

## Perinatal Equity Initiative (PEI)

### FY 2023-24 Agreement Funding Application (AFA) Checklist

**Agency Name:**

**Agreement Number:**

**Program (check one):** PEI

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** | Both Excel version and signed PDF required
3. **Attestation of Compliance with the Sexual Health Education Accountability Act of 2007** | signed PDF
4. **Budget Template** | submit 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 must be consistent with the Duty Statements and Organizational Charts. \*Submit both Excel and PDF
5. **Indirect Cost Rate (ICR) Certification Form** | details methodology and breakdown of the ICR from PEI funding. Please answer in the detail box how Indirect Costs are specifically broken out.
6. **Duty Statements (DS)** | for all staff (numbered according to the Personnel Detail Page and Organization Chart) listed on the budget. Must match Org Chart.
7. **Organization Chart(s)** | of the applicable program, identifying all staff positions on the budget including their Line Item #, 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 FY23-24
9. **Annual Inventory** | if applicable, forms CDPH 1203 and CDPH 1204
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 PEI Program:

PEI 23-XX 1 AFA Checklist 12.15.22

PEI 23-XX 2 Agency Information Form 12.15.22

PEI 23-XX 3 Attestation of Compliance 12.15.22

PEI 23-XX 4 Budget FY22-23 12.15.22

PEI 23-XX 5 ICR Certification Form 12.15.22

PEI 23-XX 6 DS 12.15.22

PEI 23XX 7 Org Chart 12.15.22

PEI 23-XX 8 SOW 12.15.22

PEI 23-XX 9 CDPH 1203 12.15.22

PEI 23-XX 9 CDPH 1204 12.15.22

PEI 23-XX 10 SubK Transmittal 12.15.22

PEI 23-XX 10 SubK Agreement 12.15.22

PEI 23XX 10 SubK Award Process 12.15.22

PEI 23-XX 10 SubK Budget FY21-22 12.15.22

PEI 23-XX 11 CDPH 9083 12.15.22

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

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

**FUNDING AGREEMENT PERIOD  
FY 2023-2024**

**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**

PEI 23-36

Update Effective Date: \_\_\_\_\_ (only required when submitting updates)

Federal Employer ID#: 95-6002748

FISCAL 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**

PEI 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: \_\_\_\_\_

Name (Print) Dawn Rowe


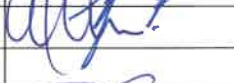
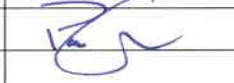
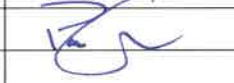
Title Chair, Board of Supervisors Date \_\_\_\_\_

**Original Signature of MCAH Director**

Signature line:  \_\_\_\_\_

Name (Print) Monique Amis

Title Division Chief Date 5/10/23

				AUTHORIZED TO SIGN?					PROGRAM
CONTACT	FIRST NAME	LAST NAME	TITLE	BUDGETS	INVOICES	IF YES SELECTED SIGN	PHONE	EMAIL ADDRESS	
AGENCY EXECUTIVE DIRECTOR	Joshua	Dugas	Director of Public Health	Yes	Yes		909 387-6222	<a href="mailto:Joshua.Dugas@dph.sbcounty.gov">Joshua.Dugas@dph.sbcounty.gov</a>	PEI
MCAH DIRECTOR	Monique	Amis	Division Chief	Yes	Yes		909-387-6218	<a href="mailto:monique.amis@dph.sbcounty.gov">monique.amis@dph.sbcounty.gov</a>	PEI
PROJECT COORDINATOR	Elizabeth	Amezcu	Project Coordinator				909-383-3021	<a href="mailto:elizabeth.amezcua@dph.sbcounty.gov">elizabeth.amezcua@dph.sbcounty.gov</a>	PEI
FISCAL OFFICER	Paul	Chapman	Chief Financial Officer	Yes	Yes		909-387-6222	<a href="mailto:paul.chapman@dph.sbcounty.gov">paul.chapman@dph.sbcounty.gov</a>	PEI
FISCAL CONTACT	Stewart	Hunter	Program Manager				909-383-3044	<a href="mailto:shunter@dph.sbcounty.gov">shunter@dph.sbcounty.gov</a>	PEI
CLERK OF THE BOARD or	Lynna	Monell	Clerk of the Board				909-387-5537	<a href="mailto:Imonell@sbcounty.gov">Imonell@sbcounty.gov</a>	PEI
CHAIR BOARD OF SUPERVISORS	Dawn	Rowe	Chair, Board of Supervisors				909 387-4855	<a href="mailto:dawn.rowe@bos.sbcounty.gov">dawn.rowe@bos.sbcounty.gov</a>	PEI
OFFICIAL AUTHORIZED TO COMMIT AGENCY	Dawn	Rowe	Chair, Board of Supervisors	No	No		909 387-4855	<a href="mailto:dawn.rowe@bos.sbcounty.gov">dawn.rowe@bos.sbcounty.gov</a>	PEI

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

REMITTANCE ADDRESS
Federal ID #: 95-6002748
FISCAL ID #: 0000012187
Contractor: San Bernardino County
Attention: "Cashier" Eric Patrick, Administrative Manager
Address: 351 N. Mt. View Ave., 3rd Floor, San Bernardino, CA 92415-0010
Contract Number: PEI 23-36
Email: <a href="mailto:eric.patrick@dph.sbcounty.gov">eric.patrick@dph.sbcounty.gov</a>

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 STD204 Payee Data Record or CDPH9083 Government Agency Taxpayer Form.

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

**Agency Name:** San Bernardino County

**Agreement/Grant Number:** PEI 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 Local Health Jurisdiction (LHJ) 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 Perinatal Equity Initiative (PEI) Director 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, Adolescent Family Life Program, California Home Visiting Program, and PEI and may apply to Local MCAH based on local activities.

The undersigned hereby attests that all local MCAH agencies and PEI LHJs 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)

PEI 23-36

Agreement/Grant Number

5/12/23

Date

Monique Amis

Printed Name of MCAH Director

Printed Name of AFLP Director (CBOs  
only)

## **Exhibit K**

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

CALIFORNIA CODES  
HEALTH AND SAFETY CODE  
SECTION 151000-151003

151000. This division shall be known, and may be cited, as the Sexual Health Education Accountability Act.

151001. For purposes of this division, the following definitions shall apply:

(a) "Age appropriate" means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

(b) A "sexual health education program" means a program that provides instruction or information to prevent adolescent pregnancy, unintended pregnancy, or sexually transmitted diseases, including HIV, that is conducted, operated, or administered by any state agency, is funded directly or indirectly by the state, or receives any financial assistance from state funds or funds administered by a state agency, but does not include any program offered by a school district, a county superintendent of schools, or a community college district.

(c) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer review journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, including, but not limited to, the federal Centers for Disease Control and Prevention, the American Public Health Association, the Society for Adolescent Medicine, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

151002. (a) Every sexual health education program shall satisfy all of the following requirements:

(1) All information shall be medically accurate, current, and objective.

(2) Individuals providing instruction or information shall know and use the most current scientific data on human sexuality, human development, pregnancy, and sexually transmitted diseases.

(3) The program content shall be age appropriate for its targeted population.

(4) The program shall be culturally and linguistically appropriate for its targeted populations.

(5) The program shall not teach or promote religious doctrine.

(6) The program shall not reflect or promote bias against any person on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation, as defined in Section 422.56 of the Penal Code.



## **Exhibit K**

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

(7) The program shall provide information about the effectiveness and safety of at least one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and for reducing the risk of contracting sexually transmitted diseases.

(b) A sexual health education program that is directed at minors shall comply with all of the criteria in subdivision (a) and shall also comply with both the following requirements:

(1) It shall include information that the only certain way to prevent pregnancy is to abstain from sexual intercourse, and that the only certain way to prevent sexually transmitted diseases is to abstain from activities that have been proven to transmit sexually transmitted diseases.

(2) If the program is directed toward minors under the age of 12 years, it may, but is not required to, include information otherwise required pursuant to paragraph (7) of subdivision (a).

(c) A sexual health education program conducted by an outside agency at a publicly funded school shall comply with the requirements of Section 51934 of the Education Code if the program addresses HIV/AIDS and shall comply with Section 51933 of the Education Code if the program addresses pregnancy prevention and sexually transmitted diseases other than HIV/AIDS.

(d) An applicant for funds to administer a sexual health education program shall attest in writing that its program complies with all conditions of funding, including those enumerated in this section. A publicly funded school receiving only general funds to provide comprehensive sexual health instruction or HIV/AIDS prevention instruction shall not be deemed an applicant for the purposes of this subdivision.

(e) If the program is conducted by an outside agency at a publicly funded school, the applicant shall indicate in writing how the program fits in with the school's plan to comply fully with the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Chapter 5.6 (commencing with Section 51930) of the Education Code. Notwithstanding Section 47610 of the Education Code, "publicly funded school" includes a charter school for the purposes of this subdivision.

(f) Monitoring of compliance with this division shall be integrated into the grant monitoring and compliance procedures. If the agency knows that a grantee is not in compliance with this section, the agency shall terminate the contract or take other appropriate action.

(g) This section shall not be construed to limit the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Chapter 5.6 (commencing with Section 51930) of Part 28 of the Education Code).

(h) This section shall not apply to one-on-one interactions between a health practitioner and his or her patient in a clinical setting.

151003. This division shall apply only to grants that are funded pursuant to contracts entered into or amended on or after January 1, 2008.

**Exhibit B, Attachment I**  
**Budget (Year 1)**  
**(07/01/23 through 06/30/24)**

**Personnel**

<u>Position Title</u>	<u>Annual Salary</u>	<u>FTE %</u>	<u>Annual Cost</u>
1. Accountant III	\$ 77,846	5%	\$ 3,892
2. Administrative Supervisor I	\$ 87,523	15%	\$ 13,128
3. Automated Systems Analyst I	\$ 69,197	1%	\$ 692
4. Automated Systems Technician	\$ 51,090	1%	\$ 511
5. Public Health Division Chief	\$ 145,613	1%	\$ 1,456
6. Public Health Epidemiologist	\$ 70,650	5%	\$ 3,533
7. Fiscal Assistant	\$ 43,096	1%	\$ 431
8. Fiscal Specialist	\$ 47,373	1%	\$ 474
9. Health Education Specialist II	\$ 60,975	1%	\$ 610
10. Media Specialist I	\$ 59,948	3%	\$ 1,798
11. Public Health Nurse Manager	\$ 104,399	3%	\$ 3,132
12. Office Assistant II	\$ 38,856	15%	\$ 5,828
13. Public Health Nurse II	\$ 91,551	1%	\$ 916
14. Public Health Project Coordinator	\$ 79,530	100%	\$ 79,530
15. Public Health Program Manager	\$ 102,793	12%	\$ 12,335
16. Program Specialist I	\$ 65,136	55%	\$ 35,825
17. Secretary I	\$ 46,770	2%	\$ 935
18. Social Service Practitioner	\$ 71,185	1%	\$ 712
19. Supervising Office Assistant	\$ 51,853	1%	\$ 519

**Total Salaries \$ 166,257**

**Fringe Benefits \$ 93,503**

**Total Salaries and Fringe Benefits \$ 259,760**

Please enter Fringe benefit % 56.24%

**Operating Expenses**

Travel (mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares and car rental)	\$ 5,090
Training (any non-state sponsored training requires prior program consultant approval)	\$ 5,000
Rental Space \$1.99 x 87sq ft x 12 months = \$2,078	\$ 2,078
General Expenses (office supplies, telephone, postage, Communications, photocopying, curriculum and software)	\$ 38,400
County Counsel/Contracts Unit Costs	\$ 3,000
Computer Equipment (refresh)	\$ 2,250
<b>Total Operating</b>	<b>\$ 55,818</b>

**Capital Expense (major equipment >\$5,000)**

	\$ 0
<b>Total Capital Expense</b>	<b>\$ 0</b>

**Subawardee Costs**

San Bernardino Fatherhood - Fatherhood Engagement	\$ 100,750
California Black Women's Health Project - Doula Services	\$ 200,000
Nice Media Group - Media Campaign Services	\$ 75,000
Personal Support (up to \$100,000)	\$ 100,000
Implicit Bias (up to \$50,000)	\$ 50,000
Community-based Contracts - To be Determined	\$ 93,913
<b>Total Subcontracts</b>	<b>\$ 619,663</b>

**Other Costs**

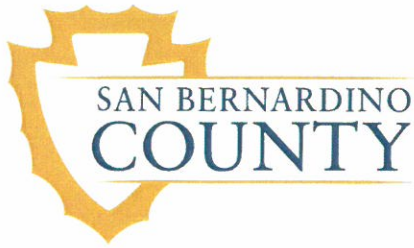
	\$ 0
<b>Total Other Costs</b>	<b>\$ 0</b>

**Indirect Costs (% of Total Salaries and Fringe Benefits)**

	\$ 45,069
<b>Total Costs</b>	<b>\$ 980,310</b>

Please enter Indirect Cost % 17.35%

\*Incentives - gift cards must not be used for Alcohol or Tobacco products and an agreement with the vendor must be made indicating



## Public Health Family Health Services

Joshua Dugas, MBA, REHS  
Director

Jennifer Osorio, REHS  
Assistant Director

Janki Patel, MPH  
Assistant Director

Michael A. Sequeira, M.D.  
Health Officer

May 8, 2023

Agreement number: PEI 23-36  
County: San Bernardino

Jason Luu, Contract manager  
California Department of Public Health  
Maternal, Child and Adolescent Health Division  
MS Code 8305  
1615 Capital Avenue, Suite 73.565-MS 8305  
Sacramento, CA 95814

For State Fiscal Year 2023-2024, July 1, 2023 through June 30, 2024.

Please remit:  
\$980,310.00

Send remittance to:  
San Bernardino County  
Department of Public Health  
451 E. Vanderbilt Way, Suite 200  
San Bernardino, CA 92408-0012  
Attn: Eric Patrick

I, Eric Patrick, certify that funds are in compliance with Exhibit A under this grant.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Patrick".

Eric Patrick  
Administrative Manager  
San Bernardino County  
Department of Public Health  
909-387-6630

### BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)  
Vice Chairman, First District

JESSE ARMENDAREZ  
Second District

DAWN ROWE  
Chair, Third District

CURT HAGMAN  
Fourth District

JOE BACA, JR.  
Fifth District

Leonard X. Hernandez 11  
Chief Executive Officer

## PERINATAL EQUITY INITIATIVE 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: 5/8/2023

Agency Name: San Bernardino County

Contract/Agreement Number: PEI 23-36

Contract Term/Allocation Fiscal Year: July 1, 2023 - 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 you agency's detailed methodology that includes all indirect costs, fees and percentages in the box below.

## CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

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.

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

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: Erick Patrick

Title/Position: Administrative Manager

Signature:  Date: 5/8/2023





TOMAS J. ARAGON, M.D.,  
DR.P.H.  
Director & State Health Officer

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



GAVIN NEWSOM  
Governor

January 27, 2023

Paul Chapman  
Chief Financial Officer  
San Bernardino County  
351 N. Mountain View Avenue  
San Bernardino, CA, CA 92415-0010

Dear Paul Chapman:

Thank you for submitting your Indirect Cost Rate (ICR) documentation to the California Department of Public Health (CDPH). CDPH is using a standardized process that allows each Local Health Department (LHD) to use the negotiated ICR for all contracts, unless the ICR is otherwise designated by state or federal statutes, regulations, or specific grant guidelines, with CDPH.

For Fiscal Year 2023-2024, CDPH has accepted the documentation you have provided and, on a one-year basis, will approve your ICR proposal as follows:

**17.611% calculated based on Salaries, Wages and Fringe Benefits**

Please note, the rate you provided was approved up to the maximum allowed by CDPH policy (up to 25% for ICR calculated based on Salaries, Wages and Fringe Benefits and up to 15% for ICR calculated based on Allowable Total Direct Costs).

We look forward to working with you to document your approved ICR in CDPH contracts with a start date of July 1, 2023 or later.

If you have any questions, contact CDPH at [CDPH-ICR-Mailbox@cdph.ca.gov](mailto:CDPH-ICR-Mailbox@cdph.ca.gov).

Sincerely,

Luz Lunetta, Accounting Reporting Section Chief  
California Department of Public Health

**Indirect Cost Rate Proposal**  
**San Bernardino County**  
**Department of Public Health**  
**For Use in Fiscal Year 2023/24**  
**(Using Audited Financials for FY 2020/2021)**

Description of Costs	Total Costs (Based on Actual Costs Incurred)	Total Cost Components			Allowable Direct Cost	
		Total Unallowable Excludable Costs	Total Allowable Indirect Costs	Total Allowable Direct Costs	Direct Program Costs	All Other Direct Costs
	a	b	c	d = (a-b-c)	e	f = (d-e)
<b>Salaries &amp; Benefits:</b>						
Salaries/Wages	68,864,493.73	22,680,952.79	2,492,509.17	43,691,031.77	43,691,031.77	-
Overtime/Comp. Time	4,430,605.81	2,174,688.51	308,547.31	1,947,373.99	1,947,373.99	-
Benefits	25,819,490.88	4,302,098.33	1,267,803.78	20,249,588.77	20,249,588.77	-
<b>Total Salaries &amp; Benefits</b>	<b>99,114,594.42</b>	<b>29,157,739.63</b>	<b>4,068,860.26</b>	<b>65,887,994.53</b>	<b>65,887,994.53</b>	<b>-</b>

**Services & Supplies:**

<b>A</b>	Clothing & Personal Supplies	196,391.57	155,865.25	668.52	39,857.80	39,857.80	-
<b>B</b>	Telecommunication Costs	1,383,794.75	265,529.53	269,440.49	848,824.73	848,824.73	-
<b>C</b>	Insurance	2,652,201.00	-	1,907,758.00	744,443.00	744,443.00	-
<b>D</b>	Medical, Dental & Lab Supplies	21,415,723.52	20,260,372.37	2,515.87	1,152,835.28	1,152,835.28	-
<b>E</b>	Equipment Maintenance, Operations & Repairs	209,237.30	(65.57)	5,749.27	203,553.60	203,553.60	-
<b>F</b>	Office Expense	9,101,552.46	7,431,640.11	691,319.58	978,592.77	978,592.77	-
<b>G</b>	Postage	291,983.58	261.44	5,742.13	285,980.01	285,980.01	-
<b>H</b>	Printing & Courier	514,708.12	355,548.14	10,483.05	148,676.93	148,676.93	-
<b>I</b>	Memberships	115,669.20	-	26,834.56	88,834.64	88,834.64	-
<b>J</b>	Training	12,679.00	-	8,890.54	3,788.46	3,788.46	-
<b>K</b>	Subscriptions, and Publications	5,679.90	215.39	159.00	5,305.51	5,305.51	-
<b>L</b>	Public Relations/ Advertising	8,242.84	2,911.19	3,000.00	2,331.65	2,331.65	-
<b>M</b>	Utilities	270,844.36	10,996.89	337.93	259,509.56	259,509.56	-
<b>N</b>	Professional Services	31,327,952.82	11,344,661.79	608,887.13	19,374,403.90	19,374,403.90	-
<b>O</b>	County Svcs (COWCAP)	-	-	-	-	-	-
<b>P</b>	Information Technology	1,805,817.65	369,795.36	519,217.34	916,804.95	916,804.95	-
<b>Q</b>	Rental Costs of Buildings and Equipment	4,747,184.84	25,877.58	70,992.40	4,650,314.86	4,650,314.86	-
<b>R</b>	Facilities Maintenance, Operations & Repairs	766,129.50	50,560.80	374,564.16	341,004.54	341,004.54	-
<b>S</b>	Motor Pool	1,625,539.80	322,166.70	4,305.41	1,299,067.69	1,299,067.69	-
<b>T</b>	Travel	180,145.26	26,876.27	13,009.53	140,259.46	140,259.46	-
<b>U</b>	Audit	12,223.02	747.54	-	11,475.48	11,475.48	-
<b>V</b>	County Counsel	278,429.00	146,663.00	11,430.00	120,336.00	120,336.00	-
<b>W</b>	Other	35,990.86	(29,281.52)	-	65,272.38	65,272.38	-
<b>X</b>	Human Resources	412,807.69	-	401,127.18	11,680.51	11,680.51	-
<b>Z</b>	Reimbursements	-	-	-	-	-	-
	Revenue	-	-	-	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>77,370,928.06</b>	<b>40,741,342.26</b>	<b>4,936,432.09</b>	<b>31,693,153.71</b>	<b>31,693,153.71</b>	<b>-</b>

**Capital Expenditures (Improvement)**

	221,332.68	221,332.68	-	-	0	-
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**Capital Expenditures (Fixed Assets)**

	-	-	-	-	-	-
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**Total Budgetary Expenditures**

	176,706,855.16	70,120,414.57	9,005,292.35	97,581,148.24	97,581,148.24	-
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**Cost Plan Costs**

<b>AA</b>	Space Use	370,261.00	-	370,261.00	-	-	-
<b>AA</b>	Computer Software & Equip Use	380,026.00	1,950.00	378,076.00	-	-	-
<b>M</b>	Utilities	149,695.00	-	149,698.00	-	-	-
<b>EE</b>	Auditor-Controller	541,969.00	82,018.00	459,951.00	-	-	-
<b>BB</b>	County Admin. Office	254,297.00	45,570.00	208,727.00	-	-	-
<b>U</b>	County Counsel	25,336.00	1,368.00	23,968.00	-	-	-
<b>R</b>	Facility Management Custodial	14,273.00	-	14,273.00	-	-	-
<b>R</b>	Facility Management Grounds	4,748.00	-	4,748.00	-	-	-
<b>R</b>	Facility Management Maintenance	(6,372.00)	-	(6,372.00)	-	-	-
<b>W</b>	Human Resources	387,183.00	63,821.00	323,362.00	-	-	-
<b>CC</b>	Purchasing	118,178.00	2,330.00	115,848.00	-	-	-
<b>Q</b>	Real Estate Services	(494.00)	-	(494.00)	-	-	-
<b>P</b>	IS Geographical Info System	86,479.00	12,576.00	73,901.00	-	-	-
<b>DD</b>	Cost Estimation	-	-	-	-	-	-
<b>DD</b>	Roll Forward	272,643.00	(37,973.00)	310,616.00	-	-	-
	<b>Total Cost Plan</b>	<b>2,598,225.00</b>	<b>171,662.00</b>	<b>2,426,563.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total Allowable Indirect Costs (AIC)**

			11,431,855.35			
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**Dist. Of AIC Based on Salary/Wages**

			(11,431,855.35)			
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<b>Totals</b>	<b>179,305,080.16</b>	<b>70,292,076.57</b>	<b>-</b>	<b>97,581,148.24</b>	<b>97,581,148.24</b>	<b>-</b>
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**INDIRECT COST RATE (AIC / Total Direct Salaries & Benefits):**

Admin/Department Overhead	9,005,292.35	13.668%
County Overhead	2,426,563.00	3.683%
Allowable Indirect Cost (AIC)	11,431,855.35	17.350%
Total Direct Salaries & Benefits	65,887,994.53	

**BENEFITS RATIO (Benefits / Salary & Wages):**

25,819,490.88	
68,864,493.73	37.49%
94,683,984.61	

**INDIRECT COST RATE (AIC / Total Allowable Direct Costs)**

Admin/Department Overhead	9,005,292.35	9.229%
County Overhead	2,426,563.00	2.487%
Allowable Indirect Cost (AIC)	11,431,855.35	11.715%
Total Allowable Direct Costs	97,581,148.24	



**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***ACCOUNTANT III*  
DUTY STATEMENT**

Budget Row 1

**JOB DESCRIPTION**

Under general direction, prepares budgets, invoices, projections, and other fiscal reports/summaries in support of the Perinatal Equity Initiative, and performs related duties, as requested.

**Job Duties**

Prepare annual budgets, periodic invoices, and projections of expenditures and revenues for the Perinatal Equity Initiative (PEI).

Analyze and make recommendations in the development of fiscal procedures and various program and subcontractor budgets for PEI; justify and present budgets and expenditure plans; maintain records for PEI purchases.

Participate in various meetings and present requested and independently gathered fiscal data to assist PEI management in making budgetary and operational decisions.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***ADMINISTRATIVE SUPERVISOR I*  
DUTY STATEMENT**

Budget Row 2

**JOB DESCRIPTION**

The Administrative Supervisor supervises a staff providing fiscal and administrative support to the Family Health Service Section; conducts special studies of fiscal, administrative and operational activities; and recommends, develops, and establishes indicated modifications, as required.

**Job Duties**

Supervise a unit providing fiscal and administrative support functions for the Perinatal Equity Initiative, including assignment and review of work; evaluation of work performance; and participation in selection and discipline of staff.

Plan and coordinate studies of administrative and operational activities, fiscal operations, and budget preparation and monitoring for PEI; equipment purchase and usage; staffing patterns and work flow; and space utilization. Develop reports and recommendations for appropriate action based on an analysis of gathered data by Accountant III, Supervising Office Assistant II/III, Fiscal Specialist, Fiscal Assistant, and others.

Recommend and establish an external and internal contract compliance system for PEI subcontractors, 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 PEI; develop written procedures to implement adopted policy or 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 effect on services to clients and departmental/section organization; present associated recommendations in verbal or 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  
PERINATAL EQUITY INITIATIVE**

***AUTOMATED SYSTEMS ANALYST I / AUTOMATED SYSTEMS TECHNICIAN  
DUTY STATEMENT***

Budget Rows 3, 4

**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).

**Job Duties**

Conduct procedural, informational, and functional analyses for automated systems supporting the Perinatal Equity Initiative (e.g., Scorecard, Compyle).

Interact and consult with Clear Impact, the vendor for PEI systems Scorecard and Compyle, to assist with integration of the software with County networks and systems.

Ensure automated databases supporting PEI 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 PEI.

As necessary, interact with County Information and Technology Department (ITD) staff and hardware/software vendors (e.g., Clear Impact) regarding the automated systems needs of PEI; prepare detailed specifications; evaluate equipment and software capabilities; perform cost/benefit analysis; make recommendations to management.

Instruct and train organizational personnel on data processing operations, establish local procedures for adhering to computer and data security systems; resolve data processing service complaints between organizational users and ITD.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***PUBLIC HEALTH DIVISION CHIEF  
DUTY STATEMENT***

Budget Row 5

**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 Perinatal Equity Initiative (PEI) within the Department of Public Health. The Division Chief supervises the Public Health Nurse Manager.

**Job Duties**

Provide capstone administrative management for the Perinatal Equity Initiative (PEI), including planning, implementation, evaluation of service delivery, and maintenance of fidelity for PEI service delivery models.

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

Ensure overall compliance with MCAH Division, PEI, and model-specific requirements in order to implement high-quality services that impact the health and welfare of the PEI service delivery population.

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

Promote awareness of PEI goals and services 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 challenges involving service delivery, quality assurance, contract compliance, personnel, and fiscal/budget matters related to PEI.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***PUBLIC HEALTH EPIDEMIOLOGIST  
DUTY STATEMENT***

Budget Row 6

**JOB DESCRIPTION**

The Public Health Epidemiologist (Epidemiologist) under the direction of the Public Health Nurse Manager/MCAH Director conducts epidemiological studies, analysis of services and gaps in services, and evaluation of data and outcomes related to the Perinatal Equity Initiative (PEI) populations.

**Job Duties**

Collaborate with the PEI Coordinator to plan, develop, and assist with the development of health care implementation strategies for the Perinatal Equity Initiative (PEI), 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.

Analyze primary, secondary, and related maternal and child health data sets to identify and prioritize health needs and adverse findings of general and specific PEI populations.

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

Review and monitor fetal, infant and child morbidity and mortality reports, including abstracting data from medical records and interviewing family members.

Conduct studies/analyses to determine best practice standards and strategies for improving maternal, infant, and child health outcomes.

Assist in develop of performance measures and evaluation tools to measure PEI outcomes. Consult with the PEI Coordinator regarding the PEI Results Based Accountability and Turning the Curve processes. As necessary, interact with vendor Clear Impact regarding use of its Scorecard and Compyle software systems for collecting, monitoring, analyzing, and reporting program data.

Evaluate and analyze health trends and hazards that contribute to poor pregnancy and child health outcome; recommend epidemiological strategies and interventions to improve the health of women, infants, and children.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***FISCAL ASSISTANT*  
DUTY STATEMENT**

Budget Row 7

**JOB DESCRIPTION**

Under direct supervision of the Supervising Office Assistant, the Fiscal Assistant (FA) prepares fiscal documents, time sheet forms, travel reimbursement claims, invoices, and provides related support and clerical functions for the Perinatal Equity Initiative (PEI).

**Job Duties**

Provide telephone reception duties and interface with community-based organizations to refer callers for Perinatal Equity Initiative (PEI) services, Medi-Cal, and supportive services, including well-child and specialty health care.

Review PEI employee travel reimbursement forms for accuracy, collate 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 PEI for review by the Fiscal Specialist and approval by supervisory staff prior to submission to FAS. Ensures all required documentation and transmittal forms accompany invoices.

Prepare requisitions for PEI travel, printing and Quick Copy services, and other products and services.

Collect price quotations for products and services to be purchased for PEI. Ensure Purchasing Department procedures for procurement are followed for all purchases.

Under direction, maintain databases to track invoices, travel claims and related data.

Maintain inventory of equipment and resources, as applicable.

Provide general clerical and telephone reception support, as necessary.

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  
PERINATAL EQUITY INITIATIVE**

***FISCAL SPECIALIST*  
DUTY STATEMENT**

Budget Row 8

**JOB DESCRIPTION**

Under direct supervision of the Supervising Office Assistant, the Fiscal Specialist (FS) prepares and reviews fiscal documents, fiscal reports, time sheet forms, travel reimbursement claims, invoices, and provides related support functions.

**Job Duties**

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

Review Perinatal Equity Initiative (PEI) employee travel reimbursement forms for accuracy, collate 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 and other fiscal documentation for prior to supervisory review and approval prior to submission to FAS. Ensure all required documentation and transmittal forms accompany invoices.

Prepare and review requisitions for travel, printing and Quick Copy services for PEI, and other products and services.

Review and analyze price quotations for products and services to be purchased for PEI.

Ensure Purchasing Department procedures for procurement are followed for all purchases.

Develop and maintain databases to track invoices, travel claims and related data.

Prepare and maintain inventory of equipment and resources, as applicable.

Perform other duties, as assigned.

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  
PERINATAL EQUITY INITIATIVE**

***HEALTH EDUCATION SPECIALIST II*  
DUTY STATEMENT**

Budget Row 9

**JOB DESCRIPTION**

The Health Education Specialist II develops and distributes educational resources through various media to promote family, community, and health system awareness of perinatal inequities that lead to African-American maternal and infant morbidity and mortality and health activities that contribute to health and well-being.

**Job Duties**

Establish and build effective working relationships with representatives of various media and social/community influencers to disseminate key Perinatal Equity Initiative (PEI) messages and keep PEI in the public's consciousness.

Collaborate with the PEI Coordinator and Media Specialist I to implement a Public Health Awareness campaign to engage the community and to raise awareness regarding Black preterm birth rates, health inequities, Black maternal and infant mortality rates, and the promotion of health activities that contribute to health and well-being.

At the direction of the PEI Coordinator, liaise with the PEI/Black Infant Health Community Advisory Board to communicate the status of PEI service delivery and collaborate on identification of critical community health needs and potential interventions.



**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***MEDIA SPECIALIST I*  
DUTY STATEMENT**

Budget Row 10

**JOB DESCRIPTION**

The Media Specialist I will promote family, community, and health system awareness of perinatal inequities that lead to African-American maternal and infant morbidity and/or mortality and health activities that contribute to health and well-being.

**Job Duties**

Conduct surveys of health care providers and their clients to capture and record perception of health care customer service provided and received/experienced.

Assist in designing, developing, and disseminating customer service related materials and tools for the Perinatal Equity Initiative (PEI) based on analysis of survey responses from health care providers and clients.

Prepare and conduct trainings and/or technical support sessions for health care providers serving African American clients, including Child Health and Disability Prevention Program, Comprehensive Perinatal Services Program, and other medical practices, related to topical and relevant issues, including implicit bias, cultural competency, and best practice customer service methods.

Conduct surveys of PEI Community Advisory Committee members and Public Awareness Campaign stakeholders for their input on effective messaging related to perinatal inequities and maternal/infant health.

Establish and build effective working relationships with representatives of various media and social/community influencers to disseminate key PEI messages and keep PEI in the public's consciousness.

Collaborate on a plan with the PEI Coordinator to implement a Public Health Awareness campaign to engage the community and to raise awareness regarding Black preterm birth rates, health inequities, Black maternal and infant mortality rates, and the promotion of health activities that contribute to health and well-being.

Prepare news releases, bulletins, videos, radio and television messaging, brochures, paid social media, and various print media for public dissemination, including preparation of content for the Family Health Services webpage; collate or develop data, graphs, and/or charts for public presentations.

Identify and consult with social influencers within the African-American community and engage them to disseminate PEI messaging to their market audience residing in San Bernardino County.

Collaborate with faith-based organizations to identify "elder" social influencers as resources for community referrals, basic health information, and referrals to Black Infant Health and PEI services.

Identify agencies that actively promote selected health observance and recognition days (e.g., Infant Mortality Day, Lead Poisoning Prevention Week) and mutually collaborate to promote the observance/recognition.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***PUBLIC HEALTH NURSE MANAGER*  
DUTY STATEMENT**

Budget Row 11

**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 Perinatal Equity Initiative (PEI). The Nurse Manager will utilize Skilled Professional Medical Personnel knowledge and experience to provide consultation to PEI staff for provision of services to positively impact families participating in PEI.

**Job Duties**

Represent the Perinatal Equity Initiative (PEI) within the community while serving on task forces, planning bodies, and committees engaging the MCAH population.

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

Provide professional consultation to the PEI team to assist in gauging and assessing the need for services in the community and develop strategies to manage the quality of service delivery for the maximum benefit for the families served by PEI.

Engage community partners, including healthcare professionals, in the process of maintaining a network of medical, dental, and supportive services to address the needs of the residents of the local jurisdiction, with a focus on the population served by PEI.

Through community collaboration and partnership, communicate with colleagues regarding the need for PEI families to receive public health department and community program services, including Women, Infants, and Children (WIC), Immunizations, oral/dental health, Maternal, Child and Adolescent Health (MCAH), Childhood Lead Poisoning Prevention, Family Planning, Behavioral Health, Head Start, child care facilities, regional centers, special care centers, hospitals, and medical providers.

Participate in development of Intra/Interagency Agreements (IAA) and Memoranda of Understanding (MOU) with agencies/organizations serving families participating in PEI services.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***OFFICE ASSISTANT II*  
DUTY STATEMENT**

Budget Row 12

**JOB DESCRIPTION**

The Office Assistant II is responsible for clerical and data entry activities in support of the Perinatal Equity Initiative (PEI).

**Job Duties**

Provide telephone reception duties and interface with community- and faith-based organizations to refer callers to Perinatal Equity Initiative (PEI) services.

Maintain files of various documents in support of the PEI.

As necessary, perform reception duties for the PEI.

Compose basic correspondence, flyers, and certificates, including distribution of technical assistance and guidance materials.

Photocopy and distribute correspondence, training materials, and other documents for PEI staff.

Prepare payment documents for invoices for PEI expenditures and prepare printing requisitions for supplies.

Maintain and restock inventory of PEI administrative and data entry forms and office supplies.

Prepare and distribute reports generated from databases to supervisory staff and/or designated users.

As required, take minutes for PEI meetings, including staff and community meetings.

Sort and distribute U.S. and interoffice mail.

Provide vacation or temporary support, as needed.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***PUBLIC HEALTH NURSE II*  
DUTY STATEMENT**

Budget Row 13

**JOB DESCRIPTION**

The scope of services for the Public Health Nurse II (PHN II) ranges from providing professional medical consultation at case conferences to limited physical assessments, collaboration with community-based providers, with service delivery being primarily office-based with some home visiting.

**Job Duties**

The Perinatal Equity Initiative (PEI) will utilize the PHN II's knowledge of community-based health programs and services that benefit underserved and high-risk populations to participate in the evaluation of proposals to provide services for PEI clients. The Department of Public Health will conduct procurement processes to identify and select qualified agencies to implement various interventions (e.g., Doula services, home visitation, and fatherhood/partner engagement). The PHN II will be a member of the evaluation team, scoring and commenting on proposals to inform PEI management's decision prior to award of subcontracts.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***PUBLIC HEALTH PROJECT COORDINATOR (PEI Coordinator)*  
DUTY STATEMENT**

Budget Row 14

**JOB DESCRIPTION**

The Public Health Project Coordinator (PEI Coordinator), under the direction of the Public Health Nurse Manager (MCAH Director), provides programmatic, data/statistical analysis, and program planning/evaluation and daily oversight of the Perinatal Equity Initiative. The position may supervise a staff to implement scope of work activities.

**Job Duties**

Provide daily oversight of all Scope of Work activities and program requirements, including coordination of the community advisory board and contract compliance for Perinatal Equity Initiative (PEI) subcontractors.

Plan and develop health care implementation strategies to address identified health needs, access to care, quality and cost-effectiveness of the health care delivery system, and availability of services clients served by PEI.

Engage and collaborate with internal and external subject matter experts to investigate, analyze, and monitor PEI health status indicators to effectively address healthcare needs of the population served by PEI.

Recommend and/or implement changes to PEI intervention strategies based on analysis of service delivery data and the availability of resources within the community.

Coordinate analysis of primary, secondary, and related maternal, child, and adolescent health data sets to identify and prioritize health needs and adverse findings within PEI populations.

Coordinate and facilitate contract activities related to compliance, service delivery, and budgets.

Assist with planning and monitoring PEI and subcontractor budgets.

Gather and analyze information pertaining to project need and operation of PEI, including overall project evaluation to ensure the program achieves the desired health outcomes for the clients it serves. Develop and monitor data collection systems.

Represent the department on task forces, planning bodies, and committees; promote PEI awareness and cultivate the collaboration of colleagues to expand the reach and message of the initiative.

**DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE (PEI)**

***PUBLIC HEALTH PROGRAM MANAGER  
DUTY STATEMENT***

Budget Row 15

**JOB DESCRIPTION**

The Public Health Program Manager manages the MCAH-related programs within the Family Health Services Section (FHS) of the Department of Public Health. The Program Manager is responsible for the administration of the Perinatal Equity Initiative (PEI), including program planning and development, fiscal administration, compliance with PEI guidelines and requirements, personnel management, and provider/community engagement. Through subordinate staff, the Public Health Nurse Manager oversees all staff assigned to PEI.

**Job Duties**

Ensure compliance with all PEI, State, and program model-specific policies and procedures. Evaluate progress toward successfully completing the components of PEI's scope of work and take corrective steps to ensure the program is effective and responding to the needs of clients in the local jurisdiction.

Gauges and assesses the need for services in the community and develops strategies to manage the quality of service delivery, including services to the Medi-Cal and Medi-Cal eligible populations, for the maximum benefit for the families served by PEI.

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, with a focus on the population served by PEI.

Ensure families served by PEI are aware of and referred to health department and community programs, including Women, Infants, and Children (WIC), Immunizations, oral/dental health, Maternal, Child and Adolescent Health (MCAH), Childhood Lead Poisoning Prevention, Family Planning, Behavioral Health, Head Start, childcare facilities, regional centers, special care centers, hospitals, and medical providers.

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

Develop and maintain a quality assurance and quality improvement plan to ensure all staff and community-based organizations apply best practices in serving PEI participants.

Develop and administer Intra/Interagency Agreements (IAA) and Memoranda of Understanding (MOU) with agencies/organizations serving families participating in PEI services.

Represent the Perinatal Equity Initiative (PEI) within the community while serving on task forces, planning bodies, and committees.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE (PEI)**

***PROGRAM SPECIALIST I*  
DUTY STATEMENT**

Budget Row 16

**JOB DESCRIPTION**

The Program Specialist I provides administrative support functions for the 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 Perinatal Equity Initiative (PEI).

Participate in quality assurance and quality management processes to improve local PEI operations and service delivery; make recommendations for organizational or procedural changes to address identified areas of concern.

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

Write or coordinate with others in preparing requests for proposals and contracts for performance of services with the primary responsibility to assure compliance with PEI requirements.

Assist in evaluating bids and make recommendations to PEI management concerning the merit and capacity of subcontractors to provide services to PEI clients.

Monitor progress of PEI subcontractors in achieving contractual goals, objectives, and outcomes.

Maintain and update the Family Health Services Section (FHS) webpage, including information that will be accessible by PEI providers, related to PEI 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.

As necessary, represent the program or department at community and state meetings and conferences for PEI.

Perform other duties, as assigned.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***SECRETARY I*  
DUTY STATEMENT**

Budget Row 17

**JOB DESCRIPTION**

The Secretary I supports the Public Health Nurse Manager (MCAH Director) on a daily basis in the efficient implementation and successful completion of assigned responsibilities related to the Perinatal Equity Initiative (PEI).

**Job Duties**

Track the Public Health Nurse Manager's calendar, schedule appointments (including those with staff assigned to PEI), reserve conference rooms, and confirm arrangements with attendees; follow-up with reminder notices.

Maintain filing systems, including personnel records, grant applications, workshops and conference information. Set-up new files and type labels and tabs; update filing system reference information; and purge obsolete/outdated files, prepare list of contents, and route files to the archive facilities.

Screen, date stamp, and direct mail delivered to the Public Health Nurse Manager for PEI.

Screen telephone calls and redirect to others, as appropriate; place and make calls, as required; send and receive facsimile messages.

Prepare for review the Public Health Nurse Manager's claims for mileage, travel, and expense reimbursement related to PEI activities.

Take minutes, compose letters; type and edit same; process requests for internal and outgoing correspondence for PEI. Type memoranda of understanding, grant applications, work performance evaluations, and confidential documents; proof read and edit same.

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  
PERINATAL EQUITY INITIATIVE**

***SOCIAL SERVICE PRACTITIONER  
DUTY STATEMENT***

Budget Row 18

**JOB DESCRIPTION**

The Social Service Practitioner (SSP) provides assessment, intervention and case management support to BIH Program participants with complex health, psychosocial or economic problems through case conferences, individual and group interventions and in coordination with mental and behavioral health services.

**Job Duties**

As required, represent the PEI Coordinator during meetings of the Perinatal Equity Initiative (PEI)/Black Infant Health Community Advisory Board to communicate the status of PEI service delivery and collaborate on identification of critical community health needs and potential interventions.

Provide insight about the health and supportive services provided to African American women and children in the Black Infant Health Program. Share the positive impact of clients' involvement with the BIH Program as a means of promoting PEI services that are beneficial to African American families (e.g., fatherhood/partner engagement, doula care, Healthy Families America home visitation).

**SAN BERNARDINO COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
Family Health Services Section  
PERINATAL EQUITY INITIATIVE**

***SUPERVISING OFFICE ASSISTANT  
DUTY STATEMENT***

Budget Row 19

**JOB DESCRIPTION**

The Supervising Office Assistant supervises a staff providing general administrative, clerical support, and data entry for the Perinatal Equity Initiative; promotes and ensures quality assurance/improvement among support staff, and recommends, develops, and establishes changes, as required.

**Job Duties**

Supervise the daily work of the Office Assistant II staff, Fiscal Assistant, and Fiscal Specialist that support Perinatal Equity Initiative (PEI), including task assignment, quality assurance/improvement, and evaluation of performance.

Develop and monitor clerical and data entry procedures to ensure accuracy of work performed by Office Assistant II and Fiscal Assistant/Specialist staff.

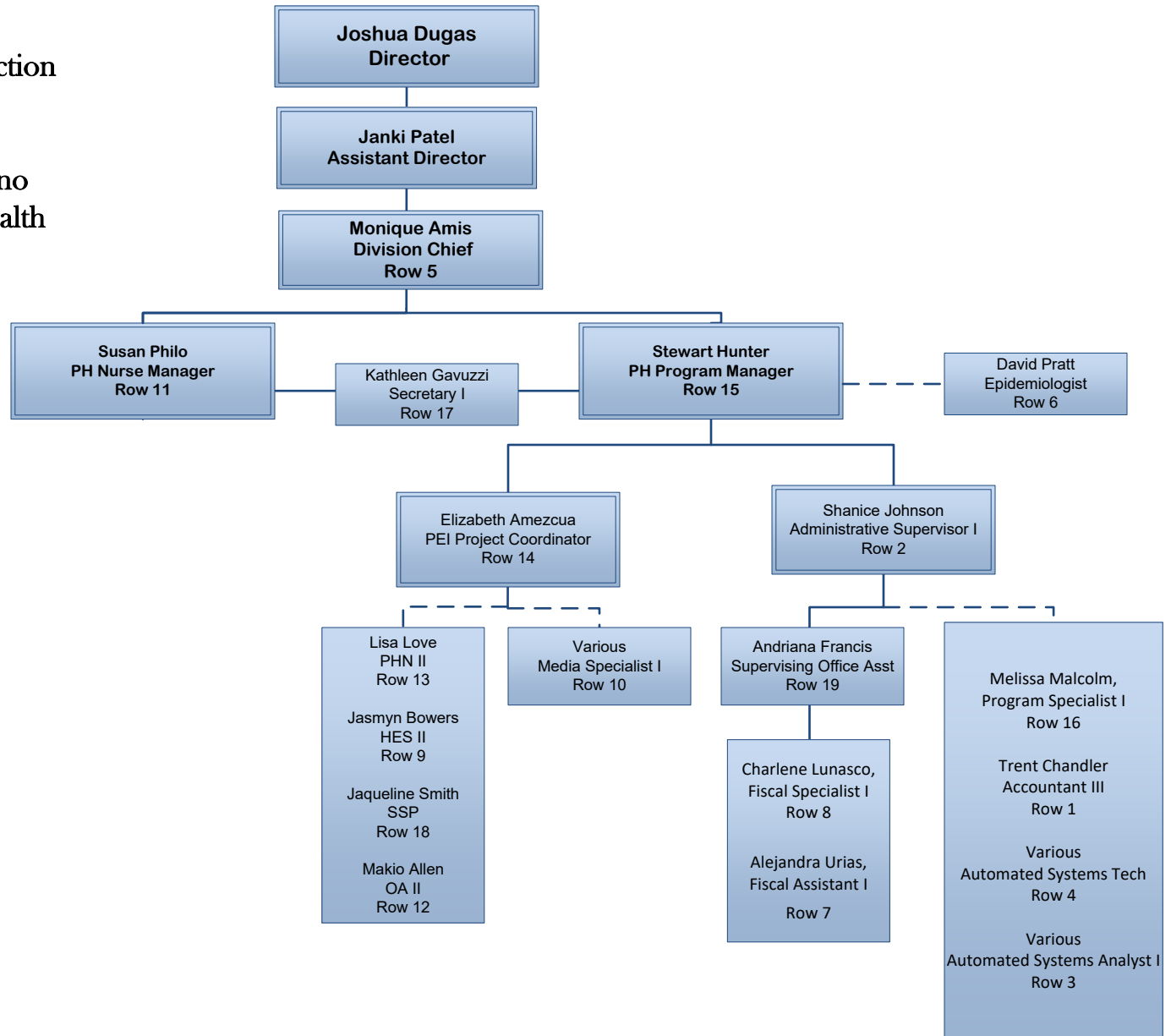
Enter requests for purchase orders and process invoices into the County SAP database for services and supplies necessary for the functioning of the PEI.

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.

Family Health Services Section  
PEI Program

County of San Bernardino  
Department of Public Health  
FY 2023-2024



For each fiscal year (FY) of the contract period, the Local Health Jurisdictions (LHJ) shall submit the deliverables identified below. All deliverables shall be submitted to the Maternal, Child and Adolescent Health (MCAH) Division to your designated Program Consultant in accordance with Perinatal Equity Initiative (PEI) guidelines and emailed or uploaded to SharePoint no later than the due date.

Reporting Period	From	To	Due Date
1) First Implementation Report <sup>a</sup>	January 1, 2023	June 30, 2023	July 31, 2023
2) Second Implementation Report	July 1, 2023	June 30, 2024	July 31, 2024
3) Third Implementation Report	July 1, 2024	June 30, 2025	July 31, 2025
4) Fourth Implementation Report	July 1, 2025	June 30, 2026	July 31, 2026

a) We are aligning implementation reports with fiscal year funding cycles. As a result, the first implementation period is from the previous grant cycle.

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

San Bernardino County  
Agency Name



Signature of MCAH Director

PEI 23-36  
Agreement/Grant Number



Date

Monique Amis  
Printed Name of MCAH Director

**Goal 1: To align services with the Black Infant Health Program, oversee administration of the PEI and ensure program implementation, planning evaluation, program oversight, accurate completion of data entry activities and fiscal management is completed in compliance with CDPH-MCAH Guidelines.**

Objectives	Activity	Evaluation Measures/Deliverables (Report on these measures in the Annual Report)
<p>1.1 LHJs will provide oversight, maintain program fidelity, fiscal management and demonstrate that PEI activities are conducted as required in the PEI Scope of Work (SOW), CDPH-MCAH Fiscal Policies and Procedures (P&amp;Ps), and PEI P&amp;Ps. <a href="http://cdph.ca.gov/Programs/CFH/DMCAH/Pages/Fiscal-Documents.aspx">cdph.ca.gov/Programs/CFH/DMCAH/Pages/Fiscal-Documents.aspx</a></p>	<p>1. Implement the program activities as defined in the SOW.</p> <p>2. Local PEI Coordinator will coordinate and collaborate with MCAH Director to complete, review, and approve the PEI budget prior to submission.</p> <p>3. Complete PEI Reports as directed by CDPH MCAH-PEI.</p> <p>4. Ensure the following key staffing roles are filled:</p> <ul style="list-style-type: none"> <li>• 1.0 Full-Time Equivalent (FTE) PEI Coordinator</li> <li>• 0.25 FTE Data Entry position</li> </ul> <p>5. Notify MCAH-PEI within five (5) business days of any hire (include start date) or staff vacancy (indicate last day in program).</p>	<p>1. Submit PEI Reports according to the reporting schedule established by CDPH-MCAH-PEI.</p>
<p>1.2 All local PEI staff will maintain and increase staff competency.</p>	<p>1. Ensure that all key local PEI staff participates in training or educational opportunities designed to enhance cultural sensitivity.</p>	<p>1. Submit number of trainings and conferences (both state and local) attended by local PEI staff and/or subcontractors during each FY according to the reporting schedule.</p>

	<p>2. Ensure that the local PEI Coordinator and all direct service staff attend mandatory MCAH Division-sponsored training(s).</p> <p>3. Ensure all key local PEI staff and/or their subcontractors participate in available trainings pertinent to the interventions selected in their jurisdiction.</p>	
1.3 Complete annual Turn the Curve (TTC) thinking process.	1. Complete TTC process with PEI learning cohorts and with county partners for each implemented intervention based on guidance provided by CDPH-MCAH.	<p>1. Submit annual TTC report by July 31<sup>st</sup> of each state fiscal year.</p> <p>2. Complete annual TTC process with learning collaborative cohort for each implemented intervention.</p> <p>3. Complete TTC process as needed with county partners.</p>

**Goal 2: Fund county health departments to develop local community grants to reduce Black Maternal and Infant Mortality/Morbidity by expanding the scope of interventions to compliment current Black Infant Health (BIH) Programming.**

Objectives	Activity	Evaluation Measures/Deliverables (Report on these measures in the Annual Report)
2.1 Fund/contract with community-based organizations (CBOs) to implement at least two (2) of five (5) legislated PEI interventions:	<p>1. Attend all learning collaborative cohorts:</p> <ul style="list-style-type: none"> <li>Monthly calls or meetings for Community Advisory Board and Public Awareness Campaign updates.</li> </ul>	1. Provide intervention progress and share successes and challenges on monthly or bi-monthly learning collaborative calls.

<ul style="list-style-type: none"> <li>• Evidence-based or evidence-informed group prenatal care program</li> <li>• Pregnancy intentionality, preconception and/or interconception care program</li> <li>• Fatherhood or partnership initiative that supports engagement of partners in pregnancy and childbearing</li> <li>• Evidence-based or evidence-informed home visitation program</li> <li>• A strategy not described above that is justified based on local needs and resources, that combines social interventions with medical interventions including but not limited to: <ul style="list-style-type: none"> <li>a) Assessment</li> <li>b) Increase patient empowerment</li> <li>c) Doulas</li> <li>d) Patient navigator services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Monthly or Bi-monthly calls/meetings for legislated PEI interventions.</li> </ul> <ol style="list-style-type: none"> <li>2. Ensure Results-Based Accountability activities are completed.</li> <li>3. Ensure there is plan in place to meet the needs of your populations in the event of an emergency that may disrupt services.</li> <li>4. Maintain records and other documentation for auditing purposes. See Audit and Record Retention Section in the CDPH-MCAH Fiscal P&amp;Ps.</li> </ol>	<ol style="list-style-type: none"> <li>2. See Goal 3 outcomes.</li> <li>3. Share your plan for meeting the needs of your populations in the event of an emergency that may disrupt services .</li> </ol>
<p>2.2 Conduct site visits (either virtually or in-person) to ensure culturally affirming site for implementation of services.</p>	<ol style="list-style-type: none"> <li>1. Develop a schedule for visiting each CBO.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit schedule to CDPH-MCAH-PEI according to the reporting schedule.</li> </ol>

**Goal 3: Incorporate Results-Based Accountability (RBA) using the Clear Impact Scorecard to monitor program performance.**

Objectives	Activity	Evaluation Measures/Deliverables (Report on these measures in the Annual Report)
3.1 LHJs and their subcontractors will attend RBA training(s).	<ol style="list-style-type: none"> <li>1. Purchase and/or maintain Clear Impact's scorecard for use at the county and community-based organizations.</li> <li>2. Ensure that local key county personnel and CBOs participate in and/or review a recording of Clear Impact's RBA training(s).</li> <li>3. Learn when and how to implement Clear Impact's TTC process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit a list of staff that have attended RBA training (either virtually or in-person).</li> <li>2. Maintain an LHJ scorecard and input data according to the schedule established by CDPH-MCAH PEI.</li> <li>3. Complete quarterly TTC meetings as needed for each implemented intervention.</li> </ol>
3.2 Maintain and/or establish a data collection method for CBOs to input data into RBA scorecard.	<ol style="list-style-type: none"> <li>1. Develop, identify, or utilize existing database(s) to collect data that will later be summarized for entry into the RBA scorecard.</li> <li>2. Ensure CBOs are entering data in RBA scorecard quarterly based on guidance provided by CDPH-MCAH.</li> <li>3. Provide technical assistance to CBOs to ensure data entry into the RBA scorecard is accurate and adheres to CDPH-MCAH guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit name of database(s) used to collect data for each of your interventions (i.e., evidenced-based, evidenced-informed, promising practice, public awareness campaign, community-advisory board) for entry into the RBA scorecard according to the reporting schedule.</li> <li>2. Share plan for CBOs to input data, including frequency of data entry into the RBA scorecard to CDPH-MCAH according to the reporting schedule.</li> <li>3. Share your plan for LHJ review of the data entered by the CBO prior to submission to MCAH according to the reporting schedule.</li> </ol>



3.3 Work with CDPH-MCAH to develop and/or refine performance measures for scorecard.	<ol style="list-style-type: none"> <li>1. Attend learning collaborative cohort meeting for performance measures.</li> <li>2. Work with Community Advisory Board (CAB) and CBOs to ensure measures continue to meet the community needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incorporate performance measures into scorecard based on LHJ priorities and guidance provided by CDPH-MCAH.</li> <li>2. Submit county scorecard with MCAH by July with each annual report.</li> </ol>
3.4 Participate in technical assistance (TA) calls with CDPH-MCAH.	<ol style="list-style-type: none"> <li>1. Attend and participate in quarterly TA calls to provide program updates and ensure accuracy of data entered in scorecards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Update PM data based on feedback provided by CDPH-MCAH.</li> </ol>

**Goal 4: Conduct local public awareness efforts that address birth outcome inequalities to improve prenatal health and birth outcomes for Black women and babies.**

Objectives	Activity	Evaluation Measures/Deliverables (Report on these measures in the Annual Report)
4.1 Maintain a local Public Awareness Campaign to inform the community about African-American birth outcome inequities and/or the root causes of these inequities.	<ol style="list-style-type: none"> <li>1. Maintain a Public Awareness Campaign that is focus-tested with targeted community Members.</li> <li>2. Incorporate key dates into public awareness efforts. For example: <ul style="list-style-type: none"> <li>• National Prematurity Day</li> <li>• Black Infant Mortality Week</li> <li>• Black Breastfeeding Week</li> </ul> </li> <li>3. Track outreach and impact of the awareness campaign via RBA PMs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Share ongoing progress in maintaining campaign in learning collaborative cohort.</li> <li>2. Share final and/or updated campaign components once complete according to the reporting schedule.</li> </ol>

**Goal 5: Conduct local CAB efforts around birth outcome inequalities to improve prenatal health and birth outcomes.**

Objectives	Activity	Evaluation Measures/Deliverables (Report on these measures in the Annual Report)
5.1 Maintain a local collaborative that focuses on Black Maternal and Infant mortality/morbidity.	1. Reach out to local partners (i.e., hospitals, health centers, county clinics, CBOs, etc.) to create a network of partnerships.  2. Ensure representation of BIH staff on CAB and coordination/collaboration between PEI and BIH programs.  3. Ensure representation of target population for selected interventions is on CAB.	1. Provide a list of CAB members and role/affiliated agency according to the reporting schedule.
5.2 Ensure community partners are engaged during the implementation of the interventions and are invited to TTC meetings.	1. Hold regularly scheduled CAB meetings.	1. Provide a schedule of CAB meetings according to the reporting schedule.  2. Document quarterly TTC meetings via the TTC view in your RBA scorecard.

### CONTRACTOR EQUIPMENT PURCHASED WITH CDPH FUNDS

Current Contract Number: PEI 23-36

Previous Contract Number (if applicable): 21-10601

Contractor's Name: San Bernardino County

Maternal Child and Adolescent Health

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

San Bernardino, CA 92415

Contractor's Contact Person: Monique Amis

Contact's Telephone Number: 909-387-6218

Date Current Contract Expires: 06/30/2024

CDPH Program Name: Perinatal Equity Initiative

CDPH Program Contract Manager: Jason Luu

CDPH Program Address: 1615 Capitol Ave, Sacratmento CA 95814

CDPH Program Contract Manager's Telephone Number: 916-650-0347

Date of this Report:

**(THIS IS NOT A BUDGET FORM)**

[illegible]

## INSTRUCTIONS FOR CDPH 1203 (Please read carefully.)

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to tag contract equipment and/or property (see definitions A, and B) which is purchased with CDPH funds and is used to conduct state business under this contract. After the Standard Agreement has been approved and each time state/CDPH equipment and/or property has been received, the CDPH Program Contract Manager is responsible for obtaining the information from the Contractor and submitting this form to CDPH AM. The CDPH Program Contract Manager is responsible for ensuring the information is complete and accurate. (See *Public Health Administrative Manual (PHAM)*, Section 1-1030 and Section 1-1070.)

Upon receipt of this form from the CDPH Program Contract Manager, AM will fill in the first column with the assigned state/ CDPH property tag, if applicable, for each item (See definitions A and B). AM will return the original form to the CDPH Program Contract Manager, along with the appropriate property tags. The CDPH Program Contract Manager will then forward the property tags and the original form to the Contractor and retain one copy until the termination of this contract. The Contractor should place property tags in plain sight and, to the extent possible, on the item's front left-hand corner. The manufacturer's brand name and model number are not to be covered by the property tags.

1. If the item was shipped via the CDPH warehouse and was issued a state/CDPH property tag by warehouse staff, fill in the assigned property tag. If the item was shipped directly to the Contractor, leave the first column blank.
2. Provide the quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:
  - A. **Major Equipment:**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).**These items are issued green numbered state/ CDPH property tags.**
  - B. **Minor Equipment/Property:** Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. **These items are issued green unnumbered "BLANK" state/ CDPH property tags** with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers, and switches. NOTE: It is CDPH policy not to tag modular furniture. (See your Federal rules, if applicable.)
3. Provide the CDPH Purchase Order (STD 65) number if the items were purchased by CDPH.
4. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services.
5. If all items being reported do not fit on one form, make copies and write the number of pages being sent in the upper right-hand corner (e.g., "Page 1 of 3.") The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS 1801, P.O. Box 997377, 1501 Capitol Avenue, Sacramento, CA 95899-7377.
6. Property tags that have been lost or destroyed must be replaced. Replacement property tags can be obtained by contacting AM at (916) 341-6168.
7. Use the version on the CDPH Intranet forms site. The CDPH 1203 consists of one page for completion and one page with information and instructions.

### INVENTORY/DISPOSITION OF CDPH-FUNDED EQUIPMENT

Date Current Contract Expires: 06/30/2024

CDPH Program Name: Perinatal Equity Initiative

CDPH Program Contract Manager: Jason Luu

CDPH Program Address: 1615 Capitol Ave, Sacramento CA 95814

CDPH Program Contract Manager's Telephone Number: 916-650-0347

Date of this Report:

Date of this Report:

**(THIS IS NOT A BUDGET FORM)**

[illegible]

## INSTRUCTIONS FOR CDPH 1204 (Please read carefully.)

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to: (a) conduct an inventory of CDPH equipment and/or property (see definitions A, and B) in the possession of the Contractor and/or Subcontractors, and (b) dispose of these same items. Report all items, regardless of the items' ages, per number 1 below, purchased with CDPH funds and used to conduct state business under this contract. (See *Public Health Administrative Manual (PHAM)*, Section 1-1000 and Section 3-1320.)

The CDPH Program Contract Manager is responsible for obtaining information from the Contractor for this form. The CDPH Program Contract Manager is responsible for the accuracy and completeness of the information and for submitting it to AM.

**Inventory:** List all CDPH tagged equipment and/or property on this form and submit it within 30 days prior to the three-year anniversary of the contract's effective date, if applicable. **The inventory should be based on previously submitted CDPH 1203s**, "Contractor Equipment Purchased with CDPH Funds." AM will contact the CDPH Program Contract Manager if there are any discrepancies. (See PHAM, Section 1-1020.)

**Disposal:** (*Definition: Trade in, sell, junk, salvage, donate, or transfer; also, items lost, stolen, or destroyed (as by fire).*) The CDPH 1204 should be completed, along with a "Property Survey Report" (STD. 152) or a "Property Transfer Report" (STD. 158), whenever items need to be disposed of; (a) during the term of this contract and (b) 30 calendar days before the termination of this contract. After receipt of this form, the AM will contact the CDPH Program Contract Manager to arrange for the appropriate disposal/transfer of the items. (See PHAM, Section 1-1050.)

1. List the state/ CDPH property tag, quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of;
  - A. Major Equipment: **(These items were issued green numbered state/ CDPH property tags.)**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video.)
  - B. Minor Equipment/Property: **(These items were issued green state/ CDPH property tags.)**

Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. The minor equipment and/or property items were issued green unnumbered "BLANK" state/ CDPH property tags with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers and switches.
2. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services. (See PHAM, Section 17-4000.)
3. If all items being reported do not fit on one page, make copies and write the number of pages being sent in the upper right-hand corner (e.g. "Page 1 of 3.")
4. The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS1801, P.O. Box 997377, Sacramento, CA 95899-7377.
5. Use the version on the CDPH Intranet forms site. The CDPH 1204 consists of one page for completion and one page with information and instructions.

For more information on completing this form, call AM at (916) 341-6168.

**BUDGET SUMMARY**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	ANNUALLY	ORIGINAL	ACTIVE	(980,310)

Rev. 7/22/20

REV. 11/21/20

PURPOSE:	Perinatal Equity Initiative (PEI)		FUNDING SOURCE, Service Location		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	San Bernardino									
AGREEMENT #:	23-36	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:		TOTAL FUNDING	%	\$	%	\$	%	\$	%	\$
FUNDING TOTALS		980,310								

EXPENSE CATEGORY										
PERSONNEL	\$166,257	100.00%	\$166,257							
FRINGE BENEFITS	\$93,503	100.00%	\$93,503							
OPERATING	\$50,728	100.00%	\$50,728							
EQUIPMENT										
TRAVEL	\$5,090	100.00%	\$5,090							
SUBCONTRACTS	\$619,663	100.00%	\$619,663							
OTHER COSTS										
INDIRECT COST	\$45,069	17.35%	\$45,069							
BUDGET TOTALS	\$980,310	100.00%	\$980,310							
BALANCES	=====>		-\$980,310							

**Maximum Amount Payable:**

**\$980,310**

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

Signature over

Printed Name

  
Stewart Hunter  
Project Director

5-11-23

DATE

**State Use Only**

FUNDING SOURCE

Service Location

ORIGINAL BUDGET

PURPOSE:	<b>Perinatal Equity Initiative (PEI)</b>		FUNDING SOURCE, Service Location		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	<b>San Bernardino</b>									
AGREEMENT #:	<b>23-36</b>	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:		TOTAL FUNDING	%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>		<b>980,310</b>								

<b>EXPENSE CATEGORY</b>										
PERSONNEL				166,257						
FRINGE BENEFITS				93,503						
OPERATING				50,728						
EQUIPMENT										
TRAVEL				5,090						
SUBCONTRACTS				619,663						
OTHER COSTS										
INDIRECT COST				45,069						
Totals for PCA Codes		980,310		980,310						

PERSONNEL						Remaining Funds				
TOTAL PERSONNEL COSTS						100.00%	166,257			
TOTAL WAGES							166,257			
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES						
1 TC	Accountant III	5.00%	77,847	3,892	100.00%	3,892				
2 SJ	Administrative Supervisor I	15.00%	87,523	13,128	100.00%	13,128				
3 Various	Automated Systems Analyst I	1.00%	69,197	692	100.00%	692				
4 Various	Automated Systems Technician	1.00%	51,090	511	100.00%	511				
5 MA	Public Health Division Chief	1.00%	145,613	1,456	100.00%	1,456				
6 DP	Public Health Epidemiologist	5.00%	70,650	3,533	100.00%	3,533				
7 AU	Fiscal Assistant	1.00%	43,096	431	100.00%	431				
8 CL	Fiscal Specialist	1.00%	47,373	474	100.00%	474				
9 JB	Health Education Specialist II	1.00%	60,975	610	100.00%	610				
10 Various	Media Specialist I	3.00%	59,948	1,798	100.00%	1,798				
11 SP	Public Health Nurse Manager	3.00%	104,399	3,132.00	100.00%	3,132				
12 EF	Office Assistant II	15.00%	38,856	5,828.00	100.00%	5,828				
13 LL	Public Health Nurse II	1.00%	91,551	916.00	100.00%	916				
14 EA	Public Health Project Coordinator	100.00%	79,530	79,530.00	100.00%	79,530				
15 SH	Public Health Program Manager	12.00%	102,793	12,335.00	100.00%	12,335				
16 MM	Program Specialist	55.00%	65,136	35,825.00	100.00%	35,825				
17 KG	Secretary I	2.00%	46,770	935.00	100.00%	935				
18 JS	Social Service Practitioner	1.00%	71,185	712.00	100.00%	712				
19 AF	Supervising Office Assistant	1.00%	51,853	519.00	100.00%	519				
47										

FRINGE BENEFITS				Remaining Funds						
TOTAL FRINGE BENEFITS				100.00%	93,503					
					93,503					



PURPOSE:	<b>Perinatal Equity Initiative (PEI)</b>		FUNDING SOURCE, Service Location		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	<b>San Bernardino</b>									
AGREEMENT #:	<b>23-36</b>	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:		TOTAL FUNDING	%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>		<b>980,310</b>								

EXPENSE CATEGORY										
<b>OPERATING</b>			Remaining Funds							
TOTAL OPERATING EXPENSES		50,728	100.00%	50,728						
1	Training (any non-state sponsored training requires prior program consultant approval)	5,000	100.00%	5,000						
2	Space Rental	2,078	100.00%	2,078						
3	General Expenses (office supplies, telephone, postage, Communications, photocopying, curriculum and software)	38,400	100.00%	38,400						
4	County Counsel/Contracts Unit	3,000	100.00%	3,000						
5	Computer Equipment	2,250	100.00%	2,250						
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

<b>EQUIPMENT</b>			Remaining Funds							
TOTAL EQUIPMENT EXPENSES										
1										
2										
3										
4										
5										

<b>TRAVEL</b>			Remaining Funds							
TOTAL TRAVEL EXPENSES		5,090	100.00%	5,090						
1	Travel (mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares and car rental)	4,940	100.00%	4,940						
2	Local Travel (meetings)	150	100.00%	150						
3										
4										
5										

<b>SUBCONTRACTS</b>			Remaining Funds							
TOTAL SUBCONTRACT EXPENSES		619,663	100.00%	619,663						
1	San Bernardino Fatherhood - Fatherhood Engagement	100,750	100.00%	100,750						
2	California Black Women's Health Project - Doula Services	200,000	100.00%	200,000						

ORIGINAL BUDGET

PURPOSE:	<b>Perinatal Equity Initiative (PEI)</b>		FUNDING SOURCE, Service Location		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	<b>San Bernardino</b>									
AGREEMENT #:	<b>23-36</b>	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:		TOTAL FUNDING	%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>		<b>980,310</b>								

EXPENSE CATEGORY										
3	Nice Media Group - Media Campaign Services	75,000	100.00%	75,000						
4	Personal Support (up to \$100,000)	100,000	100.00%	100,000						
5	Implicit Bias (up to \$50,000)	50,000	100.00%	50,000						
6	Other Community-based Contracts (to be determined)	93,913	100.00%	93,913						
7										

OTHER COSTS		Remaining Funds								
TOTAL OTHER COSTS										
1										
2										
3										
4										
15										

INDIRECT COST		Remaining Funds								
TOTAL INDIRECT COSTS		45,069	100.00%	45,069						
17.35% of Total Personnel and Benefits		45,069	100.00%	45,069						

# 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: PEI 23-36 Agreement                     

Program Name: ☒ PEI ☐ Term: BIH ☐

Approved Program Maximum Amount	\$980,310.00
---------------------------------	--------------

Payable: Program Director/Coordinator: Elizabeth Amezcua, PEI Coordinator

### SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: California Black Women's Health Project

Address: 9800 South La Cienega Blvd., Suite 905, Inglewood, CA 90301

Subcontractor Contact: Sonya Young Aadam

Phone Number: 310 412-1828 Ext. 1

Total Subcontract Amount: \$200,000

Is Subcontract:

☐ Single Year Agreement

☒ Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): 09/03/2021 through 09/02/2023

Current Fiscal Year (FY) Subcontract Amount: \$200,000

Current FY Subcontract Period: 09/03/2022 through 09/02/2023

Federal ID Number or Social Security Number: 95-4702923

Subcontractor's Program Director (N/A for consultants): Sonya Young Aadam

Phone Number: 310 412-1828 Ext. 1

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:

Date:

Eric Patrick

5/11/2023

## **Explanation of Award Process – PEI Program Services (Doula)**

### Procurement Type

The County of San Bernardino conducted a formal Request for Proposals (RFP) procurement process to identify and select a subcontractor(s) to provide doula services for Perinatal Equity Initiative (PEI) throughout the County.

### Desirability of Incurring the Cost

Due to disproportionate rates for infant and maternal mortality for Black/African American babies and mothers in San Bernardino County, the Department of Public Health (DPH) sought proposals from interested and qualified individuals, organizations, and firms to provide doula services in San Bernardino County. The PEI Community Advisory Board identified the intervention as a priority for the County, as mothers typically use less pain medication during labor, are less likely to be induced and/or have a Cesarean procedure, and frequently report a better delivery.

### Notification of Procurement

The County posted a notice of release of the RFP on its webpages (including the Purchasing Department) and the Department of Public Health sent the notice directly to organizations/agencies of which is aware that have the potential capacity to provide the services.

### Evaluation Process

The department utilizes the services of an internal unit to conduct the procurement process, including development of the document and coordination of evaluation for proposals received from all bidders. The evaluation team generally will consist of individuals with knowledge of public health services, high-risk and underserved populations, and/or fiscal and operational functions for public health programs.

The members of the evaluation team attend an initial meeting to receive copies of all proposals, a copy of the procurement document, score sheets, evaluation criteria, and instructions for the process. They review and score the proposals, and subsequently participate in a post-review meeting to discuss strengths and weaknesses of each proposal. The evaluation team provides a recommendation to the PEI Program for selection of the vendor(s) that will best serve the program.

In situations when only one proposal is received through an RFP, an evaluation team from outside the Department of Public Health is not used as there are no other proposals to evaluate and rank. Instead, the County determines if the submitted proposal is complete and technically compliant. Following, a team within the department, including the program personnel, reviews the proposal and determines if the proposal/proposer agency will meet the needs of the PEI Program and County.

### Evaluation Criteria

The County uses the criteria below to determine if proposals meet the needs of the PEI Program and County.

#### PROGRAM DESCRIPTION

Weight: 15%

Considerations: Understanding of the County's needs; ability to provide services and serve target population; ability to monitor, track and report on participant statuses in a timely manner; readiness to provide required services; and capacity.

#### PERSONNEL AND QUALIFICATIONS

Weight: 25%

Considerations: Staffing levels, qualifications and experience; adequacy of support staff and subcontractors; cultural competence, and organizational chart – resumes.

#### EXPERIENCE

Weight: 25%

Considerations: Experience in providing required services; experience with similar projects and entities; cultural competence, and significant experience serving the target population.

#### COST/BUDGET

Weight: 20%

Considerations: Reasonableness of costs.

#### REFERENCES

Weight: 15%

Considerations: Satisfactory performance of similar work, demonstrated knowledge and expertise, work product, quality of interactions, capability of assigned team members, and likelihood of continued use.

While cost is a major consideration in the evaluation process, selection will be based on the determination of which Proposal will best meet the needs of the County and the requirements of the RFP.

The County may, at its sole discretion, create a shortlist of Proposals for further evaluation; require an oral interview, presentation, or demonstration; and utilize outside experts to assist in the evaluation process; and/or issue a request for Best and Final Offer (BAFO) from one or more Proposers.

#### Contract Negotiations

Prior to contract award, the department will request additional information to clarify aspects of each proposal, as necessary, including staffing, plan for the media campaign, components of the media campaign, geographical areas for services, and budget or cost per component.

#### Approval by Board of Supervisors

Following the evaluation process and negotiation of terms, the County prepared a contract with the agency recommended by the evaluation team with concurrence by the program personnel of the Department of Public Health. The contract was approved by the County of San Bernardino Purchasing Department.



05/04/2023

## DELEGATION OF AUTHORITY LETTER

By means of this letter, I, Gloria Morrow, Ph.D., delegate the authority herein described to Sonya Young Aadam, CEO, on the following terms and conditions:

1. The CEO may review and execute, on behalf of CA Black Women's Health Project, contracts in an amount and duration not to exceed [no Dollar Limit set] and [no Period of Time set] respectively.
2. The contracts subject to this delegation are those relating to Contract ID # 21-004 Community Doula Services Program Interventions.
3. The effective date of this delegation is 10/20/2022. It shall run until I revoke it, the delegation is no longer serving in this position described in this delegation, or the end of fiscal year, whichever comes first.
4. **The authority delegated in this document shall not be sub-delegated.**

## California Black Women's Health Project

*"Committed to improving the health of Black women and girls in California."*

### **Board of Directors**

Tyan Parker Dominguez, Ph.D. Chair  
William F. Covington III, MBA, Treasurer  
Gloria Morrow, Ph.D., Secretary  
Dorian L. Harriston, MA  
Sheila James, BA  
Rochelle McLaurin, MBA

### **Advisory Board**

Diane Mitchell Henry  
Cheryle Bernard-Shaw Morgan, Esq.  
Karin Elliott Brown, MSW, MA, Ph.D.  
Lakshmi Emory, MD  
Michele Griffith, MD  
Marjorie Sims, MA  
Karin Stanford, Ph.D.  
Melissa Welch, MD, MPH.  
Allysunn Williams, MPH

### **Staff & Administration**

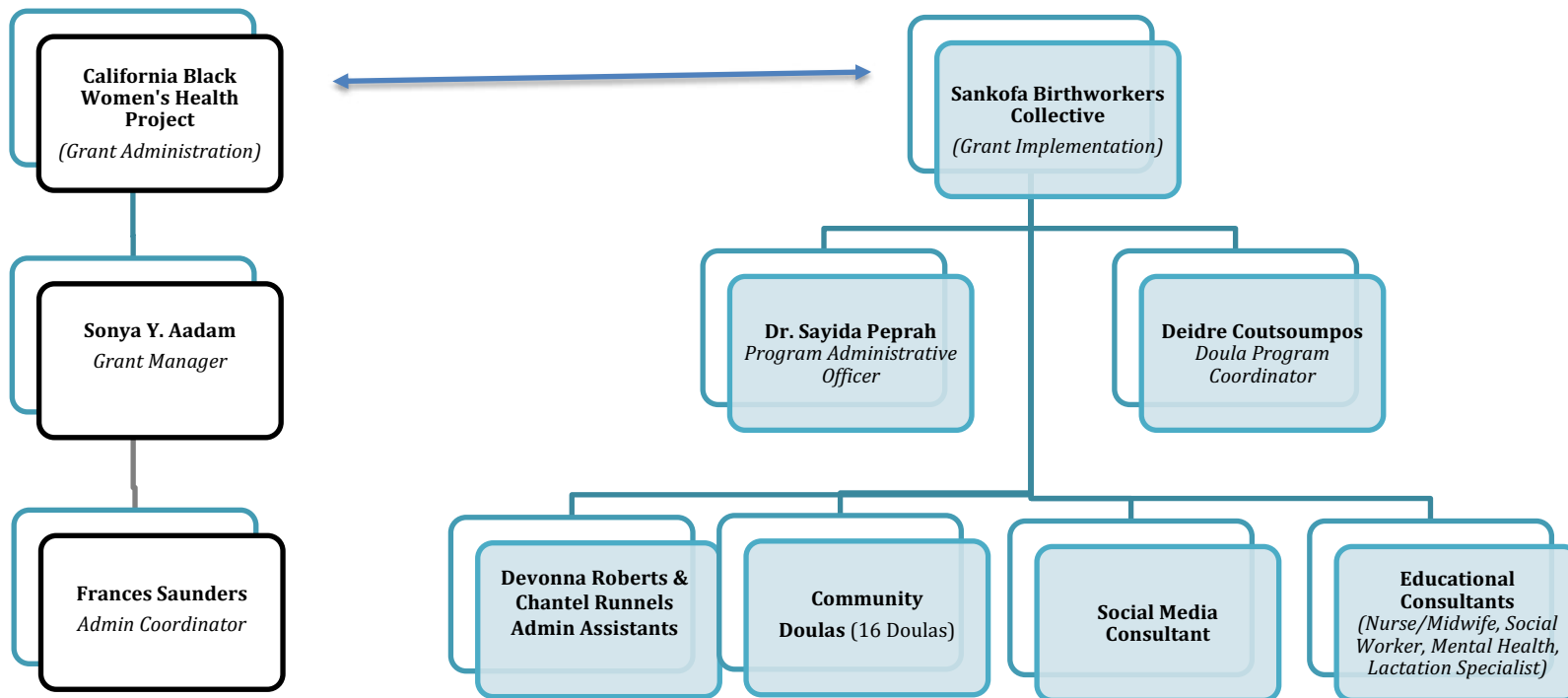
Sonya Young Aadam, CEO  
Carlene A. Davis, Strategic Director/Evaluator  
Geneses Davis, Director – Marketing/Comms.  
Natalie Champion, Project Manager  
Raena Granberry, Sr. Manager Maternal Health  
Brianna Holmes, Grants & Admin Manager  
Alyssa Young, Community Liaison Manager  
Frances Saunders, Administrative Coordinator  
Mariah Maye, Marketing Coordinator

*Dr. G Morrow* Date: 05/04/2023  
Gloria Morrow, Ph.D.  
Board Secretary

## State Office

CABWHP State Office  
9800 S. La Cienega Blvd., Suite 905  
Inglewood, CA 90301  
Phone: (310) 412-1828  
Fax: (310) 412-0923  
Email: wellwoman@cabwhp.org

**ORGANIZATIONAL CHART 2023**  
**California Black Women's Health Project & Sankofa Birthworkers Collective**







# California Black Women's Health Project

*"Committed to improving the health of Black women and girls in California."*

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## **State Office**

CABWHP State Office  
9800 S. La Cienega Blvd., Suite 905  
Inglewood, CA 90301  
Phone: (310) 412-1828  
Fax: (310) 412-0923  
Email: [wellwoman@cabwhp.org](mailto:wellwoman@cabwhp.org)

## Job Descriptions – CABWHP/Sankofa Birthworker Collective County Doula Service Contracts

### Sonya Young Aadam, CABWHP/CEO

- responsible for performing to guide organization's practices and procedures; overseeing organizational operations, communicating between project members and County contract management; making important decisions that impact standing and financial health or the project

### Frances Saunders, CABWHP/Admin Coordinator

- oversees and coordinates administrative responsibilities, including expense and invoice processing, pre-employment screening, and other supportive activities in service to the Doula contract

### Dr. Sayida Peprah, PsyD, Doula, Program Administrative Officer

- one of the founders and advisors for Sankofa Birthworkers Collective & Program Manager, overseeing programmatic needs of the project, including management, recruiting, and direct service

### Deidre Coutsoumpos, CD(DONA), CBE(BFW), ICCE, CLEC, Doula Program Coordinator

- one of the founders and advisors for Sankofa Birthworkers Collective & Coordinates programmatic needs of the project, including management, recruiting, and direct service

### Devona Robertson & Chantel Runnel, Administrative Coordinators

- collect and organize data, from the community doulas, regarding the outcomes of the services and births of the clients. Conduct monthly data entry into the RBA data system. Provide additional administrative assistant to the team, as needed.

### Community Doulas

- provide direct doula services to African American women in Riverside County, with particular focus on those in the Black Infant Health (BIH) program. Assist in recruiting pregnant African American women to enroll in the program.

**BUDGET SUMMARY**

**SUBCONTRACT**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	ANNUALLY	ORIGINAL	ACTIVE	
Rev. 7/22/20				

PURPOSE:	Perinatal Equity Initiative (PEI)		FUNDING SOURCE, Service Location	
CONTRACTOR:	San Bernardino			
AGREEMENT #:	23-26	(1)	(2)	(3)
SUBK:	CA Black Women's Health Project	TOTAL FUNDING	%	\$
FUNDING TOTALS		200,000		200,000

EXPENSE CATEGORY			
PERSONNEL	\$167,000	100.00%	\$167,000
FRINGE BENEFITS			
OPERATING	\$10,000	100.00%	\$10,000
EQUIPMENT			
TRAVEL	\$3,000	100.00%	\$3,000
SUBCONTRACTS			
OTHER COSTS			
INDIRECT COST	\$20,000	100.00%	\$20,000
BUDGET TOTALS	\$200,000	100.00%	\$200,000
BALANCES	=====>		



# ORIGINAL BUDGET

PURPOSE:	Perinatal Equity Initiative (PEI)		FUNDING SOURCE, Service Location	
CONTRACTOR:	San Bernardino			
AGREEMENT #:	23-26	(1)	(2)	(3)
SUBK:	CA Black Women's Health Project	TOTAL FUNDING	%	\$
FUNDING TOTALS		200,000		200,000

EXPENSE CATEGORY		
Maximum Amount Payable:	\$200,000	

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

Signature over

Printed Name

Stewart Hunter

Project Director

5/11/2023

DATE

State Use Only	FUNDING SOURCE	
	Service Location	
PERSONNEL		167,000

## ORIGINAL BUDGET

<b>PURPOSE:</b>	<b>Perinatal Equity Initiative (PEI)</b>		<b>FUNDING SOURCE, Service Location</b>	
<b>CONTRACTOR:</b>	<b>San Bernardino</b>			
<b>AGREEMENT #:</b>	<b>23-26</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>CA Black Women's Health Project</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>200,000</b>		<b>200,000</b>

<b>EXPENSE CATEGORY</b>			
<b>FRINGE BENEFITS</b>			
<b>OPERATING</b>			10,000
<b>EQUIPMENT</b>			
<b>TRAVEL</b>			3,000
<b>SUBCONTRACTS</b>			
<b>OTHER COSTS</b>			
<b>INDIRECT COST</b>			20,000
<b>Totals for PCA Codes</b>	<b>200,000</b>		<b>200,000</b>

<b>PERSONNEL</b>						<b>Remaining Funds</b>	
						100.00%	167,000
<b>TOTAL PERSONNEL COSTS</b>					<b>167,000</b>		<b>167,000</b>
<b>TOTAL WAGES</b>					<b>167,000</b>		<b>167,000</b>
	<b>INITIALS</b>	<b>TITLE OR CLASS.</b>	<b>FTE %</b>	<b>ANNUAL SALARY</b>	<b>TOTAL WAGES</b>		
1		Program Coordinator	100%	29,250	29,250	100.00%	29,250
2		Program and Training Manager	100%	29,250	29,250	100.00%	29,250
3		Program Manager	100%	29,250	29,250	100.00%	29,250
4		Administrative Assistant	100%	29,250	29,250	100.00%	29,250
5		Doulas	100%	50,000	50,000	100.00%	50,000



## ORIGINAL BUDGET

<b>PURPOSE:</b>	<b>Perinatal Equity Initiative (PEI)</b>			<b>FUNDING SOURCE, Service Location</b>	
<b>CONTRACTOR:</b>	<b>San Bernardino</b>				
<b>AGREEMENT #:</b>	<b>23-26</b>		(1)	(2)	(3)
<b>SUBK:</b>	<b>CA Black Women's Health Project</b>		<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>			<b>200,000</b>		<b>200,000</b>

<b>EXPENSE CATEGORY</b>							
6							
7							
8							
9							
10							

<b>FRINGE BENEFITS</b>			<b>Remaining Funds</b>	
<b>TOTAL FRINGE BENEFITS</b>				

## ORIGINAL BUDGET

<b>PURPOSE:</b>	<b>Perinatal Equity Initiative (PEI)</b>		<b>FUNDING SOURCE, Service Location</b>	
<b>CONTRACTOR:</b>	<b>San Bernardino</b>			
<b>AGREEMENT #:</b>	<b>23-26</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>CA Black Women's Health Project</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>200,000</b>		<b>200,000</b>

EXPENSE CATEGORY				
<b>OPERATING</b>		<b>Remaining Funds</b>		
		100.00%		10,000
<b>TOTAL OPERATING EXPENSES</b>		<b>10,000</b>		<b>10,000</b>
1	General Expenses (office supplies, telephone, postage, communications, photocopying, curriculum)	10,000	100.00%	10,000
2				
3				
4				
5				

<b>EQUIPMENT</b>		<b>Remaining Funds</b>		
<b>TOTAL EQUIPMENT EXPENSES</b>				
1				
2				
3				
4				
5				

<b>TRAVEL</b>		<b>Remaining Funds</b>		
		100.00%		3,000
<b>TOTAL TRAVEL EXPENSES</b>		<b>3,000</b>		<b>3,000</b>
1	Mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fees and car rental	3,000	100.00%	3,000

## ORIGINAL BUDGET

<b>PURPOSE:</b>	<b>Perinatal Equity Initiative (PEI)</b>		<b>FUNDING SOURCE, Service Location</b>	
<b>CONTRACTOR:</b>	<b>San Bernardino</b>			
<b>AGREEMENT #:</b>	<b>23-26</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>CA Black Women's Health Project</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>200,000</b>		<b>200,000</b>

EXPENSE CATEGORY				
2				
3				
4				
5				

SUBCONTRACTS		Remaining Funds	
<b>TOTAL SUBCONTRACT EXPENSES</b>			
1			
2			
3			
4			
5			

OTHER COSTS		Remaining Funds	
<b>TOTAL OTHER COSTS</b>			
1			
2			
3			
4			
5			



# ORIGINAL BUDGET

PURPOSE:	<b>Perinatal Equity Initiative (PEI)</b>		<b>FUNDING SOURCE, Service Location</b>	
CONTRACTOR:	<b>San Bernardino</b>			
AGREEMENT #:	<b>23-26</b>	(1)	(2)	(3)
SUBK:	<b>CA Black Women's Health Project</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>200,000</b>		<b>200,000</b>

<b>EXPENSE CATEGORY</b>			
-------------------------	--	--	--

<b>INDIRECT COST</b>	<b>Remaining Funds</b>		
	100.00%	20,000	
<b>TOTAL INDIRECT COSTS</b>	<b>20,000</b>		<b>20,000</b>
11.98% of Total Personnel and Benefits	20,000	100.00%	20,000



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: PEI 23-36 Agreement

Program Name: ☒ PEI ☐ Term: BIH ☐

Approved Program Maximum Amount \$980,310.00

Payable: Program Director/Coordinator: Elizabeth Amezcua, PEI Coordinator

## SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: San Bernardino Fatherhood

Address: P.O. Box 557, Highland, CA 92346

Subcontractor Contact: Ryan Berryman Phone Number: 909 567-9508

Total Subcontract Amount: \$201,500

Is Subcontract: ☐ Single Year Agreement ☒ Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): 09/03/2021 - 09/02/2023

Current Fiscal Year (FY) Subcontract Amount: \$100,750

Current FY Subcontract Period: 09/03/2022 - 09/02/2023

Federal ID Number or Social Security Number: 981-2607816

Subcontractor's Program Director (N/A for consultants): Ryan Berryman

Phone Number: 909 567-9508

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:

Date:

Eric Patrick

5/11/2023

## **Explanation of Award Process – PEI Program Services (Fatherhood Engagement)**

### Procurement Type

The County of San Bernardino conducted a formal Request for Proposals (RFP) procurement process to identify and select a subcontractor(s) to conduct fatherhood engagement services for Perinatal Equity Initiative (PEI) throughout the County.

### Desirability of Incurring the Cost

Due to disproportionate rates for infant and maternal mortality for Black/African American babies and mothers in San Bernardino County, the Department of Public Health (DPH) sought proposals from interested and qualified individuals, organizations, and firms to provide fatherhood/partner engagement services in San Bernardino County. The PEI Community Advisory Board had earlier identified the intervention as a priority for the County, as mothers are less likely to suffer from post-partum depression and parenting stress when fathers are involved in rearing their children and are supportive during pregnancy.

### Notification of Procurement

The County posted a notice of release of the RFP on its webpages (including the Purchasing Department) and the Department of Public Health sent the notice directly to organizations/agencies of which is aware that have the potential capacity to provide the services.

### Evaluation Process

The department utilizes the services of an internal unit to conduct the procurement process, including development of the document and coordination of evaluation for proposals received from all bidders. The evaluation team generally will consist of individuals with knowledge of public health services, high-risk and underserved populations, and/or fiscal and operational functions for public health programs.

The members of the evaluation team attend an initial meeting to receive copies of all proposals, a copy of the procurement document, score sheets, evaluation criteria, and instructions for the process. They review and score the proposals, and subsequently participate in a post-review meeting to discuss strengths and weaknesses of each proposal. The evaluation team provides a recommendation to the PEI Program for selection of the vendor(s) that will best serve the program.

In situations when only one proposal is received through an RFP, an evaluation team from outside the Department of Public Health is not used as there are no other proposals to evaluate and rank. Instead, the County determines if the submitted proposal is complete and technically compliant. Following, a team within the department, including the program personnel, reviews the proposal and determines if the proposal/proposer agency will meet the needs of the PEI Program and County.

### Evaluation Criteria

The County uses the criteria below to determine if proposals meet the needs of the PEI Program and County.

#### PROGRAM DESCRIPTION

Weight: 15%

Considerations: Understanding of the County's needs; ability to provide services and serve target population; ability to monitor, track and report on participant statuses in a timely manner; readiness to provide required services; and capacity.

#### PERSONNEL AND QUALIFICATIONS

Weight: 25%

Considerations: Staffing levels, qualifications and experience; adequacy of support staff and subcontractors; cultural competence, and organizational chart – resumes.

#### EXPERIENCE

Weight: 25%

Considerations: Experience in providing required services; experience with similar projects and entities; cultural competence, and significant experience serving the target population.

#### COST/BUDGET

Weight: 20%

Considerations: Reasonableness of costs.

#### REFERENCES

Weight: 15%

Considerations: Satisfactory performance of similar work, demonstrated knowledge and expertise, work product, quality of interactions, capability of assigned team members, and likelihood of continued use.

While cost is a major consideration in the evaluation process, selection will be based on the determination of which Proposal will best meet the needs of the County and the requirements of the RFP.

The County may, at its sole discretion, create a shortlist of Proposals for further evaluation; require an oral interview, presentation, or demonstration; and utilize outside experts to assist in the evaluation process; and/or issue a request for Best and Final Offer (BAFO) from one or more Proposers.

#### Contract Negotiations

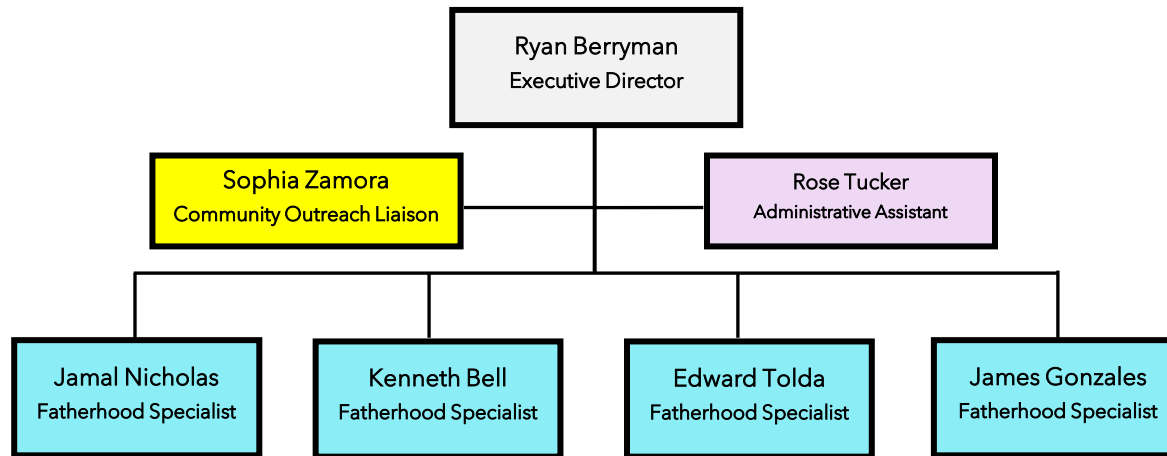
Prior to contract award, the department will request additional information to clarify aspects of each proposal, as necessary, including staffing, plan for the media campaign, components of the media campaign, geographical areas for services, and budget or cost per component.

#### Approval by Board of Supervisors

Following the evaluation process and negotiation of terms, the County prepared a contract with the agency recommended by the evaluation team with concurrence by the program personnel of the Department of Public Health. The contract was approved by the County of San Bernardino Purchasing Department.



## Organization Chart





### **Position Description**

The Executive Director acts as the lead in being responsible for developing networks and brokering relationships among individuals, groups, organizations, and agencies with a vested interest in successfully supporting fathers and strengthening families based on research, education, advocacy, policy changes and implementation, and community-based approaches.

### **Responsibilities**

#### **Community Engagement**

- Represents San Bernardino Fatherhood at County/community-level meetings and in the general community.
- Attends coalition and community meetings.
- Provide on-site services/resources in diverse lower socioeconomic communities.
- Assumes lead responsibility in meeting, project scheduling, health education materials and office files.
- Works with collaborative partners in event management, planning, and logistics.
- Serve as lead professional resource for San Bernardino Fatherhood with the community.
- Provide fatherhood education, outreach, and information services to community and supported agencies and organizations.
- Identify and provide training and resources to fathers of mothers identified under Perinatal Equity Initiative/Black Infant Health Programs.
- Responsible for networking and building partnerships with other community-based organizations.
- Organize and attend outreach events and assist with community/fatherhood presentations.
- Recruit, coordinate, and support community volunteers.

#### **Administrative**

- Collection of evaluation data in coordination with partnering agencies; synthesize data into report form.
- Generate and maintain all agency operational forms and program evaluations.
- Track and fulfill all program activities reporting requirements for San Bernardino Fatherhood.
- Recruit, train and mentor staff members.

#### **Professional Development**

- Attend agency-approved workshops, and conferences related to this position.
- Attend all agency training sessions and staff meetings.

#### **Supervisory Requirements**

- The position of Executive Director is responsible for recruitment and oversight (including training, mentoring and evaluation) of all positions for San Bernardino Fatherhood in addition to all programs provided to the community.



## **EXECUTIVE DIRECTOR**

### **Educational Requirements**

- Master of Social Work Degree from an accredited four-year college or university with four years or more of related experience and training of working with children and families.

### **Experience**

- Basic advocacy skills for fathers, children, and families.
- A minimum of 4 years of community organization experience.
- At least 4 years of case management or related experience working with men, children and/or families in a multicultural and socio-economic community.
- Experience in facilitating or teaching in a group setting.
- Strong collaboration skills.
- Strong interpersonal and communication skills.
- Efficiently use a personal computer to include a variety of word processing software.
- Ability to utilize analysis, experience, and judgment to make decisions.
- Demonstrate team objectives and San Bernardino Fatherhood's philosophies.
- Adapt to changing needs by acquiring new skills and knowledge.
- Ability to communicate fluently in English.
- Must be able to provide services within a culturally sensitive, ethnic-informed model of practice and is respectful to individuals from diverse backgrounds and communities.
- Know and comply with organization policies and procedures, HIPAA, San Bernardino County, Department of Public Health, policies and documentation guidelines, and other State/Federal regulations relating to service programs for at-risk populations.
- Present ideas, information, and viewpoints clearly, both verbally and in writing.

### **Additional Qualifications**

To perform this job successfully, an individual should have the following general knowledge:

- Ability to work flexible hours including evenings and weekends.
- Ability to work with diverse populations.
- Strong interpersonal and communication skills.
- Strong problem-solving skills.
- Strong organizational skills.
- Must have the necessary equipment to work remotely.
- Proficient in Google, Microsoft Office, including Excel, Outlook, Word, PowerPoint, etc.
- Knowledge of local community and community resources strongly preferred.

This job description in no way states or implies that these are the only duties to be performed by the incumbent for this position.



## **ADMINISTRATIVE ASSISTANT**

### **Position Description**

The Administrative Assistant supports the Executive Director and is responsible for all administrative duties relating to fatherhood program and perinatal equity initiative in supporting fathers and strengthening families.

### **Responsibilities**

#### **Community Engagement**

- Recruit, coordinate, and support community volunteers.
- Assist with event management, planning, and logistics with collaborative partners.
- Responsible for networking and building partnerships with other community-based organizations.
- Attends outreach events and assists with community/fatherhood presentations.
- Attends coalition and community meetings; provides follow-up and comprehensive information to San Bernardino Fatherhood.

#### **Administrative**

- Schedule and manage board and staff meetings, prepare the meeting agendas, record and distribute meeting minutes
- Maintain the organization's master calendar
- Manage and update the organization's contact database
- Assist in donor engagement and in drafting solicitation letters
- Manage and update donor/sponsor information
- Provide administrative support to fundraising and outreach events
- Maintain event registration
- Assist in development and execution of email campaigns
- Manage email and process general correspondence on behalf of the Executive Director
- Manage social media platforms
- Document management and records retention
- Project management
- Monitor and process payroll and related reports.
- Generate and organize Intake Form information.
- Assist with the collection of evaluation data in coordination with partnering agencies; synthesize data into report form.
- Maintain all agency operational forms and program evaluations in a timely manner (Daily Time Sheet, Mileage, etc.).
- Track and fulfill all program activity reporting requirements for San Bernardino Fatherhood.

#### **Professional Development**

- Attend agency-approved workshops, and conferences related to this position.
- Attend all agency training sessions and staff meetings.

#### **Supervisory Requirements**

- The position reports directly to the Executive Director of San Bernardino Fatherhood and has no supervisory functions.





## **ADMINISTRATIVE ASSISTANT**

### **Educational Requirements**

- Preferred: An Associate Degree or higher from an accredited college or university with two plus years of related administrative support experience.

### **Experience**

- Must have a minimum of 2 years as an administrative assistant or similar capacity.
- At least 3 years' experience working for a non-profit or organization that provides services to the underserved population
- Minimum of 5 years' experience as an Administrative/Executive Assistant is required
- College degree is preferred; some college is required
- Excellent communication and written skills
- Able to listen actively and communicate effectively with individuals and groups and be sensitive to the client population
- Organize own work and follow-through independently
- Ability to prioritize assignments/tasks, strong organizational skills, and ability to work independently
- Highly proficient in MS Office (Excel, MS Word, PowerPoint, etc.), MailChimp/Constant Contact, Dropbox, Google Suite, Canvas, Visio, Zoom
- Proficient in Trello/Asana, Eventbrite, Calendly, LinkedIn, Facebook, Twitter, Instagram
- Working knowledge of ADP / Time-entry / payroll experience.

### **Additional Qualifications**

To perform this job successfully, an individual should have the following general knowledge:

- Ability to work flexible hours including evenings and weekends.
- Ability to work with diverse populations.
- Strong interpersonal and communication skills.
- Strong problem-solving skills.
- Strong organizational skills.
- Ability to work independently and as a team.
- Must have the necessary equipment to work remotely.
- Proficient in Google, Microsoft Office, including Excel, Outlook, Word, PowerPoint, etc.
- Knowledge of local community and community resources strongly preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee/incumbent for this position. The employee/incumbent will be required to follow any other job-related instructions and to perform any other job-related duties required by the Executive Director of San Bernardino Fatherhood that is necessary for the work/assignments involved.



## **COMMUNITY OUTREACH WORKER**

### **Position Description**

The Community Outreach Worker is responsible for developing networks and brokering relationships among individuals, groups, organizations, and agencies with a vested interest in successfully supporting fathers and strengthening families based on research, education, advocacy, policy changes and implementation, and community-based approaches.

### **Responsibilities**

#### **Community Engagement**

- Act as a liaison to San Bernardino Fatherhood in the general community; represent San Bernardino Fatherhood at community-level meetings.
- Provide on-site services in diverse lower socioeconomic communities, when needed.
- Coordinate activities with collaborative partners to identify and recruit fathers/male partners for services.
- Assumes lead responsibility in meeting, project scheduling, health education materials and office files.
- Recruit, coordinate, and support community volunteers.
- Assist with event management, planning, and logistics with collaborative partners.
- Serve as a professional resource for San Bernardino Fatherhood with the community.
- Provide fatherhood education, outreach, and information services to community and supported agencies and organizations.
- Coordinate program activities with collaborative partners and assist in identifying fathers/male partners and mothers for services.
- Responsible for networking and building partnerships with other community-based organizations.
- Attends outreach events and assists with community/fatherhood presentations.
- Attends coalition and community meetings; provides follow-up and comprehensive information to San Bernardino Fatherhood.

#### **Administrative**

- Assist with the collection of evaluation data in coordination with partnering agencies; synthesize data into report form.
- Maintain all agency operational forms and program evaluations in a timely manner (Daily Time Sheet, Mileage, etc.).
- Track and fulfill all program activity reporting requirements for San Bernardino Fatherhood.

#### **Professional Development**

- Attend agency-approved workshops, and conferences related to this position.
- Attend all agency training sessions and staff meetings.

#### **Supervisory Requirements**

- The position reports directly to the Executive Director of San Bernardino Fatherhood and has no supervisory functions.



## COMMUNITY OUTREACH WORKER

### **Educational Requirements**

- Preferred: Bachelor's degree from an accredited four-year college or university; or two plus years of related experience and/or training; or AA degree in Social Work or related field, or equivalent combination of education and experience.

### **Experience**

- Basic advocacy skills for fathers, children, and families.
- A minimum of 2-3 years of community organization experience.
- At least 1 year of case management or related experience working with men, children and/or families in a multicultural and socio-economic community.
- Experience in facilitating or teaching in a group setting.
- Strong interpersonal and communication skills.
- Efficiently use a personal computer to include a variety of word processing software.
- Ability to utilize analysis, experience, and judgment to make decisions.
- Demonstrate team objectives and San Bernardino Fatherhood's philosophies.
- Adapt to changing needs by acquiring new skills and knowledge.
- Ability to communicate fluently in English.
- Must be able to provide services within a culturally sensitive, ethnic-informed model of practice and is respectful to individuals from diverse backgrounds and communities.
- Know and comply with organization policies and procedures, HIPAA, San Bernardino County, Department of Public Health, policies and documentation guidelines, and other State/Federal regulations relating to service programs for at-risk populations.
- Present ideas, information, and viewpoints clearly, both verbally and in writing.

### **Licenses and Certifications**

- Valid California Driver's License is required.
- Must maintain insurance on vehicle.

### **Additional Qualifications**

To perform this job successfully, an individual should have the following general knowledge:

- Ability to work flexible hours including evenings and weekends.
- Ability to work with diverse populations.
- Strong interpersonal and communication skills.
- Strong problem-solving skills.
- Strong organizational skills.
- Ability to work independently and as a team.
- Must have the necessary equipment to work remotely.
- Proficient in Google, Microsoft Office, including Excel, Outlook, Word, PowerPoint, etc.
- Knowledge of local community and community resources strongly preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee/incumbent for this position. The employee/incumbent will be required to follow any other job-related instructions and to perform any other job-related duties required by the Executive Director of San Bernardino Fatherhood that is necessary for the work/assignments involved.



## **FATHERHOOD SPECIALIST**

### **Position Description:**

The Fatherhood Specialist is responsible for developing networks and brokering relationships among individuals, groups, organizations, and agencies with a vested interest in successfully supporting fathers and strengthening families based on research, education, advocacy, policy changes and implementation, and community-based approaches.

### **Responsibilities**

#### **Fatherhood Engagement**

- Provide case management to include intake, assessment of needs, referrals, links, and support in accessing community services and resources.
- Coordinate and facilitate weekly fatherhood engagement meetings (e.g., 24/7 Dad).
- Engage and recruit fathers in the community to participate in fatherhood services through outreach.
- Assist in coordinating fatherhood events/activities as well as attending other community fatherhood events and meetings.
- Link fathers to individual and family counseling and other services/resources as needed.
- Track and maintain all program activity reporting requirements (agency operational forms and program evaluations).
- Report difficulties engaging clients in the program to the Fatherhood Engagement Specialist and/or Executive Director; collaborating to resolve issues at hand.
- Provide crisis intervention and facilitate conflict resolution when required.

#### **Administrative**

- Assist with the collection of evaluation data in coordination with partnering agencies; synthesize data into report form.
- Maintain all agency operational forms and program evaluations in a timely manner (Daily Time Sheet, Mileage, etc.)
- Track and fulfill all program activity reporting requirements for San Bernardino Fatherhood.

#### **Professional Development**

- Attend agency-approved workshops/training sessions, conferences and staff meetings.
- Develop and maintain various skills through seminars, workshops, conferences, or other forms of training/education related to working with fathers, children, and families.

#### **Supervisory Requirements**

- The position reports directly to the Executive Director of San Bernardino Fatherhood and has no supervisory functions.

#### **Educational Requirements**

- Preferred: Bachelor's degree from an accredited four-year college or university; or two plus years of related experience and/or training; or AA degree in Social Work or related field, or equivalent combination of education and experience.



## **FATHERHOOD SPECIALIST**

### **Experience**

- Basic advocacy skills for fathers, children, and families.
- Strong working knowledge of case management, documentation, and multicultural and socio-economic issues.
- A minimum of 2-3 years of community organization experience.
- At least 1 year of case management or related experience with men, children and/or families.
- Experience working in the community preferred.
- Experience in facilitating or teaching in a group setting.
- Strong interpersonal and communication skills.
- Efficiently use a personal computer to include a variety of word processing software.
- Ability to utilize analysis, experience, and judgment to make decisions.
- Demonstrate team objectives and San Bernardino Fatherhood's philosophies.
- Adapt to changing needs by acquiring new skills and knowledge.
- Ability to communicate fluently in English.
- Must be able to provide services within a culturally sensitive, ethnic-informed model of practice and is respectful to individuals from diverse backgrounds and communities.
- Know and comply with organization policies and procedures, HIPAA, San Bernardino County, Department of Public Health, policies and documentation guidelines, and other State/Federal regulations relating to service programs for at-risk populations.
- Present ideas, information, and viewpoints clearly, both verbally and in writing.

### **Licenses and Certifications**

- Valid California Driver's License is required.
- Must maintain insurance on vehicle.

### **Additional Qualifications**

To perform this job successfully, an individual should have the following general knowledge:

- Ability to work flexible hours including evenings and weekends.
- Ability to work with diverse populations.
- Strong interpersonal and communication skills.
- Strong problem-solving skills.
- Strong organizational skills.
- Ability to work independently and as a team.
- Must have the necessary equipment to work remotely.
- Proficient in Google, Microsoft Office, including Excel, Outlook, Word, PowerPoint, etc.
- Knowledge of local community and community resources strongly preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee/incumbent for this position. The employee/incumbent will be required to follow any other job-related instructions and to perform any other job-related duties required by the Executive Director of San Bernardino Fatherhood that is necessary for the work/assignments involved.

## BUDGET SUMMARY

## SUBCONTRACT

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

Rev. 7/22/20

PURPOSE:	Perinatal Equity Initiative (PEI)	FUNDING SOURCE, Service Location		
CONTRACTOR:	San Bernardino			
AGREEMENT #:	23-36	(1)	(2)	(3)
SUBK:	SB Fatherhood	TOTAL FUNDING	%	\$
FUNDING TOTALS		100,750		100,750

EXPENSE CATEGORY			
PERSONNEL	\$69,000	100.00%	\$69,000
FRINGE BENEFITS	\$6,210	100.00%	\$6,210
OPERATING	\$6,576	100.00%	\$6,576
EQUIPMENT			
TRAVEL	\$1,300	100.00%	\$1,300
SUBCONTRACTS			
OTHER COSTS	\$17,664	100.00%	\$17,664
INDIRECT COST			
BUDGET TOTALS	\$100,750	100.00%	\$100,750
BALANCES	=====		

Maximum Amount Payable:

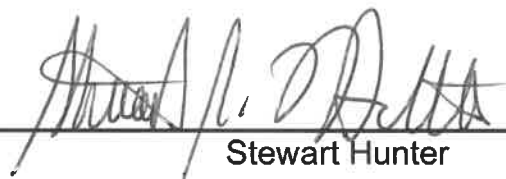
\$100,750

## ORIGINAL BUDGET

PURPOSE: <b>Public Health Perinatal Equity Initiative (PEI)</b>		FUNDING SOURCE, Service Location	
CONTRACTOR: <b>San Bernardino</b>			
AGREEMENT #:	<b>23-36</b>	(1)	(2)
SUBK:	<b>SB Fatherhood</b>	TOTAL FUNDING	%
			(3)
			\$
<b>FUNDING TOTALS</b>		<b>100,750</b>	<b>100,750</b>
<b>EXPENSE CATEGORY</b>			

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

Signature over  
Printed Name



Stewart Hunter  
Project Director

5/11/23  
DATE

State Use Only		FUNDING SOURCE
		Service Location
PERSONNEL		69,000
FRINGE BENEFITS		6,210
OPERATING		6,576
EQUIPMENT		
TRAVEL		1,300
SUBCONTRACTS		
OTHER COSTS		17,664

## California Department of

<b>EXPENSE CATEGORY</b>			
<b>INDIRECT COST</b>			
<b>Totals for PCA Codes</b>	100,750		100,750

FRINGE BENEFITS		Remaining Funds	
		100.00%	6,210
TOTAL FRINGE BENEFITS	6,210	6,210	6,210



## California Department of

EXPENSE CATEGORY				
<b>OPERATING</b>		<b>Remaining Funds</b>		
		100.00%	6,576	
<b>TOTAL OPERATING EXPENSES</b>		<b>6,576</b>		<b>6,576</b>
1	Rental Space (\$350/mo x 12 months)	4,200	100.00%	4,200
2	General Expenses (office supplies, telephone, postage, communications, photocopying, curriculum. Software)	2,376	100.00%	2,376
3				
4				
5				

EQUIPMENT			Remaining Funds	
TOTAL EQUIPMENT EXPENSES				
1				
2				
3				
4				
5				

TRAVEL			Remaining Funds	
			100.00%	1,300
TOTAL TRAVEL EXPENSES		1,300		1,300
1	Mileage, airfare, per diem, lodging, parking, toll bridge fees, taxicab fares, car rental	1,300	100.00%	1,300
2				
3				
4				
5	PEL 23-36 10d subk budget - SB Fatherhood			

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PURPOSE: **Public Health** | **Perinatal**

EXPENSE CATEGORY			
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OTHER COSTS			Remaining Funds	
			100.00%	17,664
TOTAL OTHER COSTS			17,664	17,664
1	Class materials: poster paper, markers, snacks, incentives	2,400	100.00%	2,400
2	Insurance, Workers Compensation	8,500	100.00%	8,500
3	Program related books, brochure, program materials, bus tickets	1,764	100.00%	1,764
4	Program supplies	2,800	100.00%	2,800
5	Training	2,200	100.00%	2,200

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**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](mailto: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)

451 E. Vanderbilt Way, Suite 200 San Bernardino, CA 92408-0012

City:

San Bernardino

State: CA

Zip Code+4: 92408-001

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.

FI\$Cal ID#  
(if known)

0000012187

Dept/Division/Unit  
Name

Public Health

Complete  
Address451 E. Vanderbilt Way, Suite 200  
San Bernardino, CA 92408-0012FI\$Cal ID#  
(if known)Dept/Division/Unit  
NameComplete  
AddressFI\$Cal ID#  
(if known)Dept/Division/Unit  
NameComplete  
AddressFI\$Cal ID#  
(if known)Dept/Division/Unit  
NameComplete  
Address

Contact Person

Eric Patrick

Title

Administrative Manager


Phone number

909 387-6630

E-mail address

[eric.patrick@dph.sbcounty.gov](mailto:eric.patrick@dph.sbcounty.gov)

Signature



Date

5/8/2023