

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 Community Action Commission of Santa Barbara County, (CAC) having its principal place of business at 5638 Hollister Avenue, Suite 230, Goleta, CA 93117 (hereafter Contractor) wherein Contractor agrees to provide and County agrees to accept the services specified herein.

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

1. **DESIGNATED REPRESENTATIVE.** Amy Krueger at phone number (805) 346-7248 is the representative of County and will administer this Agreement for and on behalf of County. Carolyn Contreras at phone number (805) 964-8857 extension 141 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 first class mail, postage prepaid, or otherwise delivered as follows:

To COUNTY: Amy Krueger, Operations Manager, 2125 S. Centerpointe Parkway, Santa Maria CA 93455

To CONTRACTOR: Carolyn Contreras, Program Director, Family and Youth Services, 5638 Hollister Avenue, Suite 230, Goleta, CA 93117

or at such other address or to such other person that the parties may from time to time designate. Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the U.S. mail.

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 07/01/13 and end performance upon completion, but no later than 06/30/14; the County at the end of the first contract term has the option to negotiate two (2) additional one (1) year renewals without re-bidding. The renewal determination is expected to be made mid-way through the contract term and will be contingent upon Contractor's satisfactory achievement of agreed upon performance measures.

5. **COMPENSATION OF CONTRACTOR.** 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.** Contractor shall perform all of its services under this Agreement as an independent contractor and not as an employee of County. 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.

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. **TAXES.** 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.

9. **CONFLICT OF INTEREST.** Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, 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.

10. **RESPONSIBILITIES OF COUNTY.** County shall provide all information reasonably necessary by Contractor in performing the services provided herein.

11. **OWNERSHIP OF DOCUMENTS.** 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, and any material necessary for the practical use of the data and/or documents 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 materials under this section except after prior written approval of County.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of County. County shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

12. **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 practices. 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 accordance with Federal Government Accounting Standards, Contractor will only seek reimbursement from County for expenses that are allowable under the provisions of the specific Federal cost principles appropriate to their entity: OMB A-21 (Educational Institutions), OMB A-87 (State, Local, or Indian Tribe Governments), OMB A-122 (Non-Profit Organizations), 45 CFR part 74 Appendix E (Hospitals), and Federal Acquisition Regulation (FAR) at 48 CFR part 31 (commercial organizations and non-profit organizations listed in Attachment C to Circular A-122).

Additionally, Contractor is required to comply with all requirements and responsibilities in Circular A-133 *Audits of State, Local Governments, and Non-Profit Organizations* from the Office of Management & Budget (OMB A-133), as applicable to their specific entity and expenditures of federal funds. Such requirements and responsibilities that may apply to the Contractor include Single Audits, program-specific audits, and/or pass-through entity responsibilities including identifying and monitoring sub recipients and vendors, as defined within OMB A-133. Contractor will substantiate to County annual compliance with those portions of OMB A-133 which apply to the Contractor.

13. **INDEMNIFICATION AND INSURANCE.** Contractor shall agree to defend, indemnify and save harmless the COUNTY and to procure and maintain insurance in accordance with the provisions of EXHIBIT C attached hereto and incorporated herein by reference.

14. **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.

15. **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.

16. **ASSIGNMENT.** Contractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of County and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

17. **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 or because of the failure of Contractor to fulfill the obligations herein. Upon receipt of notice, Contractor shall immediately discontinue all services effected (unless the notice directs otherwise), and deliver to County all data, estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether completed or in process.

1. For Convenience. County may terminate this Agreement upon thirty (30) days written notice. Following notice of such termination, Contractor shall promptly cease work and notify County as to the status of its performance.

Notwithstanding any other payment provision of this Agreement, County shall pay Contractor for service 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 effect any right or remedy which County may have in law or equity.

2. **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 this Agreement by written notice, which shall be effective upon receipt by Contractor.

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.

18. **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.

19. **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.

20. **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.

21. **TIME IS OF THE ESSENCE.** Time is of the essence in this Agreement and each covenant and term is a condition herein.

22. **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.

23. **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.

24. **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.

25. **COMPLIANCE WITH LAW.** Contractor shall, at his 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 be 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.

26. **CALIFORNIA LAW.** 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.

27. **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.

28. **AUTHORITY.** All 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.

29. **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.

30. **NONAPPROPRIATION CLAUSE.** 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 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.

In the event that funds have been appropriated or budgeted, Contractor understands that monies paid to Contractor by County are derived from federal, state, or local

sources, including local taxes, and are subject to curtailment, reduction, or cancellation by government agencies or sources beyond the control of County. County shall have the right to terminate this agreement in the event that such curtailment, reduction, or cancellation occurs.

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and Community Action Commission of Santa Barbara County (CAC).

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on 07/01/13.

ATTEST:
CHANDRA L. WALLAR
CLERK OF THE BOARD

COUNTY OF SANTA BARBARA

By: _____
SALUD CARBAJAL, CHAIR
BOARD OF SUPERVISORS

By: _____
Deputy

Date: _____

APPROVED AS TO FORM:
FORM:
DENNIS MARSHALL
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING

ROBERT W GEIS, CPA
AUDITOR-CONTROLLER

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:
RAY AROMATORIO
RISK MANAGEMENT

By: _____
Risk Manager

Agreement for Services of Independent Contractor between the **County of Santa Barbara** and Community Action Commission of Santa Barbara County (CAC).

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective 07/01/13.

CONTRACTOR

By: _____

Date: _____

EXHIBIT A

STATEMENT OF WORK

I. PURPOSE:

“Front Porch”, Santa Barbara County’s Differential Response Program, connects families with children who are identified as at risk of child abuse and neglect to needed community-based services for the purpose of early intervention and prevention services. The Contractor of the Differential Response program will provide direct service delivery to the target population and/or provide clients with referrals to appropriate local community based organizations to meet the requisite need of clients in the Santa Maria and Lompoc areas.

Referrals will be made on the target population as outlined below:

Target Population:

The target population will be comprised of those families who a Child Welfare Services (CWS) worker has identified as meeting Path 1, Path 2, or Path 3 criteria as outlined below, with the outcome measure of reducing the risk of child abuse and neglect in the family home.

Paths of Differential Response:

Path #1: Community Response. Path 1 identification will be made when the allegations in the Suspected Child Abuse and Neglect (SCAR) referrals do not meet statutory definitions of abuse or neglect for CWS, yet there are risk factors identified for the family that would benefit from community services.

Path #2: Child Welfare Services and Community Response. Path 2 identification will be made when the SCAR report does meet the statutory definitions of abuse and neglect, and CWS assessment indicates that the risk of child abuse is low to moderate such that the family is likely to successfully benefit from targeted community resources needed to mitigate the risk factors related to child safety.

Path #3: Child Welfare Services Response. Path 3 referrals reflect a more traditional CWS response and, like Path 2 referrals, will be the identified path when the SCAR report meets statutory definitions of abuse and neglect. This path will be utilized when it is determined that the children are at imminent risk of abuse or neglect with a corresponding child abuse and risk assessment of high or very high. Child Welfare Services may take action to ensure child safety with or without the family’s consent. Subsequently, children may be placed in protective custody, criminal charges may be filed, and Juvenile proceedings may be initiated.

II. SCOPE OF WORK:

Contractor will provide culturally sensitive Differential Response services to address a much needed service in Santa Barbara County and will have the charge to:

- Engage families in a positive and respectful manner that will encourage the families to participate in the provided services.
- Assist families with locating services that will enable them to reduce the risk of child abuse in the home.
- Work closely with other community based organizations including the Family Resource Centers in order to assure the needed services are provided to the families. .
- Report back to CWS any suspected child abuse.
- Maintain confidentiality of all information.
- Work non-traditional hours as needed.
- Provide bi-lingual/bi-cultural services as needed.

REFERRAL PROCESS

PATH #1

1. Child Welfare allegations will be reported to the CWS Centralized Intake Unit (CIU).
2. Assessment will be made by a CWS worker in the Centralized Intake Unit that the allegations do not meet statutory definitions of abuse or neglect for Child Welfare Services for an in person response by CWS, yet there are indications that a family is experiencing problems that could be addressed by community services.
3. CIU CWS worker will complete and fax a referral for Differential Response services to the Contractor.
4. Contractor will report within one business day to the CIU CWS worker that the referral was received.

PATH #2 and #3

1. Assigned CWS Assessment and Investigation (AIU) social worker will investigate allegations made on the family and identify those families who would benefit from Differential Response services.

2. Assigned CWS social worker will complete and fax a referral for Differential Response services to the Contractor.
3. Contractor will report to the assigned CWS social worker within one (1) business day that the referral was received.
4. The assigned CWS social worker will work with the Differential Response program to engage the family in services.

III. DUTIES AND RESPONSIBILITIES

A. Contractor shall:

- Operate a Differential Response program that incorporates Department of Social Service CWS protocol and stated outcomes, under the direction of the County Front Porch Liaison and Santa Barbara County Department of Social Services (DSS)/CWS.
- Actively promote the county-wide Differential Response system by increasing community awareness of Differential Response.
- Utilize the established protocol and criteria developed by the Differential Response team to determine which families will be referred to the Family Resource Centers for case management.
- Utilize the following tools in assessing family needs and developing corresponding service plans: An Intake Needs/Assessment, the Family Development Matrix, and the Ages & Stages Questionnaire. Participate in any relevant training to fully understand how these tools should be used.
- Develop a service delivery plan for each family, including detailed information on agreed-upon activities such as referrals to other agencies, community resources, recommended parenting education classes etc. The Contractor will assist the families in utilizing the services necessary for the family by referring the family to services available in the community. It is expected that, in most cases, the Contractor will utilize services available in the community for the families rather than directly providing services themselves. This will promote the building of a larger support network for the family being served.
- Keep records on each family served. Records may include, but are not limited to: a copy of the service delivery plan, a chronological list of all contacts with a summary of topics discussed and/or services provided, as well as follow-up, compliance and outcome information.
- Provide statistics to CWS for families served organized by path and region in the identified format.
- Enter all requisite data into the Differential Response programs identified information tracking system to ensure data collection and reporting.
- Work collaboratively with the identified Differential Response providers, including the Family Resource Centers, in developing policy and practice needs to fully extend services to the community as part of building the Differential Response system.

- Collaborate and coordinate as appropriate with service providers of parenting education classes, and other applicable services to facilitate access for families to needed services.
- Report all instances of known or suspected child/elder abuse or neglect in accordance with the law to CWS/Adult Protective Services.
- Maintain confidentiality of all information.
- Participate in contract meetings to discuss and resolve any issues that may arise in coordinating services for referred families and review statistics.
- Become or remain a member of the Santa Barbara County Child Abuse Prevention Council.

B. County shall:

- Provide referrals to the Contractor for eligible families in accordance with the established referral process.
- Provide Differential Response information to the Contractor in compliance with protocol established by the DSS CWS branch.
- Utilize reports received from the Contractor to track recidivism outcomes for families referred to the Differential Response program.
- Enter Differential Response Referrals for all eligible families into the County's CWS/CMS computer system.
- Convene contract meetings to discuss and resolve any issues that may arise in coordinating services for referred families and review statistics.

IV. REPORTING REQUIREMENTS

Contractor will submit, at a minimum, tri-annual detailed reports in the format provided as Exhibit A-1 which includes the following:

1. Number of new families referred each month.
2. Names of clients and ages of children.
3. The problem for which the family was referred.
4. Number of English, Spanish, and foreign language speaking clients served each month along with the ethnicity of each family
5. The dates of when the first contact was made and when follow-up contacts were made
6. Referral Path (Path 1, Path 2, Path 3)
7. The reason for closing the referral and the date the referral was closed.
8. Status regarding the Performance Outcome Measures.

Additional reports may be developed in collaboration with the CONTRACTOR as requested.

V. PERFORMANCE OUTCOMES

1. 90% of all referrals to the Differential Response program will not have a subsequent substantiated referral with CWS within 6 months and 12 months.
2. 90% of referrals where there was a substantiated allegation at the time of the Differential Response referral will not have a subsequent substantiated referral with CWS within 6 months and 12 months of the Differential Response referral.
3. 80% of families referred for service will engage in services.
4. 98% of all families will be contacted by the Contractor within three business days of receiving the referral.

Additional performance measures may be developed in collaboration with the Contractor and the Differential Response Team.

EXHIBIT A-1

**FRONT PORCH PROGRAM
FISCAL YEAR 10/11**

RUNNING LOG

AGENCY: <DROP>

TRI-ANNUAL REPORTING PERIOD: <DROP>

	PARENT'S NAME	CHILD'S NAME	AGE OF CHILD	CITY	DATE OF RE-FERRAL	CASE MANAGEMENT			DATE OF 1ST ATTEMPT-ED CONTACT	# OF BUS. DAYS	REFUS-ED SERVICE	DATE 1ST CON-TACT COM-PLETED (PHONE)	DATE 1ST CON-TACT COM-PLETED (FTF)	NEW THIS PERIOD?	ETHNICITY				PATH	REFERRING WKR.	PROBLEM FOR WHICH FAMILY REFERRED	DATE REFER-RAL CLOSED	REASON FOR CLOSING REFERRAL	CWS USE ONLY	
						CALM	CAC	FRC							PARENT	CHILD	FAMILY	LANGUAGE						SUBSE-QUENT REFER-RAL DATE	CWS ACTION REQUIRED
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EXHIBIT B

PAYMENT ARRANGEMENTS Periodic Compensation

- A. For Contractor services to be rendered under this contract, Contractor shall be paid a total contract amount, including cost reimbursements, not to exceed \$ 116,000.
- 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 **Exhibit B-1**. Invoices must be submitted in County required format and must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in Exhibit A.
- C. By the 15th of the month following the provision of services, the Contractor shall submit to the County DESIGNATED REPRESENTATIVE an invoice for the deliverables detailed in the project plan. These invoices must cite the assigned Contract Number and a description of the services that were performed. COUNTY REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory shall initiate payment processing. County shall pay invoice within 30 days of presentation. The June estimated invoice for this contract must be submitted by June 15th.
- D. 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.
- E. Contractor will obtain prior written approval from County, prior to purchasing any furniture, equipment, EDP hardware or software funded through this contract. Contractor will return to County upon expiration or termination of this contract all furniture, equipment, EDP hardware or software purchased or provided to Contractor under this contract.
- F. Modification of Services – Contractor shall obtain the expressed written consent from the County for any variation in the provision of services described in this agreement. Approval of such modification of services will not require further Board of Supervisors approval if it is to provide additional services within the approved budget.
- G. Budget Variances – Contractor shall obtain the expressed written consent from the County for any variation in the line item amounts detailed in Attachment B-1 of this agreement. Reasonable and necessary changes will be considered, but in no event will the overall budget amount be exceeded without a formal amendment to the contract.
- H. Audit Exceptions and Disallowed Costs- Contractor will be subject to audit/monitoring reviews that cover all fiscal and programmatic terms and conditions of the contract and/or prescribed by the State, including cost allocation methodologies. Except to the extent that the State and/or

County determines it will assume liability, Contractor will be liable for and will repay, to the County, any amount for recoupment of audit/monitoring exceptions and disallowances of disallowed costs. Such repayment will be from funds other than those received under this agreement.

LINE ITEM BUDGET

Term Beginning: 7/1/2013

Term Ending: 6/30/2014

A. SALARIES AND EMPLOYEE BENEFITS

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

Position(s)	Full-Time Equivalent (FTE) ¹	Budget for Contract Term
Direct Service Positions		
Case Managers	1.89	\$ 62,133.75
Program Manager	0.10	\$ 5,095.48
Administrative Positions		
Program Director	0.03	\$ 3,044.55
Office Assist. III	0.0675	\$ 1,990.84
Sub-Total Salaries:		\$ 72,264.62

¹ FTE = Amount of time employee works on this program. State as a percentage based upon a 40 hour v P

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

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
Payroll Taxes	\$ 5,594.81
Health, Dental, Life, Vision, Prescription, Long Term Disability	\$ 12,421.46
Workers Compensation, Retirement & Other	\$ 6,522.39
Administrative Staff	
Payroll Taxes	\$ 419.04
Health, Dental, Life, Vision, Prescription, Long Term Disability	\$ 930.16
Workers Compensation, Retirement & Other	\$ 488.71
Sub-Total Employee Benefits	\$ 26,376.57
Percentage Benefits	36.5%
TOTAL SALARIES AND EMPLOYEE BENEFITS	\$ 98,641.19

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	
Sub-Total Services	\$ -

2) Supplies

Item	Budget for Contract Term
Office Expense*	\$ 500.00
Program Expense*	\$ 1,482.50
Telephone*	\$ 900.00
Mileage*	\$ 3,200.00
Other*	
Sub-Total Supplies	\$ 6,082.50
TOTAL SERVICES AND SUPPLIES	\$ 6,082.50

C. OPERATING EXPENSES

Item*	Budget for Contract Term
Facility Lease/Rental	\$ 1,500.00
Equipment Lease/Rental*	\$ 144.00
Furnishings*	
Maintenance	
Utilities	
Insurance (Refer to General Contract Provisions for Insurance Requirements)	\$ 100.00
Other*	
Training and Training Aid	\$ 150.00
Indirect Cost @ 8.8%	\$ 9,382.31
Total Operating Expenses	\$ 11,276.31
GRAND TOTAL LINE ITEM BUDGET	\$ 116,000.00
Minus Revenue	
TOTAL BEING REQUESTED	\$ 116,000.00

EXHIBIT C

STANDARD INDEMNIFICATION AND INSURANCE PROVISIONS for contracts REQUIRING professional liability insurance

INDEMNIFICATION

Indemnification pertaining to other than Professional Services:

Contractor shall defend, indemnify and save harmless the County, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on the part of the Contractor or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities resulting from the sole negligence or willful misconduct of the County.

Contractor shall notify the County immediately in the event of any accident or injury arising out of or in connection with this Agreement.

Indemnification pertaining to Professional Services:

Contractor shall indemnify and save harmless the County, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of the negligent performance or attempted performance of the provisions hereof; including any willful or negligent act or omission to act on the part of the Contractor or his agents or employees or other independent contractors directly responsible to him to the fullest extent allowable by law.

Contractor shall notify the County immediately in the event of any accident or injury arising out of or in connection with this Agreement.

INSURANCE

Without limiting the Contractor's indemnification of the County, Contractor shall procure the following required insurance coverages at its sole cost and expense. All insurance coverage is to be placed with insurers which (1) have a Best's rating of no less than A: VII, and (2) are admitted insurance companies in the State of California. All other insurers require the prior approval of the County. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place Contractor in default. Upon request by the County, Contractor shall provide a certified copy of any insurance policy to the County within ten (10) working days.

1. Workers' Compensation Insurance: Statutory Workers' Compensation and Employers Liability Insurance shall cover all Contractor's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, or

expiration or reduction of coverage shall be effective or occur until at least thirty (30) days after receipt of such notice by the County. In the event Contractor is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by the Department of Industrial Relations for the State of California. This provision does not apply if Contractor has no employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and CONTRACTOR submits a written statement to the COUNTY stating that fact.

2. General and Automobile Liability Insurance: The general liability insurance shall include bodily injury, property damage and personal injury liability coverage, shall afford coverage for all premises, operations, products and completed operations of Contractor and shall include contractual liability coverage sufficiently broad so as to include the insurable liability assumed by the Contractor in the indemnity and hold harmless provisions of the Indemnification Section of this Agreement between County and Contractor. The automobile liability insurance shall cover all owned, non-owned and hired motor vehicles that are operated on behalf of Contractor pursuant to Contractor's activities hereunder. Contractors shall require all subcontractors to be included under its policies or furnish separate certificates and endorsements to meet the standards of these provisions by each subcontractor. County, its officers, agents, and employees shall be Additional Insured status on any policy. A cross liability clause, or equivalent wording, stating that coverage will apply separately to each named or additional insured as if separate policies had been issued to each shall be included in the policies. A copy of the endorsement evidencing that the policy has been changed to reflect the Additional Insured status must be attached to the certificate of insurance. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Any deductible or Self-Insured Retention {SIR} over \$10,000 requires approval by the County.

Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form:

"Such insurance as is afforded by this policy shall be primary and non-contributory to the full limits stated in the declarations, and if the COUNTY has other valid and collectible insurance for a loss covered by this policy, that other insurance shall be excess only."

If the policy providing liability coverage is on a 'claims-made' form, the Contractor is required to maintain such coverage for a minimum of three years following completion of the performance or attempted performance of the provisions of this agreement. Said policy or policies shall provide that the County shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

3. Professional Liability Insurance. Professional liability insurance shall include coverage for the activities of Contractor's professional staff with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Said policy or policies shall provide that County shall be given thirty (30) days written notice prior to cancellation, expiration of the policy, or reduction in coverage. If the policy providing professional liability coverage is a on 'claims-made' form, the Contractor is required to maintain such coverage for a minimum of three (3) years (ten years [10] for Construction

Defect Claims) following completion of the performance or attempted performance of the provisions of this agreement.

Contractor shall submit to the office of the designated County representative certificate(s) of insurance documenting the required insurance as specified above prior to this Agreement becoming effective. County shall maintain current certificate(s) of insurance at all times in the office of the designated County representative as a condition precedent to any payment under this Agreement. Approval of insurance by County or acceptance of the certificate of insurance by County shall not relieve or decrease the extent to which the Contractor may be held responsible for payment of damages resulting from Contractor's services of operation pursuant to the contract, nor shall it be deemed a waiver of County's rights to insurance coverage hereunder.

In the event the Contractor is not able to comply with the County's insurance requirements, County may, at their sole discretion and at the Contractor's expense, provide compliant coverage.

The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized to change the above insurance requirements, with the concurrence of County Counsel, to include additional types of insurance coverage or higher coverage limits, provided that such change is reasonable based on changed risk of loss or in light of past claims against the County or inflation. This option may be exercised during any amendment of this Agreement that results in an increase in the nature of County's risk and such change of provisions will be in effect for the term of the amended Agreement. Such change pertaining to types of insurance coverage or higher coverage limits must be made by written amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of acceptance of the amendment or modification.

Contract Summary Form:

Contract Number :

- - - -

D1. Fiscal Year : FY 13/14

D2. Budget Unit Number (*plus -Ship/-Bill codes in paren's*) : 044

D3. Requisition Number : N/A

D4. Department Name : Social Services

D5. Contact Person : Linda Rodriguez

D6. Phone : 346-7294

K1. Contract Type (*check one*): ☐ Personal Service ☐ Capital Project/Construction

K2. Brief Summary of Contract Description/Purpose: CWS Differential Response/Front Porch Services

K3. Original Contract Amount : \$116,000

K4. Contract Begin Date : 07/01/13

K5. Original Contract End Date : 06/30/14

K6. Amendment History (*leave blank if no prior amendments*):

<u>Seq#</u>	<u>EffectiveDate</u>	<u>ThisAmndtAmt</u>	<u>CumAmndtToDate</u>	<u>NewTotalAmt</u>	<u>NewEndDate</u>	<u>Purpose</u>
<i>(2-4 words)</i>						
	\$	\$	\$			

K7. Department Project Number : N/A

B1. Is this a Board Contract? (Yes/No) : Yes

B2. Number of Workers Displaced (*if any*) : NoneB3. Number of Competitive Bids (*if any*) : TwoB4. Lowest Bid Amount (*if bid*) : N/A

B5. If Board waived bids, show Agenda Date :

B6. ... and Agenda Item Number : #

B7. Boilerplate Contract Text Unaffected? (Yes / or cite ¶¶) :

F1. Encumbrance Transaction Code : 1701

F2. Current Year Encumbrance Amount : \$116,000

F3. Fund Number : 0055

F4. Department Number : 044

F5. Division Number (*if applicable*) : 09

F6. Account Number : 7659

F7. Cost Center number (*if applicable*) : N/A

F8. Payment Terms : Net 30

V1. Vendor Numbers (*A=uditor; P=urchasing*) :

V2. Payee/Contractor Name : Community Action Commission (CAC)

V3. Mailing Address : 5638 Hollister Avenue, Suite 230

V4. City State (*two-letter*) Zip (*include +4 if known*) : Goleta, CA 93117

V5. Telephone Number : (805) 964-8857 ext 141

V6. Contractor's Federal Tax ID Number (*EIN or SSN*) : 95-2491790

V7. Contact Person : Carolyn Contreras, Program Director

V8. Workers Comp Insurance Expiration Date : 09/01/13

V9. Liability Insurance Expiration Date[s] (*G=enl; P=rofl*) : 05/24/13

V10. Professional License Number : #

V11. Verified by (*name of County staff*) : Linda RodriguezV12. Company Type (*Check one*): ☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation
(X) Non Profit

I certify: information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date: _____

Authorized Signature: _____