



# County of Santa Barbara BOARD OF SUPERVISORS

## Minute Order

May 2, 2023

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**Present:** 5 - Supervisor Williams, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

SOCIAL SERVICES DEPARTMENT

File Reference No. 23-00377

**RE:** Consider recommendations regarding Agreement with Family Care Network, Inc. for Independent Living Program, as follows:

a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Family Care Network, Inc. (local vendor) to provide an Independent Living Program for Child Welfare Services/Probation youth for a total contract amount not to exceed \$275,000.00 for the period of July 1, 2023 through June 30, 2024; and

b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

**A motion was made by Supervisor Nelson, seconded by Supervisor Hartmann, that this matter be acted on as follows:**

a) **Approved and authorized; Chair to execute; and**

b) **Approved.**

**The motion carried by the following vote:**

**Ayes:** 5 - Supervisor Williams, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

## AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

**THIS AGREEMENT** (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Family Care Network, Inc. with an address at 1255 Kendall Road, San Luis Obispo, CA 93401 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

**WHEREAS**, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

### **1. DESIGNATED REPRESENTATIVE**

Marianne Reagan, Adult & Children Services Operations Division Chief at phone number (805) 681-4529 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Jon Nibbio, Chief Operating Officer at phone number (805) 801-9745 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

### **2. NOTICES**

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery, email, or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Marianne Reagan, Adult & Children Services Operations Division Chief  
Department of Social Services  
234 Camino del Remedio, Santa Barbara, CA 93110, FAX: (805) 681-4529  
[Mreagan@countyofsb.org](mailto:Mreagan@countyofsb.org)

To CONTRACTOR: Jon Nibbio, Chief Operating Officer  
Family Care Network, Inc.  
1255 Kendall Road, San Luis Obispo, CA 93401, FAX: (805) 349-9600  
[jon@fcni.org](mailto:jon@fcni.org)

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

### **3. SCOPE OF SERVICES**

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

### **4. TERM**

CONTRACTOR shall commence performance on July 1, 2023 and end performance upon completion, but no later than June 30, 2024 unless otherwise directed by COUNTY or unless earlier terminated. The COUNTY at the end of the contract term has an option to renegotiate two (2) additional one (1) year renewals, without re-bidding. A

renewal determination will be contingent upon CONTRACTOR's satisfactory achievement of agreed upon performance measures.

## **5. COMPENSATION OF CONTRACTOR**

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

## **6. INDEPENDENT CONTRACTOR**

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

## **7. STANDARD OF PERFORMANCE**

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

## **8. DEBARMENT AND SUSPENSION**

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

## **9. TAXES**

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

**10. CONFLICT OF INTEREST**

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

**11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in EXHIBIT A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

**12. NO PUBLICITY OR ENDORSEMENT**

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

**13. COUNTY PROPERTY AND INFORMATION**

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

**14. RECORDS, AUDIT, AND REVIEW**

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

**15. INDEMNIFICATION AND INSURANCE**

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

**16. NONDISCRIMINATION**

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

**17. NONEXCLUSIVE AGREEMENT**

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

**18. NON-ASSIGNMENT**

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

**19. TERMINATION**

A. By COUNTY. COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.

1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing

unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.

2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
  3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. By CONTRACTOR. Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

## **20. SECTION HEADINGS**

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

## **21. SEVERABILITY**

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

## **22. REMEDIES NOT EXCLUSIVE**

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

## **23. TIME IS OF THE ESSENCE**

Time is of the essence in this Agreement and each covenant and term is a condition herein.

## **24. NO WAIVER OF DEFAULT**

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

## **25. ENTIRE AGREEMENT AND AMENDMENT**

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

## **26. SUCCESSORS AND ASSIGNS**

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

## **27. COMPLIANCE WITH LAW**

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

## **28. CALIFORNIA LAW AND JURISDICTION**

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

## **29. EXECUTION OF COUNTERPARTS**

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

**30. AUTHORITY**

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

**31. SURVIVAL**

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

**32. PRECEDENCE**

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

**33. STATE ENERGY CONSERVATION PLAN**

CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

**34. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING**

A. CONTRACTOR, by signing this Agreement, hereby certifies to the best of his, her or its knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONTRACTOR to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONTRACTOR shall complete and submit California State Standard Form-LLL, "Disclosure Form to Report Lobbying," to the COUNTY and in accordance with the instructions found therein.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CONTRACTOR also agrees by signing this document that he, she or it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.



**35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT**

CONTRACTOR shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and pursuant to the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). CONTRACTOR shall promptly disclose, in writing, to the COUNTY office, to the Federal Awarding Agency, and to the Regional Office of the Environmental Protection Agency (EPA), whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the CONTRACTOR has credible evidence that a principal, employee, agent, or subcontractor of the CONTRACTOR has committed a violation of the Clean Air Act (42 U.S.C. 7401-7671q.) or the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).

**36. MANDATORY DISCLOSURE**

CONTRACTOR MUST DISCLOSE, IN A TIMELY MANNER, IN WRITING TO THE COUNTY ALL VIOLATIONS OF FEDERAL CRIMINAL LAW INVOLVING FRAUD, BRIBERY, OR GRATUITY VIOLATIONS POTENTIALLY AFFECTING THE AWARD. CONTRACTOR IS REQUIRED TO REPORT CERTAIN CIVIL, CRIMINAL, OR ADMINISTRATIVE PROCEEDINGS TO THE SYSTEM FOR AWARD MANAGEMENT (SAM) LOCATED AT [WWW.SAM.GOV](http://WWW.SAM.GOV). FAILURE TO MAKE REQUIRED DISCLOSURES CAN RESULT IN ANY OF THE REMEDIES DESCRIBED IN 2 CFR §200.338 OR 45 CFR §75.371. REMEDIES FOR NONCOMPLIANCE, INCLUDING SUSPENSION OR DEBARMENT. (SEE ALSO 2 CFR PART 180 AND 376 AND 31 U.S.C. 3321.)

**37. PROCUREMENT OF RECOVERED MATERIALS**

CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**38. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

CONTRACTOR shall comply with the requirements of 45 CFR Part 75 which are hereby incorporated by reference in this Agreement.

**39. DRUG FREE WORKPLACE**

CONTRACTOR must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 382, which adopts the Governmentwide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

**40. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Domestic Preferences for Procurements. CONTRACTOR shall comply with Section 2 CFR Part 200.322. CONTRACTOR should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes here, "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**41. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

CONTRACTOR shall comply with Section 2 CFR Part 200.216. CONTRACTOR shall be prohibited from obligating or expending loan or grant funds to: procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Family Care Network, Inc.**

**IN WITNESS WHEREOF**, the parties have executed this Agreement to be effective on the date executed by COUNTY.

**ATTEST:**

Mona Miyasato  
County Executive Officer  
Clerk of the Board

By: Sheila Habuena  
Deputy Clerk

**COUNTY OF SANTA BARBARA:**

By: [Signature]  
Das Williams, Chair  
Board of Supervisors

Date: 5-2-23

**RECOMMENDED FOR APPROVAL:**

Social Services

DocuSigned by:  
By: Daniel Nelson  
11A5E47EB26A45A...  
Department Head

**CONTRACTOR:**

Family Care Network, Inc.

DocuSigned by:  
By: Jonathan Nibbio  
1225E97A883E464...  
Authorized Representative

Name: Jonathan Nibbio  
Title: Interim CEO

**APPROVED AS TO FORM:**

Rachel Van Mullem  
County Counsel

DocuSigned by:  
By: Paul Lee  
361262F0B51A41B...  
Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:**

Betsy M. Schaffer, CPA  
Auditor-Controller

DocuSigned by:  
By: Robert Geis  
D26019E2AF094BE...  
Deputy

**APPROVED AS TO FORM:**

Greg Milligan, ARM  
Risk Management

DocuSigned by:  
By: Greg Milligan  
DC240AC1E64247D...  
Risk Management

**EXHIBIT A****STATEMENT OF WORK**

CONTRACTOR shall provide Independent Living Program (ILP) Services (ILP Services) in partnership with Child Welfare Services (CWS) to approximately 160 CWS and Probation eligible youth under the jurisdiction of the Santa Barbara County Juvenile Court. The number of youth participating in ILP or receiving ILP Services may fluctuate with placement changes and youth entering/exiting foster care.

**I. BACKGROUND**

The purpose of the ILP is to assist eligible youth in transitioning from foster care to self-sufficiency. ILP will provide services such as: assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities.

Youths who meet these criteria requirements can be under the jurisdiction of COUNTY CWS or the COUNTY Probation Department. Youths who emancipate are eligible for the ILP up to age 21 as Aftercare Services, a component of the ILP.

The total eligible youth participating in the ILP shall be as follows:

Total Eligible Youth	<b>Santa Barbara/ South County</b>	<b>Lompoc/ Mid-County</b>	<b>Santa Maria/ North County</b>	<b>Out-of-County</b>
160	20	40	80	20

The figures above may fluctuate with placement changes and youth entering/exiting Foster Care.

**II. ELIGIBILITY REQUIREMENTS**

This section sets forth the eligibility requirements for the youth's participation in the ILP ("Eligible Youth"). The age eligibility requirements for youths participating in ILP is 16 years of age up to the day prior to 21st birthday. ILP is optional for youth who are 14 to 15 years of age. Eligible Youth must also meet at least one of the following criteria pursuant to the California DSS Manual of Policies and Procedures for CWS Program, Independent Living Program, Section 31-525, which informs the Santa Barbara County ILP:

1. Were/are in foster care under the jurisdiction of the juvenile court, any time from their 16th to their 19th birthday.
2. Were/are 16 years of age up to 18 years of age in receipt of the Kinship Guardianship Assistance Payment Program assistance.
3. Were former foster youth who were adopted after their 16th birthday.
4. Were former dependent children of the juvenile court pursuant to Welfare and Institutions Code section 300, placed with a non-related legal guardian, whose guardianship was ordered on or after the youth's 8th birthday.

5. Eligible Youth can be under the jurisdiction of COUNTY CWS or the COUNTY Probation Department.

### **III. ILP SERVICES**

CONTRACTOR shall provide ILP Services which shall be based on Positive Youth Development, Best Practices, and Wraparound principle/practices, as customarily defined for purposes of providing ILP Services.

ILP Services shall include, at the minimum, the following: initial competency assessments, individual/group educational opportunities, and targeted case management addressing the Eligible Youth's Transitional Independent Living Plan (TILP) goals.

CONTRACTOR shall provide educational opportunities both through formal trainings and direct hands-on services.

CONTRACTOR shall provide, based on the identified needs of the Eligible Youth and goals documented in the TILP, the following core services, which shall be a component of ILP Services (Core Services):

1. Money Management – CONTRACTOR shall teach or counsel Eligible Youth on:
  - a. Understanding and utilizing wages;
  - b. Maintaining and balancing a checkbook;
  - c. Organizing and preparing a budget;
  - d. Bill paying;
  - e. Banking (nearby locations, pros and cons, etc.);
  - f. Taxes and payroll deductions;
  - g. Preparing taxes (withholding and refunds);
  - h. Savings accounts;
  - i. Establishing and using credit; and
  - j. Purchasing a car (new/used).
2. Job Skills/Career Planning – CONTRACTOR shall counsel Eligible Youth on:
  - a. Career planning;
  - b. Obtaining a work permit;
  - c. Job-seeking including filling out an application;
  - d. Writing an effective resume;
  - e. Interview skills including interpersonal skills;
  - f. Job maintenance including employment expectations;
  - g. Conflict resolution; and
  - h. Discrimination.
3. Educational Planning – CONTRACTOR shall counsel, provide, or inform Eligible Youth on:
  - a. Linking career goals and education needs;
  - b. College preparatory courses;
  - c. Vocational training courses;
  - d. Tutoring services;
  - e. GED preparation/testing;
  - f. Laws relating to minimum educational requirements;
  - g. College and beyond;
  - h. Paying for education (e.g. financial aid, Chaffe grant, etc.); and
  - i. Educational Opportunity Program/Extended Opportunity Programs and Services.

4. Health and Counseling Services – CONTRACTOR shall teach, counsel, or inform Eligible Youth on:
  - a. Food and nutrition;
  - b. Communication skills;
  - c. Sexuality and medical services including teen pregnancy;
  - d. Counseling and referral services;
  - e. Substance abuse and rehabilitation;
  - f. Depression and suicide prevention;
  - g. Peer pressure;
  - h. Mental health services and counseling referrals;
  - i. Health rights of Lesbian Gay Bisexual Transgender and Questioning (LGBTQ) foster youth; and
  - j. Resources available for LGBTQ youth.
5. Living Independently – CONTRACTOR shall teach or counsel Eligible Youth on:
  - a. Housing;
  - b. Utilities;
  - c. Home management;
  - d. Landlord and tenant rights (including LGBTQ housing rights);
  - e. Home security; and
  - f. Utilizing public transportation.
6. Resource Listing and Training – CONTRACTOR shall teach, counsel, or inform Eligible Youth on:
  - a. Obtaining a social security card/number;
  - b. Obtaining medical history records;
  - c. Obtaining a birth certificate;
  - d. Recreational activities;
  - e. Peer support groups;
  - f. Transportation services;
  - g. Crisis/emergency hotlines; and
  - h. Department of Motor Vehicles services.
7. Mentor Relationships – Eligible Youth shall be provided with personal and emotional support through:
  - a. Mentors to be provided by CONTRACTOR and promotion of positive interactions with dedicated adults; and
  - b. Encouraging the Eligible Youth's care provider to become an active participant in preparing the Eligible Youth for independent living.

CONTRACTOR shall integrate the following components into their service delivery:

1. Aftercare/Transition Programs – Programs for Eligible Youth to assist with housing and employment.
2. Transportation – Providing transportation so that Eligible Youth are able to attend ILP sponsored activities.
3. Job Training - Training can include workshops, contracted services through the Workforce Investment and Opportunity Act, county employers and county resources.

4. Involvement of care providers – Care providers of Eligible Youth will be encouraged to be an active participant in the youth's ILP plan through such activities as attending meetings, providing transportation to activities and events, and assisting with the completion of ILP goals.
5. Integration of Existing Services - Collaboration with other service providers and community resources to offer an array of comprehensive services based on individual needs.
6. Survival skills – Eligible Youth will be able to identify their own values, ask for assistance and keep safe.
7. Interpersonal/Social Skills – Counseling Eligible Youth to be able to identify communication strengths/weaknesses, manage peer pressure, develop appropriate relationships, and develop problem solving skills.
8. Computer skills - Eligible Youth shall demonstrate computer literacy skills.

#### **IV. DUTIES AND RESPONSIBILITIES**

##### **A. CONTRACTOR shall:**

1. Implement a culturally sensitive ILP that meets required state and federal regulations.
2. Develop an individual file on each participating Eligible Youth that is available for review by COUNTY staff. The file shall include a copy of the TILP, a chronological list of all contacts with a summary of topics discussed or services provided, a copy of all evaluations sent to the COUNTY social worker or probation officer, and a list of all workshops and activities the Eligible Youth attended.
3. Develop and coordinate periodic workshops or other learning activities for Eligible Youth which minimally includes:
  - a. Develop workshop/learning activity curriculum based on ILP core services.
  - b. Provide an annual schedule of proposed workshops and learning activities.
  - c. Utilize an identified assessment tool pre and post workshop to assess the Eligible Youth's understanding of the workshop/learning activity curriculum presented.
  - d. Inform all Eligible Youth, caregivers, all Foster Family Agency (FFA), and group homes about the times and locations of upcoming workshops.
  - e. Secure an appropriate location for the workshops.
  - f. Provide materials and snacks to Eligible Youth as appropriate at workshops.
  - g. Coordinate transportation of Eligible Youth to workshops.
  - h. Keep records of workshop attendance by Eligible Youth.
4. Purchase necessary supplies to provide ILP Services to Eligible Youth subject to the budget set forth in Exhibit B-1 for the period of July 1, 2023 through June 30, 2024.
5. Provide emotional, practical and social support to Eligible Youth to learn the daily living competencies, to complete high school or the General Education Diploma (GED), to attend vocational schools or higher education, to find and maintain employment, to maintain stable placement, and in the Aftercare Program to find and maintain housing.

6. Involve caregivers as a partner in preparing Eligible Youth for the transition to independence.
  7. Provide youth with linkages to mentors and/or dedicated adults to enhance their support network.
  8. Coordinate appropriate services with all approved Transitional Housing Program providers.
  9. Provide support to Eligible Youth (18 to 21 years of age) in the Aftercare Program to obtain services leading to self-sufficiency. Responsibilities shall include all major components of the ILP for Eligible Youth 14 to 18 years of age (optional for Eligible Youth ages 14 to 15 but mandatory for Eligible Youth ages 16 to 18), including initial assessment, case management, and invitations to workshops, incentives and transportation.
  10. Provide the COUNTY social worker or probation officer assigned to the Eligible Youth's case a written progress and participation report on a quarterly basis.
  11. Work in conjunction with the COUNTY to hold emancipation conferences for all participating Eligible Youth, at a minimum, at the six and three month mark prior to the Eligible Youth's emancipation date to assist in adequately planning for the transition to Eligible Youth's independence.
  12. Establish multi-level communication strategies to connect with the broadest number of program youth regarding program services and activities, e.g. an updated open ILP website, newsletter, and use of social media.
  13. Work with the COUNTY to develop/enhance proposed contract monitoring tools via Excel to assist in providing the necessary detail for state and county level reporting requirements which requires the CONTRACTOR to:
    - a. Provide all required information for the State mandated quarterly and annual reports to the COUNTY ILP liaison.
    - b. Maintain and submit monthly statistics of Eligible Youth participation for all required services to COUNTY ILP liaison.
    - c. Provide to COUNTY a monthly demographic activities report as identified in Article VI.
    - d. Provide to COUNTY a summary of services report as identified in Article VI.
  14. Participate in contract meetings to discuss and resolve any issues that may arise in coordinating services with the COUNTY or in the course of delivering services to the Eligible Youth.
  15. Develop and maintain an ILP website that is accessible to the public that includes but is not limited to: ILP participation eligibility, services offered and links to resources within the county.
- B. COUNTY shall:
1. Provide COUNTY staff person to serve as liaison to ILP program staff.
  2. Provide referrals of all ILP Eligible Youth.



3. Assure that TILP for all child welfare Eligible Youth are entered into the County's CWS/Case Management System (CMS) computer system.
4. Forward the TILP and a needs assessment for all referred Eligible Youth.
5. Provide address changes for all participating Eligible Youth to ensure continued program participation.
6. Provide ILP regulatory information as it becomes available.
7. Complete the State quarterly and annual report with statistical information provided by the CONTRACTOR.
8. Work in conjunction with the CONTRACTOR to develop/enhance proposed contract monitoring tools to assist in providing the necessary detail for State and county level reporting requirements.
9. Work in conjunction with the CONTRACTOR to hold emancipation conferences for all participating Eligible Youth minimally at the six and three month mark prior to the Eligible Youth's emancipation date to assist in adequately planning for the transition to independence.
10. Hold contract meetings to discuss and resolve any issues that may arise in coordinating services with the CONTRACTOR or in the course of delivering services to the ILP Eligible Youth.

## **V. PERFORMANCE MEASURES/OUTCOMES**

### **A. CONTRACTOR shall meet the following Target Outcome for Core Services:**

1. Education: 100% of Eligible Youth in ILP shall have an individualized and identified secondary education completion program.
2. Employment: 100% of all Eligible Youth in ILP shall be referred for an employment and/or work training assessment.
3. Education: 100% of all Eligible Youth in ILP shall have information, verbal and/or written, provided to them in the areas of obtaining a high school diploma, post high school counseling, financial aid assistance, and vocational training courses.
4. Career Development: 100% of all Eligible Youth in ILP shall have information, verbal or written, provided to them in the areas of job seeking, writing a resume, interviewing skills and employment expectations.
5. Health and Safety: 100% of all Eligible Youth in ILP shall have information, verbal and/or written, provided to them in the areas of substance abuse, preventative health, pregnancy prevention, and sexually transmitted diseases and shall have a medical provider.

6. Financial Resources: 100% of all Eligible Youth in ILP shall have information, verbal or written, provided to them in the areas of financial literacy, opening and maintaining an active bank account and successfully completing a budget.
7. Housing: 100% of all Eligible Youth in ILP shall have information, verbal or written, provided to them in the areas of locating housing, utilities, basic understanding of landlord and tenant rights and keeping a home secure.
8. Daily Living Skills: 100 % of all Eligible Youth in ILP shall have a documented assessment of their daily living skills with identified activities for attaining competency in this area.
9. Survival Skills: 100% of all Eligible Youth in ILP shall have a documented assessment of their survival skills with identified activities for attaining competency in this area.
10. Interpersonal/Social Skills: 100% of all Eligible Youth in ILP shall have a documented assessment of their interpersonal/social skills with identified activities for attaining competency in this area.
11. Computer/Internet Skills: 100% of all Eligible Youth in ILP shall be tested for their computer/internet skills with an expectation that they possess basic skill levels with identified activities for attaining competency in this area.

B. CONTRACTOR shall meet the Target Outcomes for Eligible Youth participating in ILP activities:

1. Money Management
  - a. Follows a budget = 85% of Eligible Youth
  - b. Has a savings account = 90% of Eligible Youth
  - c. Understands responsible banking = 75% of Eligible Youth
  - d. Paying bills and wise spending = 75% of Eligible Youth
2. Job Skills/Career Planning
  - a. Prepared resume and submitted job applications = 100% of Eligible Youth
  - b. Seeking work = 100% of Eligible Youth
  - c. Has a job = 85% of Eligible Youth
  - d. Established a career objective and goals = 95% of Eligible Youth
3. Educational Planning
  - a. Able to complete High School Diploma or equivalent = 100% of Eligible Youth
  - b. Assigned a tutor = 25% of Eligible Youth
  - c. Attained a High School Diploma or equivalent = 95% of Eligible Youth
  - d. Has a college or vocational training plan = 100% of Eligible Youth
  - e. Enrolled in higher education or vocational training = 75% of Eligible Youth
4. Health and Well-being
  - a. Referred to age-appropriate applicable services = 100% of Eligible Youth
  - b. Currently receiving necessary health services = 100% of Eligible Youth
  - c. Prepares healthy menus = 85% of Eligible Youth
  - d. Engaged in positive social activities = 95% of Eligible Youth
  - e. Uses Medi-Cal or maintains health insurance = 100% of Eligible Youth

5. Independent Living
  - a. Follows a transportation plan = 100% of Eligible Youth
  - b. Completed housing exercise = 100% of Eligible Youth
  - c. Secured housing and furnishings = 100% of Eligible Youth seeking housing
  - d. Successfully completing TILP goals = 90% of Eligible Youth
6. Personal and Community Resources
  - a. Has all vital documents = 100% of Eligible Youth
  - b. Uses community resources = 80% of Eligible Youth
7. Permanent Supportive Relationships
  - a. Has requested a mentor = 25% of Eligible Youth
  - b. Has an assigned mentor/intern = 30% of Eligible Youth
  - c. Has established a community-based support team = 70% of Eligible Youth

## **VI. REPORTING REQUIREMENTS**

- A. CONTRACTOR shall submit reports as indicated below which shall include, but are not limited to, the following data elements:

1. Monthly Reports:

- a. Eligible Youth ILP Participant and Demographics Report:
  - i. Number of youth enrolled/participating;
  - ii. Number of youth emancipated;
  - iii. County of jurisdiction;
  - iv. Parental status of youth;
  - v. Educational status including financial details;
  - vi. Vocational status;
  - vii. Financial information (banking or income information);
  - viii. Tribal information;
  - ix. Housing information/status; and
  - x. Status of permanency connections.

2. Quarterly Reports:

- a. Eligible Youth Summary of Services Report:
  - i. Name;
  - ii. Date of birth;
  - iii. County of residence and jurisdiction;
  - iv. Delivery of ILP Services shall be documented; and
  - v. Workshops/learning activities participation.
- b. CONTRACTOR Summary of Activities Report:
  - i. Number, location, and type of workshops/learning activities provided during the quarter;
  - ii. Number of Eligible Youth participating in each activity; and
  - iii. Status for Core and Target Performance Measures/Outcomes.

- B. Additional reporting requirements may be added as needed and in consultation with the CONTRACTOR to ensure compliance with all regulatory reporting requirements.

**VII. GENERAL CONTRACT PROVISIONS**

- A. CONTRACTOR shall obtain prior written approval from COUNTY, prior to purchasing any furniture, equipment, electronic data processing (EDP) hardware or software funded through this Agreement. CONTRACTOR shall return to COUNTY upon expiration or termination of this Agreement all furniture, equipment, EDP hardware or software purchased or provided to CONTRACTOR under this Agreement.

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## **EXHIBIT B**

### **PAYMENT ARRANGEMENTS**

#### **Periodic Compensation (with attached Line Item Budget)**

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **275,000**.
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **EXHIBIT B-1** (Line Item Budget). Invoices submitted for payment that are based upon **EXHIBIT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
- C. CONTRACTOR shall submit invoices with sufficient documentation to demonstrate direct labor and non labor costs for which CONTRACTOR is requesting reimbursement and that those costs are compliant with the Federal and State regulations applicable to the expenditure of funds for which CONTRACTOR claims reimbursement of incurred costs.
- D. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **Exhibit B-1** shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- E. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- F. Tracking of Expenses: CONTRACTOR shall inform COUNTY when seventy-five percent (75%) of Maximum Agreement Amount has been incurred based upon CONTRACTOR's own billing records. CONTRACTOR shall send such notice to those persons and addresses which are set forth in the Agreement, Section 2 (NOTICES).
- G. Six-Month Billing Limit: Unless otherwise determined by state or federal regulations all original invoices under this Agreement must be received by COUNTY within six (6) months from the date of service to avoid possible payment reduction or denial for late billing.
- H. Monitoring/Audit Exceptions and Disallowed Costs: CONTRACTOR shall be subject to monitoring reviews that cover all fiscal and programmatic terms and conditions of the Agreement and/or prescribed by the State, including cost allocation methodologies. CONTRACTOR shall be liable for and shall repay, to the COUNTY, all amounts recouped as a result of audit exceptions or disallowances of claimed costs. Such repayment shall be from funds other than those received under this Agreement.

**EXHIBIT B-1****LINE ITEM BUDGET****Program Name:** Independent Living Program**Name of Applicant Agency:** Family Care Network, Inc.**Term Beginning:** July 1, 2023**Term Ending:** June 30, 2024**A. SALARIES AND EMPLOYEE BENEFITS**

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) <sup>1</sup>	Amount
<b>Direct Service Positions</b>		
ILP Program Supervisor	0.9 FTE	\$ 77,000.00
ILP Case Manager	1 FTE	\$ 58,500.00
ILP Intern	.23 FTE	\$ 8,184.00
<b>Administrative Positions</b>		
Management Supervision	.1 FTE	\$ 9,000.00
Clerical	.05 FTE	\$ 2,500.00
<b>Sub-Total Salaries:</b>		<b>\$ 155,184.00</b>

<sup>1</sup> FTE = Amount of time employee works on this program. State as decimal based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
<b>Direct Service Staff</b>	
ILP Program Supervisor	\$ 17,710.00
ILP Case Manager	\$ 13,455.00
ILP Intern	\$ 656.00
(PR tax 7.6%, WC 1.4%, Health 14%)	
<b>Administrative Staff</b>	
Management Supervision	\$ 2,070.00
Clerical	\$ 575.00
(PR tax 8.2%, WC 1.3%, Health 14%)	
Sub-Total Employee Benefits	\$ 34,466.00
Percentage Benefits	23.0%
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>	<b>\$ 189,650.00</b>

**B. SERVICES AND SUPPLIES****1) Services - List any consultant(s) or contract services**

<b>Name of Consultant(s)/Contract Services</b>	<b>Budget for Contract Term</b>
Independent Audit	\$ 800.00
Sub-Total Services	\$ 800.00

**2) Supplies**

<b>Item</b>	<b>Budget for Contract Term</b>
Office Expense*	\$ 3,000.00
Program Expense*	\$ 1,000.00
Telephone and Internet*	\$ 4,500.00
Mileage*	\$ 2,800.00
Other*	
Sub-Total Supplies	\$ 11,300.00
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$ 12,100.00</b>

**C. OPERATING EXPENSES**

<b>Item*</b>	<b>Budget for Contract Term</b>
Facility Lease/Rental	\$ 21,000.00
Equipment Lease/Rental*	\$ -
Furnishings*	\$ -
Equipment Expense	\$ 12,000.00
Maintenance	\$ 2,000.00
Insurance (Refer to General Contract Provisions for Insurance Requirements)	\$ 3,000.00
Other* <b>Shared Administration</b>	\$ 35,250.00
Total Operating Expenses	\$ 73,250.00
GRAND TOTAL LINE ITEM BUDGET	\$ 275,000.00
Less Other Revenue from Fund-Raising Events	
<b>TOTAL BEING REQUESTED</b>	<b>\$ 275,000.00</b>

**D. REVENUE**

List all of your organization's current and projected sources and amounts of revenue.

Revenue Source	Revenue Expiration Date	Budget for Contract Term
Santa Barbara County DSS ILP Contract	6/30/2023	\$ 275,000
Total Revenue		\$ 275,000.00

**E. TEN (10) Percent Cash or In-Kind Match Minimum**

List all of your organization's current and projected sources and amounts of matching

Source of Matching Funds	Dates funds will be available	Match Amount for Contract Term	Projected or Confirmed
In Kind Client Support	7/1/2023 - 6/30/2024	\$ 5,000.00	Projected
Total Match		\$ 5,000.00	



## EXHIBIT C

### Indemnification and Insurance Requirements (For contracts involving the care/supervision of children, seniors or vulnerable persons)

#### INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR'S indemnification obligation applies to COUNTY'S active as well as passive negligence but does not apply to COUNTY'S sole negligence or willful misconduct.

#### NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

#### INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

##### A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. *(Not required if CONTRACTOR provides written verification that it has no employees)*
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
5. **Sexual Misconduct Liability:** Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or the higher limits

maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR'S obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.

9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
  - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
  - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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

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



# County of Santa Barbara

## BOARD OF SUPERVISORS

### Minute Order

June 11, 2024

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**Present:** 5 - Supervisor Williams, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

COUNTY EXECUTIVE OFFICE

File Reference No. 24-00575

**RE:** HEARING - Consider recommendations regarding the Fiscal Year (FY) 2024-2025 Recommended Budget Hearings, as follows:

Acting concurrently as the Board of Supervisors; the Board of Directors, Fire Protection District, Board of Directors, Flood Control and Water Conservation District; Board of Directors, Laguna County Sanitation District; Board of Directors, Water Agency; and other special districts under the supervision and control of the Board of Supervisors:

- a) Receive, consider, and file the FY 2024-2025 Recommended Budget, which includes the County's General Operating Budget as well as budgets of special districts governed by the Board of Supervisors;
- b) Approve final budget adjustments to the FY 2024-2025 Recommended Budget;
- c) Adopt a Resolution entitled In the Matter of Adopting the Budget for FY 2024-2025;
- d) Approve budget adjustments, if any, as amended during Budget Hearings, to the FY 2024-2025 Recommended Budget;
- e) Delegate authority to the Chair of the Board to execute single-year renewals of grants and contracts previously approved by the Board and included in the FY 2024-2025 Recommended Budget, where contract amounts are within 10% of previously contracted amounts;
- f) Receive the draft salary resolution, direct any specific changes made during the June 2024 budget hearings, and adopt that amended salary resolution to be effective June 24, 2024, which updates job classifications and department position allocations to include positions approved by the Board of Supervisors during the FY 2024-2025 Budget Hearings;
- g) Adopt position changes previously approved by the County Executive Officer during FY 2023-2024 under Board Resolution 99-486; and
- h) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above fiscal activities are not a project subject to CEQA.



# County of Santa Barbara

## BOARD OF SUPERVISORS

### Minute Order

June 11, 2024

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#### COUNTY EXECUTIVE OFFICER'S RECOMMENDATION: POLICY

A motion was made by Supervisor Capps, seconded by Supervisor Williams, that this matter be acted on as follows:

Acting concurrently as the Board of Supervisors; Board of Directors, Fire Protection District; Board of Directors, Flood Control and Water Conservation District; Board of Directors, Laguna County Sanitation District; Board of Directors, Water Agency; and other Special Districts under the supervision and control of the Board of Supervisors:

a) Received, considered, and filed the Fiscal Year 2024-2025 Recommended Budget, which includes the County's General Operating Budget as well as budgets of Special Districts governed by the Board of Supervisors;

b) Approved;

c) Adopted;

#### RESOLUTION NO. 24-144

d) Approved to allocate the balance of the prior Fiscal Year set-aside for trails in the amount of \$295,000.00 to the Modoc multi-use trail;

e) Delegated;

f) Received, and adopted;

#### RESOLUTION NO. 24-145

g) Adopted; and

h) Approved.

The motion carried by the following vote:

**Ayes:** 5 - Supervisor Williams, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

**FIRST AMENDMENT TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR  
INDEPENDENT LIVING PROGRAM**

**Santa Barbara County**  
Department of Social Services

***First Amendment***

This is a *First Amendment* (First Amendment to the Agreement) to the Agreement for Services of Independent Contractor, by and between the **County of Santa Barbara (COUNTY)** and **Family Care Network, Inc. (CONTRACTOR)**.

**WHEREAS**, on May 2, 2023, the COUNTY approved the Agreement for Services with Independent Contractor, BC#22-268, (Agreement) with CONTRACTOR for the provision of Independent Living Program services;

**WHEREAS**, the initial term of the Agreement commenced on July 1, 2023 and is set to expire on June 30, 2024 unless otherwise directed by COUNTY or unless earlier terminated; and

**WHEREAS**, the parties now desire to amend the Agreement to extend the term for one additional year commencing on July 1, 2024, through June 30, 2025 (First Extension Period).

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

**The Agreement is amended as follows:**

1. Section 4, **TERM**, of the Agreement, is amended by adding the following language:

*For the First Extension Period*, CONTRACTOR shall commence performance on July 1, 2024 and end performance upon completion, but no later than June 30, 2025, unless otherwise directed by COUNTY or unless earlier terminated. The COUNTY at the end of the contract term has an option to renegotiate one (1) additional one (1) year renewals, without re-bidding. A renewal determination will be contingent upon CONTRACTOR's satisfactory achievement of agreed upon performance measures.

2. Section 36, **MANDATORY DISCLOSURE**, of the Agreement, is amended to state in its entirety:

CONTRACTOR must disclose, in a timely manner, in writing to the COUNTY whenever it has credible evidence of the commission of all violations of Federal criminal law involving fraud, bribery, or gratuity violations found in violation of Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The disclosure shall be in writing to the Federal agency, the agency's Office of Inspector General, and the COUNTY. Contractor is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM) located at [www.sam.gov](http://www.sam.gov). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 OR 45 CFR §75.371. Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321.)

3. Section 4 under "CONTRACTOR shall:" of **IV. DUTIES AND RESPONSIBILITIES** of EXHIBIT A, Statement of Work, is amended to state in its entirety:

Purchase necessary supplies to provide ILP Services to Eligible Youth subject to the budget set forth in Exhibit B-1 for the period of July 1, 2023 through June 30, 2024 *and EXHIBIT B-2 for the period of July 1, 2024 through June 30, 2025.*

4. Section A of **EXHIBIT B** of the Agreement is amended to state in its entirety:
  - A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **275,000** *for the period of July 1, 2023 through June 30, 2024 and not to exceed \$275,000 for the period of July 1, 2024 through June 30, 2025.*
5. Section B of **EXHIBIT B** is amended to state in its entirety:
  - B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **EXHIBIT B-1** (Line Item Budget) *for the period of July 1, 2023 through June 30, 2024, and EXHIBIT B-2 (Line Item Budget) for the period of July 1, 2024 through June 30, 2025.* Invoices submitted for payment that are based upon **EXHIBIT B-1 or B-2, as applicable**, must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
6. Section D of **EXHIBIT B** is amended to state in its entirety:
  - D. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **Exhibit B-1 or B-2, as applicable**, shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
7. Add **EXHIBIT B-2**, Line Item Budget for Fiscal Year 2024/2025 as attached.

In all other respects, the Agreement remains unchanged and shall remain in full effect.


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First Amendment to the Agreement between the **County of Santa Barbara** and **Family Care Network, Inc.**

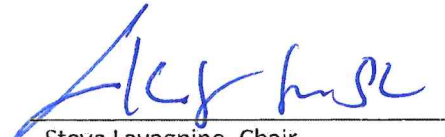
**IN WITNESS WHEREOF**, the parties have executed this First Amendment to the Agreement to be effective on the date executed by COUNTY.

**ATTEST:**

Mona Miyasato  
County Executive Officer  
Clerk of the Board

By:   
Deputy Clerk

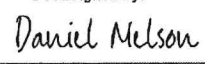
**COUNTY OF SANTA BARBARA:**

By:   
Steve Lavagnino, Chair  
Board of Supervisors

Date: \_\_\_\_\_

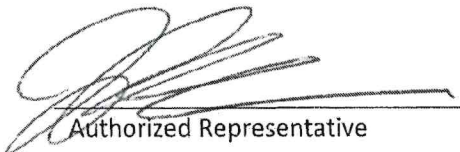
**RECOMMENDED FOR APPROVAL:**

Department of Social Services

DocuSigned by:  
By:   
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Department Head


**CONTRACTOR:**

Family Care Network, Inc.

By:   
Authorized Representative  
Name: Jeff Carlson  
Title: Chief Executive Officer

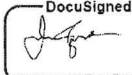
**APPROVED AS TO FORM:**

Rachel Van Mullem  
County Counsel

DocuSigned by:  
By:   
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Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:**

Betsy M. Schaffer, CPA  
Auditor-Controller

DocuSigned by:  
By:   
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Deputy

**APPROVED AS TO FORM:**

Greg Milligan, ARM  
Risk Management

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By:   
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Risk Management



EXHIBIT B-2  
LINE ITEM BUDGET

Term Beginning: July 1, 2024

Term Ending: June 30, 2025

**A. SALARIES AND EMPLOYEE BENEFITS**

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) <sup>1</sup>	Budget for Contract Term
<b>Direct Service Positions</b>		
ILP Program Supervisor	1.00	\$ 89,000.00
ILP Case Manager	1.00	\$ 60,000.00
<b>Administrative Positions</b>		
Program Management	0.09	\$ 14,000.00
Clerical	0.20	\$ 13,000.00
<b>Sub-Total Salaries:</b>		\$ 176,000.00

<sup>1</sup> FTE = Amount of time employee works on this program. State as decimal based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit		Budget for Contract Term
<b>Direct Service Staff</b>		
ILP Program Supervisor	1 FTE	\$ 17,800.00
ILP Case Manager	1 FTE	\$ 12,000.00
(20%: PR Tax 7.6%, WC 1.4%, Health 11%)		
<b>Administrative Staff</b>		
Program Management	0.2	\$ 2,800.00
Clerical	0.05	\$ 2,600.00
(20%: PR Tax 7.6%, WC 1.4%, Health 11%)		
<b>Sub-Total Employee Benefits</b>		\$ 35,200.00
<b>Percentage Benefits</b>		20.0%
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>		\$ 211,200.00

**B. SERVICES AND SUPPLIES**

1) Services - List any consultant(s) or contract services

Name of Consultant(s)/Contract Services	Budget for Contract Term
Independent Audit	\$ 600.00
<b>Sub-Total Services</b>	\$ 600.00

## 2) Supplies

Item	Budget for Contract Term
Office Expense	\$ 800.00
Program Expense	\$ 1,000.00
Telephone and Data	\$ 3,000.00
Sub-Total Supplies	\$ 4,800.00
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$ 5,400.00</b>

## C. OPERATING EXPENSES

Item	Budget for Contract Term
Equipment Expense	\$ 4,000.00
Maintenance	\$ 2,000.00
Utilities	\$ 1,500.00
Insurance	\$ 2,200.00
Training	\$ 400.00
Supplies	\$ 3,000.00
Program Software Expense	\$ 3,500.00
General Software Expense	\$ 4,000.00
Mileage	\$ 4,500.00
Other* Shared Administration	\$ 33,300.00
Total Operating Expenses	\$ 58,400.00
<b>GRAND TOTAL LINE ITEM BUDGET</b>	<b>\$ 275,000.00</b>
Minus Match	\$ -
<b>TOTAL BEING REQUESTED</b>	<b>\$ 275,000.00</b>

## D. REVENUE

List all of your organization's current and projected sources and amounts of revenue.

Revenue Source	Revenue Expiration Date	Budget for Contract Term
ILP Contract with DSS Santa Barbara	6/30/2025	\$ 275,000
Total Revenue		\$ 275,000.00

## E. TEN (10) Percent Cash or In-Kind Match Minimum

List all of your organization's current and projected sources and amounts of matching funds

Source of Matching Funds	Dates funds will be available	Match Amount for Contract Term	Projected or Confirmed
No matching funds			
Total Match		\$ -	