



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

2015 MAY 14 PM 1:23

COUNTY OF SANTA BARBARA
CLERK OF THE BOARD OF SUPERVISORS

Department Name: Probation Department
Department No.: 022
For Agenda Of: June 16, 2015
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department *Steward Dolan for*
Director Guadalupe Rabago, Chief Probation Officer, 882-3652
Contact Info: Wendy J. Stanley, Probation Manager, 739-8606
SUBJECT: Contract for Case Manager services from Community Action Commission for Youthful Offender Block Grant

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the attached Agreement for Services of Independent Contractor with Community Action Commission (CAC) to provide case management services to wards on Youthful Offender Block Grant (YOBG) caseloads, through the YOBG, in the Santa Barbara, Santa Maria and Lompoc geographic areas for the Fiscal Year (FY) 2015-16, with a total contract amount not to exceed \$181,500.00 (the "Agreement") (Attachment A); and
- B. Determine that the approval of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that this activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment, the activity is not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment B).

Summary Text:

Starting in FY 2008-09, contracts have been in place to provide case manager services to identified YOBG wards. These case managers provide counseling, mentoring and case management services for wards participating in YOBG and their families to address psycho-social issues that impede their ability to successfully remain in the community and result in their detention in juvenile facilities or out-of-home placements. Executing this Agreement will allow the wards to continue to receive services through FY 2015-16.

Background:

Senate Bill 81 and clean up legislation under Assembly Bill 191 resulted in significant policy changes regarding commitments to the Division of Juvenile Facilities (DJF), formerly California Youth Authority (CYA), commencing September 1, 2007. The legislation prohibits the further incarceration of wards adjudicated for non-707(b) Welfare & Institutions Code (WIC) offenses (excluding certain sex offenses) at DJF after September 1, 2007. It allowed for the committing court to recall some, all, or none of the commitment orders for non-707(b) WIC offenders committed to DJF. It requires that all non-707(b) WIC offenders in DJF who are released to parole be returned to the county of commitment for community supervision and requires that all current non-707(b) WIC offenders whose parole is suspended, cancelled, or revoked, be returned to the custody of the county of commitment.

The legislation included funding to offset the cost of providing services to the non-707(b) WIC wards returning to the county, non-707(b) WIC wards who can no longer be placed with the DJF and to build capacity to supervise these wards. The YOBG funds are allocated based on county population aged 10-17 years and juvenile felony dispositions. The YOBG funds must be used in accordance with Sections 1950-1962 of the Welfare & Institutions Code, and as outlined in the Juvenile Justice Delinquency Plan (JJDP).

Performance Measure:

- A. CAC staff will meet with 100% of YOBG wards and family to design an educational and vocational plan within five days of receiving the referral from Probation.
- B. CAC staff will conduct pre- and post-client and family surveys on 100% of YOBG wards and their families to measure progress relative to healthy relationships and improved positive communication techniques.
- C. CAC will refer 100% of YOBG wards to employment services within seven days of eligibility.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	Current FY Cost:	Annualized On-going Cost:	Total One-Time Project Cost
General Fund			
State		\$ 181,500.00	
Federal			
Fees			
Other:			
Total	\$ -	\$ 181,500.00	\$ -

Narrative:

This Agreement is fully funded by YOBG revenue. There will be no impact on the General Fund due to the execution of this Agreement.

Key Contract Risks:

The risk analysis has been completed and no key contract risks have been identified.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) fully executed original of the contract and one (1) Minute Order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: Community Action Commission Agreement for Services of Independent Contractor (2 originals)

Attachment B: CEQA NOE

Authored by: Wendy J. Stanley

cc: Community Action Commission

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 with an address at 5638 Hollister Ave., Suite 230, Goleta, CA 93117 (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

Wendy J. Stanley at phone number (805) 739-8606 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Tracy Lang-Wood at phone number (805) 964-8857 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 or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Santa Barbara County Probation
 2121 S. Centerpointe Pkwy
 Santa Maria, CA 93454
 Attention: Wendy J. Stanley, Probation Manager

To CONTRACTOR: Community Action Commission of Santa Barbara County
 5638 Hollister Ave, Suite 230
 Goleta, CA 93117
 Attention: Tracy Lang-Wood

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, 2015 and end performance upon completion, but no later than June 30, 2016 unless otherwise directed by COUNTY or unless earlier terminated.

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. 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.

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

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

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Chair, Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Guadalupe Rabago
Santa Barbara County Probation

CONTRACTOR:

Community Action Commission of Santa Barbara County

By: 
Department Head

By: 
Authorized Representative

Name: Fran Forman

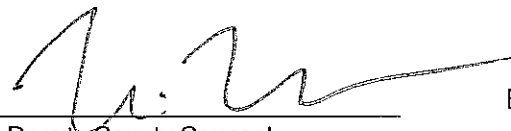
Title: Executive Director

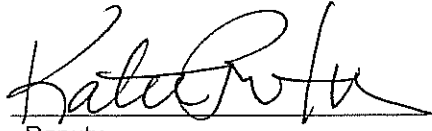
APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Robert W. Geis, CPA
Auditor-Controller

By: 
Deputy County Counsel

By: 
Deputy

APPROVED AS TO FORM:

Risk Management

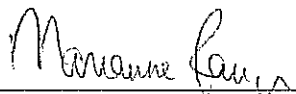
By: 
Risk Management

Exhibit A

STATEMENT OF WORK

I. Youthful Offender Block Grant (YOBG) Mentoring and Case Management Services

A. CONTRACTOR shall provide the following services for youthful offenders in Santa Barbara, Santa María and Lompoc.

1. Service Component:

a. CONTRACTOR shall provide a total of 110 hours per week for two and three quarters Case Manager/Educators who shall provide mentoring and case management services to youthful offenders as referred by COUNTY Probation Department.

2. Description of Component:

- a. Using Case Manager/Educators, provide mentoring, informal counseling, skill development, and case management services (including academic, vocational, and employment assistance) for specified youthful offenders referred and supervised by the Probation Department, and support to those youths' parents and families. Assess needs of youths across various domains and provide education, intervention, direction and referrals as appropriate to address issues that act as barriers to achieving and maintaining pro-social lifestyles. Services shall generally target high-risk youthful offenders.
- b. Each Case Manager/Educators shall provide rehabilitation (skills development) and support services to a caseload of up to eighteen (18) youthful offenders per 1 FTE and up to fourteen (14) per .75 FTE and their families in accordance with their probation case plan. Services may include individual and family meetings, participation in wraparound meetings, alcohol/drug treatment groups and restorative justice family group conferencing.
- c. The Case Manager/ Educator shall maintain regular contact with youths and their families. Contact shall be face-to-face on at least three (3) separate occasions per month.
- d. The Case Manager/Educators shall provide case management services which would include development of and linkage to community resources such as education, treatment providers, work programs, employers, housing, social and recreational programs, as well as assisting youth and families in development of natural support systems.
- e. The Case Manager/Educators shall perform administrative tasks including, but not limited to, the documentation of services performed, preparation of requested reports, provide statistical information, and shall submit that information as requested to the COUNTY, with the monthly invoice.
- f. Within five (5) business days of receipt of a referral, the Case Manager/Educators shall meet with the youth and/or family members to assess their needs and develop a case plan. The plan shall include measurable and attainable short and long-term goals. This shall be measured by the number of initial meetings held during the specified time on a monthly basis.

- g. Youths shall demonstrate improved efforts toward developing and maintaining positive relationships with parents, family members, and other important persons within 60 days of beginning services. Case Manager/Educators shall assist by providing offenders and families with opportunities that promote positive relationships, and shall demonstrate positive communication techniques with the youth. The degree to which youths and their families are achieving this goal shall be measured by interviews and questionnaires with youths and their parents, family members, and other important persons at 60 days, 180 days, and upon program exit. The interviews and questionnaires shall be documented and provided to COUNTY at those times.
- h. CONTRACTOR shall determine eligibility for employment services within 30 days of receipt of referral and make appropriate referrals within five (5) days of determining eligibility. This shall be measured by the percentage of eligible youths referred to employment services within five (5) days of eligibility determination; the percentage of eligible youth who are referred to employment services that are subsequently employed; the number employed who are still employed after 180 days.
- i. At the time of the development of the initial case plan, the assigned Case Manager/ Educator shall have a referred youth complete an initial questionnaire that shall assess the youth's current status in various areas and his or her attitudes about those areas. After 180 days and at program exit, the Health Educator shall have a youth complete a questionnaire that makes the same assessments as the initial one. Those assessments shall be provided to the DPO supervising the probation case.
- j. CONTRACTOR shall notify COUNTY prior to making any staffing changes.
- k. CONTRACTOR shall adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, develop and maintain comprehensive patient confidentiality policies and procedures, and demonstrate reasonable effort to secure written and/or electronic client information.

3. Budgeted Service Level:

- a. Two and $\frac{3}{4}$ (2.75 FTE) Case Manager/ Educators providing services to each geographic area of the County with caseloads of up to 18 youthful offenders per 1 FTE and up to 14 juvenile offenders per .75 FTE each. Based on the individual case plan services are to be provided equally to each youth and each youth's case, averaging approximately two hours per week.

4. Location of Service:

- a. Santa Barbara, Santa Maria, and Lompoc office areas; including offenders' homes and schools, community sites, offices and facilities of the Community Action Commission, and detention facilities and offices maintained by the Probation Department.
- b. Services are to be provided principally in a community-based setting. As such, referrals for detained youths shall be coordinated with the supervising Deputy Probation Officer (DPO) to insure youth who are not detained are given primary consideration.

5. Hours of Operation:

- a. Hours of operation shall generally follow a normal business week (Monday through Friday, 8:00 a.m. to 5:00 p.m.) but because of the nature of the service, may vary and shall include periodic weekend and evening work depending on activities performed or the needs of youths, their families, or COUNTY.
6. Qualifications of Position:
- a. Case Manager/Educators shall meet the minimum qualifications established by the Community Action Commission (CAC) for its case manager classification.
 - b. Case Manager/Educators shall meet one of the two experience and education requirements detailed here:
 1. Bachelor of Arts or Sciences Degree and related experience working with youthful offenders and/or at-risk youth.
 2. Associate of Arts Degree and two years of experience working with youthful offenders and/or at-risk youth.
 - c. Case Manager/Educators shall also possess the capability to work with social service and juvenile justice agencies, have knowledge of the special needs of low-income persons and families, at-risk youth, experience working with an ethnically and culturally diverse population and youth involved in the juvenile justice system, be familiar with wraparound and restorative justice concepts, evidence based practices, substance abuse issues, causes, and treatment, be able to access community resources for educational, vocational, employment, recreational, and health services for program participants, , be able to train in and work with program materials, have excellent oral and written communication skills, have the ability to read, write, and speak fluently in the Spanish language, and have a valid California driver's license.
7. Client Referral & Attendance Monitoring:
- a. Utilize YOBG funds (see Exhibit B-1 for detailed Budget) to serve high-risk youthful offenders referred by COUNTY.
 - b. If CONTRACTOR determines referred youth is not appropriate for the services provided under this agreement, CONTRACTOR shall notify the COUNTY through the referring DPO, or the referring DPO's immediate supervisor, within three (3) business days. Youths may be dropped or disqualified from services by CONTRACTOR with written approval from aforementioned COUNTY representatives.
 - c. Contact referred youth within five (5) business days of receipt of referral and begin providing services immediately thereafter.
 - d. CONTRACTOR shall utilize and maintain contact sheets to document their activities with youths. These shall be made available to the COUNTY within three (3) business days of request. These sheets shall indicate the name of the Case Manager/Educator, the youth, and the date and duration and nature of each contact between the two.

- e. CONTRACTOR shall submit timecards with each monthly invoice submitted to COUNTY (see EXHIBIT B for detailed invoicing requirements) for persons coding time to this program. CONTRACTOR shall submit mileage sheets with each monthly invoice that indicate the date of travel, distances traveled (in terms of miles), start and end locations, and purpose of travel. The CONTRACTOR shall maintain any and all other necessary documentation to support invoices made under this program.
- f. CONTRACTOR shall insure that only male Case Manager/Educators work with male youths, and only female Case Manager/Educators work with female youths. CONTRACTOR is to immediately consult with COUNTY whenever it is unable to meet this provision.

II. Other Requirements for Service Delivery Staff

A. Criminal Records Check

1. Ensure that all existing staff and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement shall have a criminal record check. CONTRACTOR is responsible for any associated costs. The criminal record check shall be through one of the local law enforcement agencies and consist of a local law enforcement record check, a California Department of Motor Vehicle check, and a Live Scan submitted to the California Department of Justice (CDOJ). CONTRACTOR shall complete and submit the Staff Records Check form (attached hereto as EXHIBIT A-1) as appropriate for existing and prospective staff or volunteers.
2. Prospective CONTRACTOR staff or volunteer may commence services only after the results of the Live Scan have been received by the CONTRACTOR from the CDOJ and the person is deemed by COUNTY as suitable for work with the CONTRACTOR.
3. Failure by CONTRACTOR to comply with the criminal records check requirements may result in withholding of invoice payments until compliant.

B. Staff Professional Standards

1. Warrant that all employees and volunteers under this agreement have background, training, work experience, licenses, and supervision necessary for the performance of services in a manner of, and according to the standards observed by, a practitioner of the same profession and in keeping with all Federal, State and County Laws. CONTRACTOR shall provide a list of current employees and copies of permits, licenses, certifications or other documents certifying staff training and qualifications upon demand from COUNTY.

C. Drugs and Alcohol

1. CONTRACTOR shall not allow the use or possession of drugs, including alcohol, in the workplace or facility.

D. Incident Reporting

1. CONTRACTOR shall report the following incidents to COUNTY within 24 hours (excluding holidays and weekends) of occurrence while clients are receiving services under this Agreement:

- a. Physical confrontation between staff and client, between clients, clients and non-staff, between staff and non-staff, and any threats of violence, including self-inflicted violence.
- b. Any law violation.
- c. Possession of any illegal drugs, paraphernalia, weapons or other contraband.
- d. Failure or refusal to participate in or receive services.
- e. Participant discharge or disqualification, exclusion, or termination from receiving services and reasons for said discharge or disqualification.

E. Confidentiality

1. CONTRACTOR agrees to maintain the confidentiality of client records and/or client information pursuant to: Title 42 United States Code (USC) Section 290 dd-2; Title 42 Code of Federal Regulations (CFR), Part 2; Title 22 California Code of Regulations (CCR) Section 51009; Welfare & Institutions Code (W&IC) Sections 14100.2 and 5328; Health and Safety Code (HSC) Sections 11812 and 11845.5; Civil Code Sections 56 – 56.37, 1798.80 – 1798.82, and 1798.85; and Penal Code (PC) Sections 11140, 11142 and 13330. Client records and/or information must comply with all appropriate State and Federal requirements. CONTRACTOR shall ensure that no list of persons receiving services under this Agreement is published, disclosed, or used for any purpose except for the direct administration of these services or other uses authorized by law that are not in conflict with requirements for confidentiality contained in the preceding codes.

F. Status Reports

1. On request of COUNTY, provide written status reports on forms provided by COUNTY and delivered to such places and times as directed by COUNTY.

ATTACHMENT A-1

GRANT STAFF (EMPLOYEES/VOLUNTEERS/SUB-CONTRACTORS) RECORD CHECKS

Contractor or Agency Name

Name of Grant

Contractor's Signature

Date

NAME(S) OF PERSON(S)	E=EMPLOYEE V=VOLUNTEER S=SUB-CONTRACTOR	LOCAL RECORD CHECK	CRIMINAL RECORD DECLARATION	10-PRINTS	
		Date Completed	Date Signed	Date Sent	Date Received

EXHIBIT B

PAYMENT ARRANGEMENTS Periodic Compensation (with attached Schedule of Fees)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ 181,500.00.
- 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 Attachment B1 (Schedule of Fees). Invoices submitted for payment that are based upon Attachment B1 must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in EXHIBIT A.
- C. 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 Attachment B1 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.
- 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 MONTHLY INVOICING REQUIREMENTS

1. Invoice Format

Monthly invoices shall be in a COUNTY pre-approved format. The invoice shall list costs by staff position (including total hours by position) and operating expense and equipment costs consistent with the line items on the attached ATTACHMENT B-1. All costs claimed by CONTRACTOR for reimbursement by COUNTY shall be identified in the specific format required by the COUNTY.

2. Invoice Linkage to ATTACHMENT B-1 Budget Positions

Any invoiced cost for staff positions or equipment costs not listed in ATTACHMENT B-1 of this agreement shall not be reimbursed by the COUNTY unless approved in advance by the COUNTY.

3. Invoice Timely Submission

CONTRACTOR shall submit monthly invoices by the tenth of each subsequent month to the COUNTY DESIGNATED REPRESENTATIVE (i.e. representative listed in paragraph 2, Notices, of the main body of this agreement).

4. Invoice Signature

Invoices shall be signed and dated by an authorized CONTRACTOR designated representative, as well as, identifying the name and title of the accounting staff person preparing the invoice.

5. Copies of Payroll Ledgers

A copy of all payroll ledgers for the invoice service period for each staff person directly claimed on the invoice shall be attached to the invoice. CONTRACTOR shall be notified if any invoice is missing copies of required payroll ledger. **IMPORTANT: Monthly invoices shall not be considered valid until copies of all required timecards are received by the COUNTY.**

6. Administrative/Overhead Costs

Allocated Administrative/Overhead shall not be reimbursable and shall not be claimed unless such costs are identified and budgeted in ATTACHMENT B-1 of this agreement.

7. Administrative/Overhead Documentation

Annually, COUNTY may require the CONTRACTOR to submit written documentation to support the calculation of the set percentage and basis used to allocate administrative/overhead costs for the fiscal year in question, as well as, identifying all administrative/overhead costs by line item and by staff position for salaries.

8. Board of Directors List

To the first monthly invoice submitted under this agreement, the CONTRACTOR shall attach a list of the CONTRACTOR'S Board of Directors including addresses, phone numbers and titles of officers who are members of the Board. **IMPORTANT: No invoice shall be considered valid until a copy of this list of the Board of Directors is received by the COUNTY.**

F. OTHER FINANCIAL REQUIREMENTS:

1. CPA Prepared Financial Audit Report

CONTRACTOR shall provide a copy of the most recent CONTRACTOR financial audit report and related management letter (prepared by a Certified Public Accountant) to the County along with the first monthly invoice under this agreement and annually thereafter with the same calendar month invoice if this agreement covers multiple years. The submission of the aforementioned audit report and management letter shall be a condition precedent for payment for each year covered by this agreement.

2. Delivery of Service Commitment

CONTRACTOR is expected to deliver the level of services (by fiscal year) as specified on the attached ATTACHMENT B-1. CONTRACTOR understands and acknowledges that the failure to timely expend funds for any given fiscal year of this agreement may jeopardize the ability to meet performance measures are legal requirements and may raise questions about the need for services and viability providing funds for these services.

3. Fiscal Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR's performance of the Agreement in accordance with generally accepted accounting

principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from support documentation to the accounting record to the financial reports and billings. These records shall be maintained for a minimum of four (4) years or as otherwise required by law after the date of completion of the project and shall be subject to examination and audit by authorized State or COUNTY representatives at any time during CONTRACTOR's regular business hours upon reasonable notice.

4. Inspection of Records

Make books, records, documents and other evidence available to the COUNTY, or its designated representative, during the term of the Agreement or final audit, and for four (4) years after the termination of this Agreement or as otherwise required by law, whichever is later, and provide suitable facilities for access, monitoring, inspection, and copying thereof.

5. Access to Staff and Facilities

Permit the COUNTY, or its designated representative, to have access to CONTRACTOR'S staff and facilities wherever CONTRACTOR has been or is performing this Agreement and shall provide proper facilities for access, monitoring and inspection.

ATTACHMENT B-1

SCHEDULE OF FEES

Salaries & Benefits:

Position:

Case Manager	1 FTE	39,871.00
Case Manager	1 FTE	34,340.80
Case Manager	.75 FTE	27,315.60
Program Director	1% FTE	1,101.10
Program Manager	5% FTE	2,619.76
Office Assistant	2% FTE	723.84
Fringe @36.5%		38,679.82

Total Salaries & Benefits	<u>144,651.92</u>
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Operating Expenses:

Local Mileage	7,920.00
Rent/Utilities/Maint. (12 months @ \$475 each month)	5,700.00
Equipment Rental (12 months @ \$25.00 each month)	300
Telephone (3 cells phones @ \$210.00 per month plus % of land line)	2,735.00
Office Supplies	748.51
Equipment	500
Program Supplies/Activities	900
Printing	100
Training & TA	1500
Recruitment Cost	500
Liability Insurance (12 Months @ \$16.50 per month)	198

Total Operating Expense	<u>21,101.51</u>
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Total Operation Cost	<u>165,753.43</u>
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Total Direct Cost	165,753.43
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Indirect Cost @ 9.5%	15,746.57
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Total Cost	<u><u>181,500.00</u></u>
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EXHIBIT C

Indemnification and Insurance Requirements (For Professional Contracts)

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, his 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:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** 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.
4. **Professional Liability (Errors and Omissions) Insurance** appropriate to the CONTRACTOR'S profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains higher limits than the minimums shown above, the COUNTY requires and shall be entitled to coverage for 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 if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents 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.

Board Contract Summary

BC 15 _178

For use with Expenditure Contracts submitted to the Board for approval. Complete information below, print, obtain signature of authorized departmental representative, and submit this form, along with attachments, to the appropriate departments for signature. See also: Auditor-Controller Intranet Policies->Contracts.

D1.	Fiscal Year	2015-16
D2.	Department Name	Probation
D3.	Contact Person	Wendy Stanley
D4.	Telephone	(805) 739-8606

K1.	Contract Type (check one):	<input checked="" type="checkbox"/> Personal Service	<input type="checkbox"/> Capital
K2.	Brief Summary of Contract Description/Purpose	Services for YOBG clients.	
K3.	Department Project Number		
K4.	Original Contract Amount	\$	181,500.00
K5.	Contract Begin Date	7/1/2015	
K6.	Original Contract End Date	6/30/2016	
K7.	Amendment? (Yes or No)	No	
K8.	- New Contract End Date		
K9.	- Total Number of Amendments		
K10.	- This Amendment Amount	\$	
K11.	- Total Previous Amendment Amounts	\$	
K12.	- Revised Total Contract Amount	\$	

B1.	Intended Board Agenda Date	
B2.	Number of Workers Displaced (if any)	
B3.	Number of Competitive Bids (if any)	
B4.	Lowest Bid Amount (if bid)	
B5.	If Board waived bids, show Agenda Date	
	and Agenda Item Number	
B6.	Boilerplate Contract Text Changed? (If Yes, cite Paragraph)	

F1.	Fund Number	0001
F2.	Department Number	022
F3.	Line Item Account Number	7460
F4.	Project Number (if applicable)	
F5.	Program Number (if applicable)	3099
F6.	Org Unit Number (if applicable)	3300
F7.	Payment Terms	Net 30

V1.	Auditor-Controller Vendor Number	188062
V2.	Payee/Contractor Name	Community Action Commission of Santa
V3.	Mailing Address	5638 Hollister Ave, Suite 230
V4.	City State (two-letter) Zip (include +4 if known)	Goleta, CA 93117
V5.	Telephone Number	(805) 964-8857
V6.	Vendor Contact Person	Tracy Lang-Wood
V7.	Workers Comp Insurance Expiration Date	9/1/2015
V8.	Liability Insurance Expiration Date	5/24/2015
V9.	Professional License Number	15
V10.	Verified by (print name of county staff)	178

V11 Company Type (Check one): Individual Sole Proprietorship Partnership Corporation

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

Date: 5-11-15 Authorized Signature: [Signature]

Attachment B

NOTICE OF EXEMPTION

TO: Santa Barbara County Clerk of the Board of Supervisors
FROM: Guadalupe Rabago, Chief Probation Officer

The project or activity identified below is determined to be exempt from further environmental review requirements of the California Environmental Quality Act (CEQA) of 1970 as defined in the State and County guidelines for the implementation of CEQA.

APN(s): N/A Case No.: N/A

Location: Santa Barbara County

Project Title: FY 2015-2016 Agreements for Juvenile Probation Program Services

Project Description: Community Action Commission of Santa Barbara (all local vendors) are to provide mentoring and case management services in Santa Barbara County.

Exempt Status: (Check one)

- Ministerial
Statutory
Categorical Exemption
Emergency Project
Not a Project: Section 15061(b)(3)
Other

Cite specific CEQA Guideline Section: Section 15061(b)(3); these activities are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that these activities may have a significant effect on the environment, the activities are not subject to CEQA.

Reasons to support exemption findings: The Agreements with Community Action Commission of Santa Barbara County will provide access to mentoring and case management services and, as such, the associated activities will have no significant effect on the environment.

Wendy J. Stanley 5/11/15
Department/Division Representative Date

Acceptance Date (date of final action on project):

Date Filed by County Clerk:

Note: A copy of this form must be posted at Planning and Development six days prior to a decision on the project. Upon project approval, this form must be filed with the County Clerk of the Board and posted by the Clerk of the Board for a period of 30 days.

Distribution: (for posting six days prior to action, and posting original after approval)

Copies to: