	200.00%	37,440	74,879	23.50%	17,597	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
17	C M Family Support Specialist	200.00%	37,440	74,879	23.50%	17,597	Completes the Parent Survey with parents to determine eligibility for CHVP home visitation and link the family with resources and referrals. Uses reflective practice techniques to engage parents and explain the home visiting services to interested parents. Makes referrals to the appropriate community-based agencies based on the family's needs.
18	QA Data Entry	73.08%	37,440	27,360	23.50%	6,430	This position provides administrative support to the program and assistance with data entry into the Efforts to Outcomes (ETO) database.
19	QB S Data Entry	200.00%	37,440	74,879	23.50%	17,597	This position provides administrative support to the program and assistance with data entry into the Efforts to Outcomes (ETO) database.
20	MF Fiscal Staff Support	100.00%	37,440	37,440	23.50%	8,798	

FRINGE BENEFITS

TOTAL FRINGE BENEFITS	215,364
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OPERATING

TOTAL OPERATING		49,478	Justification
1	Advisory Board Mtgs	696	allocation used to purchase incentives of appreciation for partners who have volunteered their time to join and participate in these meetings as well as provide refreshments for in person quarterly meeting.
2	Cell Phones (monthly usage)	4,200	monthly cell phone usage for CHVP staff
3	Operational support (e.g., rent, utilities, Internet accounts)	15,000	
4	Parenting Materials (parent curriculum handbooks)	10,000	
5	Family Support Group Mtgs	4,300	Per PCAA/HFA guidelines, this line item will be used to provide low-cost client support materials as a strategy to bring families together as a mechanism to help families develop a healthy informal social support system by drawing strength, insight, and encouragement from peer families.
6	Office Supplies	8,172	Office supplies for CHVP, including but not limited to: paper, toner, binders, pens, and other required items (e.g., desk organizers, minor office equipment); photocopying, reproduction, and bindery costs (as applicable) for CHVP materials and office/administrative documents; postage/interoffice mail charges and allocations; equipment maintenance; and other general expenses for CHVP.

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

7	Participant Incentives	1,680	Specific resources to be determined—Items to be provided to support and recognize growth/improvement for attaining milestones, including educational books, resources, and toys that support cognitive and fine motor skill development. One One incentives is provided at the birth of the infant (if the family is enrolled prenatally) and at the three, six, twelve, twenty-four, and thirty-six month milestones (six incentives in total over three years). Generally, the cost of these items will not exceed \$25 unit cost.
8	Training	5,430	Office supplies for CHVP, including but not limited to, paper, toner, binders, pens, and other required items (e.g., desk organizers, minor office equipment); photocopying, reproduction, and bindery costs (as applicable) for CHVP materials and office/administrative documents; postage/interoffice mail charges and allocations; equipment maintenance, and other general expenses for CHVP.
9			
10			

EQUIPMENT		TOTAL EQUIPMENT EXPENSES	Justification
1	Computers/Monitors	7,146	Purchase of 5 computers and monitors at an estimated cost of \$1,079 per set for use by CHVP staff.
2	Printers	350	Purchase of a printer for use by CHVP staff.
3	Cellphone (purchase)	1,400	Purchase of 4 cellular phones at an estimated unit cost of \$350 for use by CHVP staff.
4			
5			

TRAVEL		TOTAL TRAVEL EXPENSES	Justification
1	Mileage	32,400	Individual staff mileage to commute to/from home visits, community advisory board meetings, training, and other CHVP functions. The amount of reimbursement per mile will be consistent with the prevailing federal rate.
2			
3			
4			
5			

SUBCONTRACTS		TOTAL SUBCONTRACT EXPENSES	Justification
1	Evaluation	20,500	
2	Designer (to create culturally competent materials for recruitment and professional development)	10,000	
3	Professional Development (staff training)	7,500	
4		3,000	
5			

Original Budget Justification Section

CHVP SGF EBHV 23-36 San Bernardino

ACTIVE

OTHER COSTS

TOTAL OTHER COSTS		10,909	Justification
1	HFA Affiliation Fee	5,000	
2	ASQ Material	2,659	
3	Healthy Baby Training and Curriculum	3,250	
4			
5			

INDIRECT COST

TOTAL INDIRECT COSTS		169,769	Justification
15.00%	of Total Personnel and Benefits	169,769	



HFA Program Supervisor

The supervisor provides weekly and ongoing supervision to the Family Support Specialists and Family Resource Specialists within the Healthy Families site. The supervisor protects the integrity of the program and demonstrates respect for the parallel process by supporting, guiding, and building on the strengths of staff so that they may best support, guide, and build on the strengths of the families served.

Supervisors helps staff maintain perspective, evaluate their own performance, increase personal and professional development, learn and practice new strategies to effectively work with families, and develop reflective capacity, and ultimately enhance the quality of services families receive. Additionally, supervision promotes both staff and site accountability and reduces staff burnout and turnover by providing support.

Supervisors allocate a time for each staff person to receive the frequency and duration of supervision required based upon the HFA Standards and monitors it closely.

The Supervisor also assists in the selection of staff, participates in the orientation and training, conducts record reviews, assists in or maintains the data collection system, implements a quality assurance plan, and monitors the performance of Family Support Specialists and Family Resource Specialists. To support their competency, the supervisor must be knowledgeable of and have maintained expertise in providing trauma-informed family support services as well as been trained in and have experience in completing the screening and assessment used by the program.

The Supervisor may also act as a liaison with other agencies and monitor contracts as well as ongoing program development. The Supervisor usually functions as the team leader, conducting team meetings and planning groups, and provides daily support and crisis management. The Supervisor may also act as the Program Manager, depending on the size and resources of the site.



Family Support Specialist

The Family Support Specialist (FSS) is responsible for initiating and maintaining regular and long-term (up to three or five years) contact and support with families. This activity will occur primarily within the family's home; each visit should last for at least one hour. Virtual visits may take place as needed. The interventions should be family-centered, strength-based, and directed at establishing a trusting relationship; strengthening the parent-child relationship; promoting healthy childhood growth and development; and enhancing family well-being by reducing risk and building protective factors. The FSS partners with families and honors diverse family structures and parenting practices. Activities may also include but are not limited to: administering the Family Resilience and Opportunities for Growth Scale (FROG) Scale; administering screening tools such as the ASQ, ASQ-SE, Depression Screens etc.; identifying and referring families for other supportive services, including health care services. The FSS will also be responsible for assisting the family in establishing goals and supporting them throughout this process and is responsible for implementing activities outlined on the Family Service Plan to address areas of concern that were identified on the FROG scale.

DATA ENTRY/OFFICE ASSISTANT

The Data Entry/Office Assistant is responsible for all internal data entry of documentation for outcome and management reporting provided by program staff. Data Entry personal follows protocol while collecting intake documents for potential participants and ensuring participant records are created and maintained in agency and ETO database ensuring compliance with HIPPA regulations. Responsible for all front office receptionist tasks. Provides office support to the entire team, including but not limited to making copies, creating purchase orders, etc.

Fiscal Staff Support

The fiscal staff support position provides support when it comes to fiscal procedures and ensures that fiscal protocols are being followed by program staff. The fiscal staff support is also responsible for compiling monthly invoices and submitting them to the Finance Director for final approval and submission to county of San Bernardino Department of Public Health.

Executive Director

This position will be responsible for establishing the Connection with region leadership; Community Based Organizations and attend to all the County and State maternal Health meetings, bring the most relevant information regarding the Home Visitation for Maternal Health in California. The Executive Director supervises the Program Director and conducts weekly on-going supervision.

Program Director



Provides oversight of all program activities and personnel. Responsible for program design and modification, and budget revisions. Reports to San Bernardino County Department of Public Health. Maintains program compliance and monitors fiscal reporting. Responsible for sustainability and expansion of project. Additionally, the Program Director attends/collaborates with San Bernardino County partners. Directly supervises the program manager and data Specialist.

Program Manager

The program Manager directly supervises program activities and is the direct supervisor of the (3) Program Supervisors. Provides regular day to day supervision of project. Attends network and collaborative meetings. Responsible for program implementation, prepares program reports as requested by San Bernardino County Department of Public Health. Leads planning and design of CAB network quarterly meetings. Ensures program fidelity in implementation of Healthy Families America model and provides ongoing staff training.

Media Support

The Media Support Specialist is responsible for providing comprehensive assistance and technical support to the media team. This role requires a highly organized and detail-oriented individual with a strong understanding of media production processes and technologies. The Media Support Specialist will work closely with the HFA staff to ensure smooth operations, timely execution of media projects, and efficient resolution of technical issues. This individual will also provide technical assistance and troubleshooting support for media production equipment, software, and systems. Ensure to collaborate with the IT department to resolve any hardware or software-related issues promptly and ensure optimal performance and functionality of media production tools and resources.

Project Quality Assurance

The Quality Assurance Specialist plays a critical role in ensuring that HFA services consistently meet or exceed the established quality standards. This key role will be responsible for monitoring and evaluating processes, identifying areas for improvement, and maintaining compliance with applicable regulations. The attention to detail, analytical skills, and commitment to excellence will contribute to the overall success of our organization. The Quality Assurance Specialist will collaborate with cross-functional teams to develop and implement quality assurance systems, policies, and procedures that align with industry best practices and regulatory requirements. This role will also establish and maintain documentation systems to track quality-related processes, including standard operating procedures (SOPs), work instructions, and quality control records.

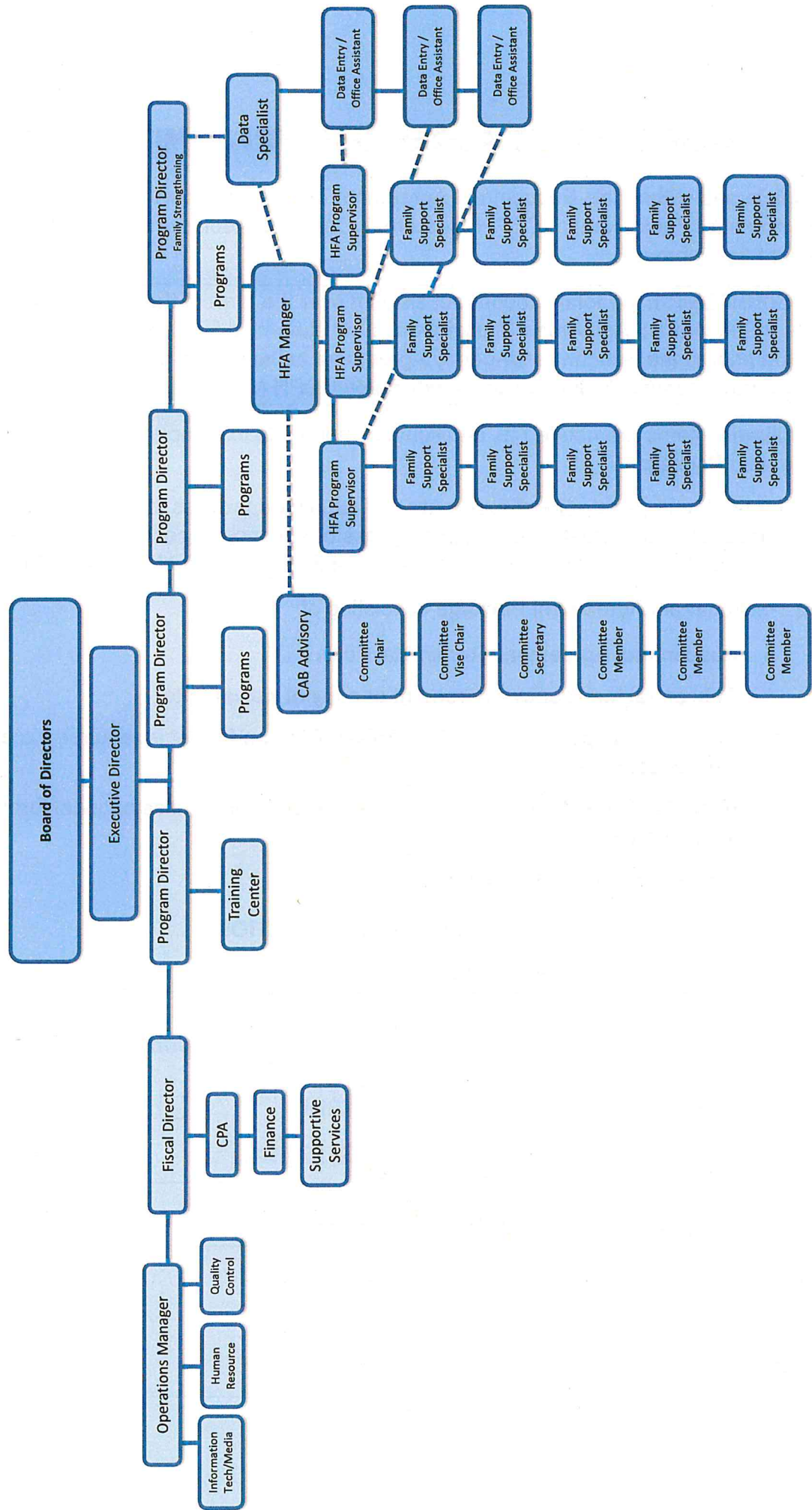
A main function in this role is to conduct regular audits and inspections of production processes, product components, and finished goods to identify any deviations from established quality standards. Analyzing data and test results to identify trends, patterns, and areas of improvement, ensuring timely detection and resolution of quality issues.

Training Support

This position will be training direct service staff philosophy of the Community Health



Worker model. Each participant will receive a certificate of completion under El Sol Training Center. This is Training will cover topics such as effective outreach, safety in the community, informal counseling, motivation interviewing, etc.



SUBCONTRACT AGREEMENT TRANSMITTAL FORM

Complete and submit this Subcontract Agreement Transmittal Form to obtain California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division Subcontract approval.

REQUIREMENT: If the total subcontract amount over the term of the subcontract is \$5,000 or more, a Subcontract Agreement Package must be submitted for approval to CDPH MCAH Division prior to the Subcontract/Agency Agreement being signed by either party, unless this prior approval requirement is waived in writing by CDPH MCAH Division.

The following items are needed as additional components to complete the Subcontract Agreement Package:

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D (3)).
2. Subcontract Agreement Package consisting of:
 - Subcontract Agreement Transmittal Form
 - Subcontractor/Agency Agreement or copy of waiver letter
 - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
 - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
 - Detailed Budget Justification

AGENCY IDENTIFICATION

Agency Name: San Bernardino County

Agreement Number: 23-36 Agreement Term: 07/01/2023-06/30/2024

Program Name: ☐ MCAH ☐ BIH ☐ AFLP ☒ CHVP

Approved Program Maximum Amount Payable: \$2,279,944

Program Director/Coordinator: Patricia Molina, Supervising Public Health Nurse

SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: Applied Survey Research (ASR)

Address: 1871 The Alameda, Suite 180 San Jose, CA 95126

Subcontractor Contact: Kim Carpenter Phone Number: (408) 247-8319

Total Subcontract Amount: \$98,561

Is Subcontract: ☒ Single Year Agreement ☐ Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): 5/2023-7/2023

Current Fiscal Year (FY) Subcontract Amount: \$98,561

Current FY Subcontract Period: May 1, 2023 - 7/31/2023

Federal ID Number or Social Security Number: 94-2711764

Subcontractor's Program Director (N/A for consultants): Kim Carpenter

Phone Number: (408) 247-8319

Type of Subcontractor:

☒ For-profit Organization

☐ Non-profit Organization

☐ University

☐ Governmental Agency

The Agency certifies that, for the above named subcontractor, all applicable terms and conditions are included within the subcontract.

Agency Signature:



Title:

Administrative Manager

Print Name:

Eric Patrick

Date:

7/27/2023

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**
SAP Number
 4400021890

Department of Public Health

Department Contract Representative	<u>Lisa Ordaz, HS Contracts</u>
Telephone Number	<u>(909) 388-0222</u>
Contractor	<u>Applied Survey Research</u>
Contractor Representative	<u>Kim Carpenter</u>
Telephone Number	<u>(408) 247-8319</u>
Contract Term	<u>May 1, 2023 – July 31, 2023</u>
Original Contract Amount	<u>\$98,561</u>
Amendment Amount	<u>\$0</u>
Total Contract Amount	<u>\$98,561</u>
Cost Center	<u>9300321000</u>

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, San Bernardino County (County) desires to designate a contractor of choice to conduct an Environmental Scan of home visitation services throughout the County for the California Home Visiting Program (CHVP), as further described in a statement of work (the "Services"); and

WHEREAS, the County conducted a competitive process to find Applied Survey Research (Contractor) qualified to provide these services; and

WHEREAS, based upon and in reliance on the representations of Contractor in its response to the County's solicitation, the County finds Contractor qualified to provide the CHVP Environmental Scan; 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:

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ATTACHMENTS

- A. ASSURANCE OF COMPLIANCE
- B. SCOPE OF WORK AND PROJECTED COST

A. DEFINITIONS

1. California Home Visiting Program (CHVP) – A State program for at-risk pregnant and newly parenting families that promotes maternal health, improves infant and child health, and strengthens family functioning with the desired outcome of reducing intimate partner violence, child maltreatment, substance abuse, and interactions with the criminal justice system.
2. Contract – The legal agreement between the County and the Contractor.
3. Department of Public Health (DPH) – The County department that helps to prevent epidemics and the spread of disease, protect against environmental hazards, prevent injuries, promote, and encourage healthy behaviors, respond to disasters, and assist communities in recovery, and assure the quality and accessibility of health services throughout San Bernardino County.
4. Efforts to Outcomes (ETO) – A comprehensive automated system designed to capture, analyze, and report on client-related data in support case management/care coordination services for families enrolled in CHVP and subsequently demonstrate the impact and effectiveness for the program's service delivery population.
5. Environmental Scan – The ongoing tracking of trends and occurrences in an organization's internal and external environment that bear on its successes, currently and in the future.
6. Evidence-Based Intervention – An intervention can be considered evidence-based if it has been part of a review of evidence that has found the intervention to be "evidence-based." The evidence reviews have different criteria for qualifying an intervention as evidence-based. At a minimum, the intervention requires: 1) at least one (1) study that evaluates the impact of the intervention; 2) a study is of high or moderate quality; and 3) a favorable, statistically significant impact on the outcome measure. The quality of a study depends on its study design, among other factors. For study design, a high-quality study has random or functionally random assignment of participants, such as a randomized controlled trial (RCT). A moderate quality study has a quasi-experimental design with a comparison group or a random assignment design with high attrition or reassignment of participants.
7. Fee-for-Service – An agreement to pay a specified price for the delivery of specific supplies and/or services.
8. Healthy Families America (HFA) – An evidence-based, family-centered home visiting program designed to strengthen the capacity in families to cultivate positive, nurturing relationships between parents and their children.
9. Home Visitation Services – Services of various types or duration defined by a particular program model or scope of work that are provided to a participant or family in the participant's or family's residence or at a neutral location other than a County facility.
10. Human Services (HS) – San Bernardino County Human Services (HS), a system of integrated services, where the programs and resources of nine (9) County departments come together to provide a rich, more complete array of services to the citizens of San Bernardino County under one coordinated effort.
11. Nurse-Family Partnership (NFP) – An evidence-based, community health home visiting program that employs Public Health Nurses to improve pregnancy outcomes, child health and development, and the economic self-sufficiency of families served.
12. Parents as Teachers – An evidence-based home visiting program that promotes the optimal early development, learning, and health of children by supporting and engaging their parents and caregivers.
13. Prevent Child Abuse America (PCAA) – A non-profit organization whose mission is to prevent the abuse and neglect of the nation's children. PCAA possesses expertise in home visitation services, parent support groups, and child development. The Healthy Families America model was launched in 1992.
14. Services – The required services described in this Contract.

15. Virtual Interaction – Verbal and/or visual contact between a participant or group of participants using video conferencing methods or applications (e.g., Zoom, WebEx, StarLeaf).

B. CONTRACTOR RESPONSIBILITIES

Contractor shall:

1. Recommend and provide a comprehensive set of environmental indicators, including internal, external, qualitative and quantitative measures that will have the most potential impact on expansion of home visitation services in the County.
2. Use multiple methods for collecting data for the environmental scan, including but not limited to, direct observation, literature reviews, surveys, consultation with key stakeholders, interviews, and/or focus groups.
3. Identify and inventory community-based organizations within San Bernardino County that currently provide home visitation services, including:
 - Detail by location of facility(ies), service type(s), and population(s) served.
 - Detail on the capacity and the number of participants and neighborhoods/regions served.
 - Detail on experience implementing, evidence-based models, including but not limited to, Healthy Families America, Nurse-Family Partnership, and/or Parents as Teachers.
4. Identify and inventory the potential capacity to provide home visitation among community-based organizations that currently do not provide home visitation services.
5. Identify and inventory community-based organizations with the capacity to provide home visitation services to families using virtual interaction/video conferencing methods or applications (e.g., Zoom, Teams, WebEx, StarLeaf).
6. Identify and inventory the focus or purpose of each home visitation service identified during the environmental scan.
7. Identify and inventory funding streams that support home visitation programs and services implemented within the County, including in-kind resources.
8. Identify and inventory barriers encountered by community-based organizations in the provision of home visitations services to families.
9. Provide monthly written progress updates related to the ongoing status of the environmental scan for review by County,
10. Develop and submit a comprehensive final report of findings from the environmental scan, including data from direct observation, literature reviews, surveys, consultation with key stakeholders, interviews, and/or focus groups. The report shall include recommended interventions/actions for implementation by County and a list of community-based organizations and other information, as identified above.
11. Follow projected Scope of Work and Projected Cost as indicated in Attachment B.

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 twelve (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.
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. **Reserved.**
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 of Department Operations 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 herein; and
- d. Have not within a three-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. **Reserved.**

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.

Backflow Evaluators must possess a valid and current San Bernardino County Backflow Tester Certification and submit a copy prior to performance of services.
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 accountancy. Please refer to 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 DPH 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 DPH 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 any reason, 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, and such persons have successfully competed for employment with other applicants on a merit basis.

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. **Reserved.**

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. Contractor agrees that signing the Contract shall constitute signature of this Certification.

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.

52. **Reserved.**

53. **Reserved.**

54. **Reserved.**

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. **Reserved.**
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.

D. TERM OF CONTRACT

1. This Contract is effective as of May 1, 2023 and expires July 31, 2023 but may be terminated earlier in accordance with provisions of this Contract. The Contract term may be extended for one (1) additional one (1) year period 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 of Department Operations 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 uncanceled 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. Verify performance results of Contractor and other deliverable items requested by the County in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
2. Provide to Contractor input and evaluation regarding services provided by Contractor in relationship to CHVP and the services set forth in this Contract.
3. Specify all reports and deliverables required from the Contractor.
4. Provide necessary instructions and elements to Contractor to collect, collate, and report to County all data and information required to meet CHVP performance measures established or to be established by the State of California Maternal, Child and Adolescent Health (MCAH) Division, upon County's receipt of said information from MCAH Division.
5. Provide technical assistance, as deemed necessary.
6. Compensate the Contractor as stipulated in Section F – Fiscal Provisions.

F. FISCAL PROVISIONS

1. The maximum amount of payment under this Contract shall not exceed \$98,561, and shall be subject to the availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Contractor shall be paid based on the following phase/tasks:

Phase/Task	Month(s)	Estimated Hours	Cost
1. Planning Meetings	May	42	\$ 7,350
2. Data Collection	May - June	228	\$41,080*
3. Analysis and Reporting	May - July	204	\$35,700
4. Project Coordination	May - July	9	\$ 1,575
Sub-Total		477	\$85,705
15% Overhead			\$12,856
Total			\$98,561

*Includes incentives

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 sign and submit an invoice monthly and at the completion of the environmental scan by mail. Deliver or mail to:

Department of Public Health
Family Health Services
Attn: Shanice Johnson
606 East Mill Street, 2nd Floor
San Bernardino, CA 92415-0011
4. 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.
5. 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.
6. Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.
7. 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.
8. 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.

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 for further information.

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 of 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 non-cured 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 Housing and Employment 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 A) annually.
4. 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
Facsimile: (909) 387-2900
Email: HSASDContractsunit@hss.sbcounty.gov

Applied Survey Research
1871 The Alameda, Suite 180
San Jose, CA 95126
Facsimile: Not Applicable
Email: Kim@appliedsurveyresearch.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

DocuSigned by:

Bruce Cole

5D2446F924044EC

Bruce Cole, Supervising Buyer

Dated: May 1, 2023

Applied Survey Research

DocuSigned by:

Kim Carpenter

99A9EEFC779994A9

By

(Authorized signature - sign in blue ink)

Name Kim Carpenter

(Print or type name of person signing contract)

Title Project Director

(Print or Type)

May 1, 2023

Dated:

Address 1871 The Alameda, Suite 180

San Jose, CA 95126

FOR COUNTY USE ONLY

Approved as to Legal Form

DocuSigned by:

Adam Ebright

6EC5599C63614F1

Adam Ebright, County Counsel

May 1, 2023

Date

Reviewed for Contract Compliance

DocuSigned by:

Patty Steven

BE40DD79EB5648B

Patty Steven, HS Contracts

May 1, 2023

Date

Reviewed/Approved by Department

DocuSigned by:

Joshua Dugas

30C7CC0E4C9E4CE

Joshua Dugas, Director

May 1, 2023

Date

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

Applied Survey Research
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 7 CFR 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 (c), (h), (i), and (j); California Government Code section 4450; 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, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief 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.

May 1, 2023

DATE

DocuSigned by:

Kim Carpenter

99A9FEC779994A9

SIGNATURE

Applied Survey Research
ORGANIZATION

ATTACHMENT B

Scope of Work and Projected Cost

The following scope of work and budget contain ASR's best estimate of activities for the environmental scan within the established time frame.

- The budget is designed such that the project launches quickly to allow time for the collection and analysis of new and existing data.
- The scope of work is separated into four main buckets: 1) Planning Meetings, 2) Data Collection, 3) Analyses and Reporting, and 4) Project Coordination. The 15% overhead will cover materials, travel expenses, and other operational costs. We expect to travel for site visits, and other meetings and data presentations as needed. All staff hours are billed at a rate of \$175/hour.

The scope of work below summarizes the approach to complete the environmental scan.

Phase/ Task	Timing	Hours	Cost
I. Planning Meetings		42	\$ 7,350
Kickoff Meeting: Plan for, facilitate, and send out notes for kickoff meeting with project leadership to define elements of the SOW, gain additional context, and organize next steps (three (3) staff, three (3) hours each)	Early May	9	
Planning Meeting: Plan for, facilitate, and send out notes for planning meeting with project leadership to create initial list of potential people and organizations for site visits, key informant interviews, surveys, and focus groups (three (3) staff, three (3) hours each)	Early May	9	
Regular Check-in Meetings with project leadership (three (3) staff, two (2) hours each month) to provide updates and triage challenges, and biweekly operational meetings with staff during data collection to ensure operational plans are running smoothly and challenges are addressed (two (2) staff, two (2) hours each month)	May-June	24	
2. Data Collection		228	\$ 41,080
Literature Review to understand the landscape of home visitation in the county vis-a-vis other counties and the state, as well as the current research findings relevant to the three (3) primary home visiting models funded by CHVP	May	12	
Secondary Data Collection: Review information from sources such as census data, foundation directories, and recent reports to identify: - Highest need areas in the county. - Key service providers in the county. - Funding available in the county for home visiting programs.	May-June	40	
Site Visits: Data collection can occur in person with up to four (4) CBOs currently providing home visiting services to document the implementation of key model programs	Late May - June	24	

ATTACHMENT B

Scope of Work and Projected Cost

Provider Survey: Create protocols, research additional potential participants (CBOs), and support outreach to promote a survey to learn about programs serving families including: - Service location(s) and areas served. - Services offered (including types and focus of home visiting). - Population served (demographics and numbers). - Experience with evidence-based home-visiting (including model(s) used). - Capacity and interest in implementing evidence-based home-visiting (if not already). - Strategies to recruit and retain families in services. - Barriers to implementing home visiting programs. - Funding they have received for home visiting programs (if relevant). - Capacity, interest, and barriers to participating in inter-regional collaboration efforts.	Mid-May-June	40
Key Informant Interviews: Create protocols, support outreach to recruit and schedule interviews with leaders and stakeholders, conduct six (6) to eight (8) interviews to gain in-depth knowledge of CBOs working with parents and families (those that currently do and those that do not yet provide home visiting): - What the system of providers needs to function well in the county. - Opportunities for growth and collaboration. - Services offered, populations served, locations of services (if applicable). - Recruitment strategies. - Barriers to implementing home visiting programs. - Funding streams for home visiting programs.	Mid-May- June	40
Focus Groups: To further understand the county's assets and opportunities for growth, ASR will create protocols, support outreach to recruit and schedule focus groups, conduct six (6) focus groups (three (3) with current home visiting providers, one (1) with potential providers, two (2) with families at twelve (12) hours per focus group) in different regions of the county to learn about the needs for families that home visitation is supporting and where it is needed including: - Existing providers (and location(s)) of home visiting or other related services to families. - Experiences with home visiting services accessed/offered. - Recruitment strategies of providers and preferences for outreach (families). - Provider capacity and interest in implementing evidence-based home-visiting. - Provider barriers to implementing home visiting programs. - Funding sources for home visiting programs (if relevant).	Mid-May-June	72
Incentives: - For focus groups, we estimate on average six (6) people per focus group to each receive a \$30 gift card. - For the survey, we will select two (2) random winners to receive \$50 gift cards.	Mid-May-June	\$ 1,180

ATTACHMENT B

Scope of Work and Projected Cost

3. Analysis and Reporting		204	\$ 35,700
Monthly written progress updates (four (4) hours per month)	May-June	12	
Clean and analyze data collected	May-June	60	
Summarize findings in comprehensive report, including a comprehensive set of environmental indicators to support the expansion of home visitation services, an inventory of CBOs providing home visitation as well as those who potentially could provide these services, and recommended interventions/actions for increasing home visiting and collaboration.	June-Early July	80	
Create Tableau map of the highest need areas in the county overlapping with where services are currently offered (including what services) and areas for potential new partnerships	June- Early July	40	
Share findings, review report and Tableau, answer questions, and discuss next steps with project leadership	June-Early July	12	
4. Project Coordination		9	\$ 1,575
Invoicing and internal coordination (three (3) hours per month)	May-Early July	9	
Sub-total		477	\$ 85,705
15% overhead			\$ 12,856
Grand Total			\$ 98,561

Explanation of Award Process – Applied Survey Research (ASR)

Procurement Type

The County of San Bernardino administered a procurement process (Request for Qualifications) to identify and select a subcontractor to conduct an environmental scan to aid in the process to identify and select providers California Home Visiting Program (CHVP) home visitation services.

Procurement Process

The CHVP Program utilized the services of the County's Human Services (HS) Contracts Unit to conduct the procurement process (RFQ), including development of the document and coordination of evaluation for proposals received from all bidders. To assist in preparation of the procurement document, the CHVP team provided the scope of work, MCAH Division requirements for service delivery, and information about the HFA model to the HSS Contracts Unit. The CHVP team also maintained editorial oversight and guidance of the language in the RFP related to the aforementioned elements.

The RFQ was approved by the County Purchasing Department and authorized the release to solicit proposals from interested and qualified agencies to provide environmental scan for a period not to exceed one year. The RFP was issued via direct mail to no fewer than seven potential vendors. One vendor submitted a proposal to provide the services.

Desirability of Incurring the Cost

Contracting with a community-based agency to conduct an environmental scan is advantageous to help inform the department of the regions in the 20,00 square mile County in which home visitation services are most needed and to identify potential locations of agencies to provide CHVP services throughout the County.

Evaluation Process and Criteria

The evaluation committee from the Department of Public Health reviewed and evaluated the proposal based on the criteria referenced in the RFP. The criteria included: capacity to provide the necessary services, experience in administering needs assessments and environmental scans, and articulation of a successful plan. The selected vendor has experience working on another project with the department. Staff from the CHVP program contacted the manager of the other department, who provided favorable feedback about the professionalism, responsiveness, and quality of product. Based on the evaluation criteria and past successful experience with the department, Applied Survey Research (ASR) was determined to meet the needs of the County and the CHVP program.

Contract Negotiations

The department negotiated the terms of the final contract budget with ASR as the selected vendor.

Approval

Following finalization of the agreement, it was reviewed and executed by the County Purchasing Department.

Submit**GOVERNMENT AGENCY TAXPAYER ID FORM**

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: GovSuppliers@cdph.ca.gov or fax it to (916) 650-0100, or mail it to the address above.

Principal
Government
Agency Name

San Bernardino County

Remit-To
Address (Street
or PO Box)

351 North Mountain View Ave, 3rd Floor

City:

San Bernardino

State: CA

Zip Code+4: 92415-001

Government
Type:☐ City☒ County☐ Special District☐ Federal☐ Other (Specify)Federal
Employer
Identification
Number
(FEIN)

95-6002748

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FISCAL ID#
(if known)

0000012187

Dept/Division/Unit
Name

Public Health

Complete
Address351 N. Mountain View Ave. 3rd Floor,
San Bernardino, CA 92415-0003FISCAL ID#
(if known)Dept/Division/Unit
NameComplete
AddressFISCAL ID#
(if known)Dept/Division/Unit
NameComplete
AddressFISCAL ID#
(if known)Dept/Division/Unit
NameComplete
Address

Contact Person

Eric Patrick

Title Administrative Manager

Phone number

909 387-9146

E-mail address

eric.patrick@dph.sbcounty.gov

Signature

Date