

**CONTRACT FOR SERVICES  
PLACER COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES**

DESCRIPTION: Operation of Child Abuse Prevention Council  
CONTRACT NO. **HHS000439**  
BEGINS: July 1, 2022  
ENDS: June 30, 2023  
ADMINISTERING AGENCY: Health and Human Services, Children's System of Care

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This is an Agreement made and operative as of the 1st day of July 2022, between the COUNTY OF PLACER, through its Health and Human Services Department, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and KIDSFIRST CHILD ABUSE PREVENTION COUNCIL OF PLACER COUNTY, dba KIDSFIRST, a nonprofit corporation, hereinafter referred to as "CONTRACTOR."

WHEREAS, COUNTY has received funding for a Child Abuse Prevention Council for a public-private effort to prevent and intervene in areas related to child abuse and neglect, and

WHEREAS, COUNTY has received funding for services to families at risk of child abuse and neglect, to promote the full healthy development of children, and for services to promote safe and stable, and

WHEREAS, the parties wish to enter into this Agreement to provide a full and complete statement of their respective responsibilities in connection with the recitals set forth above,

NOW, THEREFORE, in consideration of the mutual covenants and agreements of this Agreement, the parties hereby agree as follows:

1. **SERVICES:** CONTRACTOR agrees to provide COUNTY with a Child Abuse Prevention Council in accordance with Welfare & Institutions Code requirements, which is a collaborative public-private effort to prevent and intervene in areas related to child abuse and neglect, as set forth in Exhibit A, titled Scope of Services, attached hereto and incorporated herein by this reference.
2. **AMENDMENTS:** This Agreement constitutes the entire Agreement between the parties. Any amendments or changes to this Agreement, including attachments, shall be agreed to in writing, specifying the change(s) and the effective date(s) and shall be executed by duly authorized representatives of both parties. However, in no event shall such amendments create additional liability to COUNTY or provide additional payment to CONTRACTOR except as expressly set forth in this or the amended Agreement.
3. **PAYMENT:** COUNTY will pay to CONTRACTOR as full payment for all services rendered pursuant to this Agreement in the amount set forth in Exhibit B, titled Payment Provisions, attached hereto. The payment specified in Exhibit B shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. The total amount of this contract and payments made under this Agreement shall not exceed **THREE HUNDRED EIGHT THOUSAND SEVENTY-THREE DOLLARS (\$308,073)**. This payment amount shall be inclusive of all CONTRACTOR costs, including, but not limited to travel, transportation, lodging, meals, supplies, and incidental expenses except as otherwise might be specifically set forth in this Agreement. CONTRACTOR shall charge for travel according to the Federal General Services Administration (GSA) guidelines.
4. **OMB 2 CFR Part 200:** Except for agreements that are straight hourly rate or fee for services contracts not built on a submitted Budget, all components of payment billed to COUNTY will be calculated in accordance with the Office of Management and Budget (OMB) 2 CFR Part 200.
5. **INVOICES:**
  - 5.1. CONTRACTOR shall provide invoices to the COUNTY on a monthly basis, within 30 calendar days of the close of each calendar month with the exception of June billing. For all contracts, invoices for services provided during the month of June shall be received by COUNTY by

5:00 p.m. on July 15th. Exhibit B, titled Payment Provisions shall indicate if this contract is reimbursed with funds from the CEC/Cash Claim. COUNTY will review, approve, and pay all valid invoices within 30 calendar days of receipt. In the event of multiple invoices being submitted to the COUNTY at one time or insufficient documents supporting an invoice, payment by the COUNTY may be delayed beyond the 30-day timeline.

- 5.2. Invoices for payment shall be on the Sample Invoice provided by COUNTY or on CONTRACTOR's letterhead and shall include the contract number, the CONTRACTOR name and remittance address, a unique invoice number, and a list of expenses with dollar amounts in accordance with Exhibit B. When submitting invoices electronically when there is a business need to include PII or PHI, emails should be encrypted. Invoices for payment shall be submitted to the following address or via email to the address below:

Placer County HHS Fiscal  
Attn: Accounts Payables  
3091 County Center Drive, Suite 290  
Auburn, CA 95603  
Email: [HHSPayables@placer.ca.gov](mailto:HHSPayables@placer.ca.gov)

- 5.3. Payment Delay. Notwithstanding any other terms of this Agreement, no payments will be made to CONTRACTOR until COUNTY is satisfied that work of such value has been rendered pursuant to this Agreement. However, COUNTY will not unreasonably withhold payment and, if a dispute exists, the withheld payment shall be proportional only to the item in dispute.

6. **EXHIBITS:** Exhibits expressly listed on the signature page of this Agreement are hereby incorporated herein by this reference and collectively, along with this base document, form the Agreement. In the event of any conflict or inconsistency between provisions contained in the base agreement or exhibits such conflict or inconsistency shall be resolved by giving precedence according to the following priorities: Exhibit A, Exhibit B, base agreement, then followed by any remaining exhibits. Responsibilities and obligations mandated by federal or state regulations or otherwise at law shall be liberally construed to meet legal requirements.
7. **FACILITIES, EQUIPMENT AND OTHER MATERIALS:** Except as otherwise specifically provided in this Agreement, CONTRACTOR shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for performing services pursuant to this Agreement. At COUNTY's discretion, COUNTY may make equipment or facilities available to CONTRACTOR for CONTRACTOR's use in furtherance of this Agreement only where a COUNTY Facility or Equipment exhibit is attached to this Agreement identifying the equipment or facilities to be used by CONTRACTOR's personnel. If COUNTY funds equipment as part of this contract, COUNTY will retain Equipment.
8. **ACCOUNTING REQUIREMENTS:** CONTRACTOR shall comply with all applicable COUNTY, State, and Federal accounting laws, rules and regulations. CONTRACTOR shall establish and maintain accounting systems and financial records that accurately account for and reflect all Federal funds received, including all matching funds from the State, COUNTY and any other local or private organizations. CONTRACTOR's records shall reflect the expenditure and accounting of said funds in accordance with all applicable State laws and procedures for expending and accounting for all funds and receivables, as well as meet the financial management standards in 45 CFR Part 92 and in the Office of Management and Budget 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
9. **RIGHT TO MONITOR AND AUDIT:** COUNTY, State and Federal Governments shall have the right to monitor all work performed under this Agreement to assure that all-applicable State and Federal regulations are met. COUNTY, State and Federal Governments shall have the right to audit all work, records and procedures related to this Agreement to determine the extent to which the program is achieving its purposes and performance goals. COUNTY will have the right

to review financial and programmatic reports and will notify CONTRACTOR of any potential Federal and/or State exception(s) discovered during such examination. COUNTY will follow-up and require that the CONTRACTOR takes timely and appropriate action on all deficiencies. Failure by the CONTRACTOR to take timely and appropriate action on all deficiencies shall constitute a material breach of this Agreement.

10. **LIMITATION OF COUNTY LIABILITY FOR DISALLOWANCES:**

10.1. Notwithstanding any other provision of the Agreement, COUNTY will be held harmless by CONTRACTOR from any Federal or State audit disallowance and interest resulting from payments made to CONTRACTOR pursuant to this Agreement, less the amounts already submitted to the State for the disallowed claim.

10.2. To the extent that a Federal or State audit disallowance and interest results from a claim or claims for which CONTRACTOR has received reimbursement for services provided, COUNTY will recoup within 30 days from CONTRACTOR through offsets to pending and future claims or by direct billing, amounts equal to the amount of the disallowance plus interest in that fiscal year, less the amounts already remitted to the State for the disallowed claim. All subsequent claims submitted to COUNTY applicable to any previously disallowed claim may be held in abeyance, with no payment made, until the Federal or State disallowance issue is resolved.

10.3. CONTRACTOR shall reply in a timely manner, to any request for information or to audit exceptions by COUNTY, State and Federal audit agencies that directly relate to the services to be performed under this Agreement.

10.4. CONTRACTOR will cooperate with COUNTY in any challenge of a disallowance by a Federal or State agency.

11. **CONTRACT TERM:** This Agreement shall remain in full force and effect from July 1, 2022 through June 30, 2023. Contract provisions that contain report deadlines or record obligations which occur after contract termination survive as enforceable continuing obligations.

12. **CONTINGENCY OF FUNDING:**

12.1. Funding or portions of funding for this Agreement may be directly contingent upon state or federal budget approval; receipt of funds from, and/or obligation of funds by, the State of California or the United States Government to COUNTY; and inclusion of sufficient funding for the services hereunder in the budget approved by COUNTY'S Board of Supervisors for each fiscal year covered by this Agreement. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, COUNTY may immediately terminate or modify this CONTRACT without penalty. Except in COUNTY's sole discretion, which discretion may be limited at law, CONTRACTOR agrees and understands that in no event will any of COUNTY'S obligations under this Agreement be funded from any other COUNTY funding source.

12.2. Any adjustments in funding shall be made through a written contract amendment, and shall include any changes required to the Scope of Services in response to modifications in funding. The amount of such adjustment shall not exceed any augmentation or reduction in funding to COUNTY by the County of Placer Board of Supervisors, State and/or the United States government. Amendments issued in response to adjustments in funding shall be considered fully executed when approved by the CONTRACTOR and COUNTY. CONTRACTOR understands that any such amendments to this Agreement may not reflect the entire amount of any augmentation or reduction in funding provided to COUNTY for the subject services.

13. **TERMINATION:**

13.1. COUNTY will have the right to terminate this Agreement at any time without cause by giving thirty (30) calendar days' notice, in writing, of such termination to CONTRACTOR. If the COUNTY gives notice of termination for cause, CONTRACTOR shall immediately cease rendering service upon receipt of such written notice. Such notice shall be personally served or given by United States Mail.

13.2. In the event COUNTY terminates this Agreement, CONTRACTOR shall be paid for all work performed and all reasonable allowable expenses incurred to date of termination. Should there be a dispute regarding the work performed by CONTRACTOR under this Agreement, COUNTY will pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by COUNTY as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Agreement specified in the Payment section herein, and further provided, however, COUNTY will not in any manner be liable for lost profits which might have been made by CONTRACTOR had CONTRACTOR completed the services required by this Agreement. CONTRACTOR shall furnish to COUNTY such financial and other information, which in the judgment of the COUNTY, is necessary to determine the reasonable value of the services rendered by CONTRACTOR. The foregoing is cumulative and does not affect any right or remedy which COUNTY may have in law or equity.

13.3. CONTRACTOR may terminate its services under this Agreement upon sixty (60) calendar days' advance written notice to the COUNTY.

14. **STANDARD OF PERFORMANCE:** CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged in the geographical area in which CONTRACTOR practices its profession. All products or services of whatsoever nature which CONTRACTOR delivers to COUNTY pursuant to this Agreement shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in CONTRACTOR'S profession. CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement. In the event that COUNTY, in its sole discretion, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving notice from COUNTY.

15. **LICENSES, PERMITS, ETC.:** CONTRACTOR represents and warrants to COUNTY that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR and/or its employees to practice its/their profession. CONTRACTOR represents and warrants to COUNTY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONTRACTOR and/or its employees to practice its/their profession at the time the services are performed.

16. **RECORDS:**

16.1. This provision is intended to provide the minimum obligations with respect to records. If provisions contained elsewhere in this Agreement, or at law, provide greater obligations with respect to records or information, those obligations control. For purposes of this provision "records" is defined to mean any and all writings, as further defined in California Evidence Code section 250, whether maintained in paper or electronic form, prepared by or received by CONTRACTOR, in relation to this Agreement.

16.2. CONTRACTOR shall maintain, at all times, complete detailed records with regard to work performed under this Agreement in a form acceptable to COUNTY. CONTRACTOR agrees to provide documentation or reports, compile data, or make its internal practices and records available to COUNTY or personnel of authorized state or federal agencies, for purpose of

determining compliance with this Agreement or other applicable legal obligations. COUNTY shall have the right to inspect or obtain copies of such records during usual business hours upon reasonable notice.

16.3. Upon completion or termination of this Agreement, if requested by COUNTY, CONTRACTOR shall deliver originals or copies of all records to COUNTY. COUNTY will have full ownership and control of all such records. If COUNTY does not request all records from CONTRACTOR, then CONTRACTOR shall maintain them for a minimum of four (4) years after completion or termination of the Agreement. If for some reason CONTRACTOR is unable to continue its maintenance obligations, CONTRACTOR shall give notice to COUNTY in sufficient time for COUNTY to take steps to ensure proper continued maintenance of records.

16.4. If Agreement is state or federally funded, CONTRACTOR shall be subject to the examination and audit of the California State Auditor for a period of three years after final payment under contract (California Government Code, Section 8546.7). Should COUNTY or any outside governmental entity require or request a post-contract audit, record review, report, or similar activity that would require CONTRACTOR to expend staff time and/or resources to comply, CONTRACTOR shall be responsible for all such costs incurred as a result of this activity.

17. **BACKGROUND CHECK:** CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives). Completion of a satisfactory Live Scan will also be needed if legally required. CONTRACTOR further agrees to hold COUNTY harmless from any liability for injuries or damages (as outlined in the hold harmless clause contained herein) resulting from a breach of this provision or CONTRACTOR'S actions in this regard.

18. **INDEPENDENT CONTRACTOR:** In the performance of this Agreement, CONTRACTOR, its agents and employees are, at all times, acting and performing as independent contractors of the COUNTY, and this Agreement creates no relationship of employer and employee as between COUNTY and CONTRACTOR. CONTRACTOR agrees neither it nor its agents and employees have any rights, entitlement or claim against COUNTY for any type of employment benefits or workers' compensation or other programs afforded to COUNTY employees. CONTRACTOR shall be responsible for all applicable State and Federal income and, payroll taxes and agrees to provide any workers' compensation coverage required by applicable State laws for its agents and employees for all work performed under this Agreement.

19. **INSURANCE and INDEMNIFICATION REQUIREMENTS:** See Exhibit C, attached hereto, for insurance requirements for this Agreement. The COUNTY'S insurance requirements are a material provision to this Agreement.

20. **CONFIDENTIALITY of RECORDS and INFORMATION:**

20.1. CONTRACTOR agrees to maintain confidentiality of information and records as required by applicable Federal, State and local laws, regulations and rules. CONTRACTOR shall not use or disclose confidential information other than as permitted or required by this Agreement and will notify COUNTY of any discovered instances of breaches of confidentiality. CONTRACTOR shall ensure that any subcontractors' agents receiving confidential information related to this Agreement agree to the same restrictions and conditions that apply to CONTRACTOR with respect to such information. CONTRACTOR agrees to hold COUNTY harmless from any breach of confidentiality, as set forth in the hold harmless provisions contained herein.

20.1.1. HIPAA/ Protected Health Information. If CONTRACTOR is a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or the HIPAA Business Associate Agreement (BAA) Addendum is included as part of this Agreement, it is obliged to comply with applicable requirements of law and

subsequent amendments relating to any protected health information, as well as any task or activity CONTRACTOR performs on behalf of COUNTY, to the extent COUNTY would be required to comply with such requirements. If this Agreement has been determined to constitute a business associate relationship under HIPAA and the HIPAA regulations, CONTRACTOR is the Business Associate of COUNTY and agrees to the HIPAA Business Associate Agreement (BAA) Addendum exhibit attached to this Agreement.

20.1.2. 42 C.F.R. Part 2/ Drug and Alcohol Abuse Records. If CONTRACTOR is a covered program under the Confidentiality of Alcohol and Drug Abuse Patient Records Act, 42 C.F.R. Part 2 or signs the Qualified Service Organization Agreement (QSOA), it is obliged to comply with applicable requirements of law and subsequent amendments relating to any protected health information and patient identifying information, as well as any task or activity CONTRACTOR performs on behalf of COUNTY, to the extent COUNTY would be required to comply with such requirements. If this Agreement has been determined to constitute a qualified service organization relationship under 42 C.F.R. Part 2 and the 42 C.F.R. Part 2 regulations, CONTRACTOR is the Qualified Service Organization of COUNTY and agrees to enter into the Qualified Service Organization Agreement (QSOA) Addendum contained as an exhibit to this Agreement.

21. **CONFLICT OF INTEREST:** CONTRACTOR certifies that it has no current business or financial relationship with any COUNTY employee or official, or other COUNTY contract provider that could create a conflict with this Agreement and will not enter into any such business or financial relationships during the period of this Agreement. CONTRACTOR attests that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest, and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any legally prohibited personal financial interest or benefit which either directly or indirectly arises out of this Agreement. CONTRACTOR shall establish safeguards to prohibit employees or officers from using their positions for a purpose which could result in legally prohibited private gain, or gives the appearance of being motivated for legally prohibited private gain for themselves or others, particularly those with whom they have family, business, or other ties. CONTRACTOR certifies that no official or employee of the COUNTY, nor any business entity in which an official of the COUNTY has an interest, has been employed or retained to solicit or aid in the procuring of this Agreement. In addition, CONTRACTOR agrees that no such person will be employed in the performance of this Agreement without immediately notifying the COUNTY.

22. **CONTRACT ADMINISTRATOR:**

22.1. ADMINISTRATOR will provide consultation and technical assistance in monitoring the terms of this Agreement

22.2. ADMINISTRATOR is responsible for monitoring the performance of the CONTRACTOR in meeting the terms of this Agreement, for reviewing the quality of CONTRACTOR services, notifying CONTRACTOR of performance deficiencies, and pursuing corrective action to assure compliance with contract requirements.

22.3. ADMINISTRATOR may be revised from time to time, at the discretion of the COUNTY. Any change in ADMINISTRATOR will be provided to CONTRACTOR by written notice. At contract commencement, the ADMINISTRATOR will be:

Jennifer Cook, Health and Human Services Assistant Program Director  
Placer County Children's System of Care  
11716 Enterprise Drive  
Auburn, CA 95603  
530.889-6734

23. **NOTICES:** All notices required or authorized by this Agreement shall be in writing and shall be deemed to have been served if delivered personally or deposited in the United States Mail, postage prepaid and properly addressed as follows:

If to COUNTY: Robert L. Oldham, Director  
Placer County Dept. of Health and Human Services  
3091 County Center Drive, Suite 290  
Auburn, CA 95603  
[HHSCONTRACTS@PLACER.CA.GOV](mailto:HHSCONTRACTS@PLACER.CA.GOV)

If to CONTRACTOR: Antoinette Manuel, Executive Director  
KidsFirst Child Abuse Prevention Council of Placer County  
124 Main Street  
Roseville, CA 95678  
916.774.6802 ext 2500

Changes in contact person or address information shall be made by notice, in writing, to the other party.

24. **NONDISCRIMINATION:** During the performance of this Agreement, CONTRACTOR shall comply with all applicable Federal, State and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and will not unlawfully discriminate against employees, applicants or clients because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, mental disability, physical disability, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.
25. **ASSIGNMENT:** CONTRACTOR shall not assign or sub-contract, in whole or part, any of its rights, duties, services or obligations arising under this Agreement without written consent of COUNTY. The terms of this Agreement shall also apply to any subcontractor(s) of CONTRACTOR.
26. **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with CONTRACTOR. This Agreement shall not restrict COUNTY from acquiring similar, equal or like goods and/or services from other entities or sources. CONTRACTOR shall only provide those services as requested by COUNTY and COUNTY may cancel any service request.
27. **TIME OF PERFORMANCE:** CONTRACTOR agrees to complete all work and services in a timely fashion.
28. **ENTIRETY OF AGREEMENT:** This Agreement contains the entire agreement of COUNTY and CONTRACTOR with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party which is not contained in this Agreement shall be binding or valid.
29. **GOVERNING LAW AND VENUE:** The parties enter into this Agreement in the County of Placer, California and agree to comply with all applicable laws and regulations therein. The laws of the State of California shall govern its interpretation and effect. For litigation purposes, the parties agree that the proper venue for any dispute related to the Agreement shall be the Placer County Superior Court or the United States District Court, Eastern District of California.
30. **CONTRACTOR NOT AGENT:** Except as COUNTY may specify in writing CONTRACTOR shall have no authority, express or implied, to act on behalf of COUNTY in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied pursuant to this Agreement to bind COUNTY to any obligation whatsoever.

31. **SIGNATURES:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument. The Parties agree that an electronic copy of a signed contract, or an electronically signed contract, shall have the same force and legal effect as a contract executed with an original ink signature. The term “electronic copy of a signed contract” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term “electronically signed contract” means a contract that is executed by applying an electronic signature using technology approved by the Parties.

*//Signatures on following page*

DRAFT



**IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized representatives to execute this Agreement as of the day first above stated:

KIDSFIRST CHILD ABUSE PREVENTION  
COUNCIL OF PLACER COUNTY, d.b.a.  
KIDSFIRST (“CONTRACTOR”)\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Chair of the Board,  President, or  
 Vice President

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Secretary,  Asst. Secretary,  
 Chief Financial Officer, or  Asst. Treasurer

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

COUNTY OF PLACER  
 (“COUNTY”)

\_\_\_\_\_  
Robert L. Oldham, Director,  
Department of Health & Human Services

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

Approved as to Form  
Office of Placer County Counsel

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

**EXHIBITS:**

- Exhibit A – Scope of Services
- Exhibit B – Payment Provisions
- Exhibit C – Insurance and Indemnification Requirements
- Exhibit D – Reporting Exhibit
- Exhibit E – State Child Abuse Prevention, Intervention and Treatment Requirements
- Exhibit F – Federally Funded Contracts
- Exhibit G – Certification Regarding Lobbying

\*Agreement must have two signatures, one in each of the two categories of corporate offices indicated above. Check the box indicating the corporate office of the signing party. The same person may sign the contract twice if that person holds an office in each of the two categories. (California Corporations Code § 313) One signature will suffice, if the corporation’s board of directors has passed a resolution that gives one person authority to sign. A copy of the most recent resolution must be sent with the signed contract, even if it is the same as the previous year.

**SCOPE OF SERVICES**

Payment is provided to the CONTRACTOR under this contract for interrelated programs but must be documented according to funding stream for State-mandated reporting requirements. These programs shall be open to members of the public who meet programmatic criteria. The specific funding, programs, and reporting outcomes are as follows:

**I. Child Abuse Prevention Council (Children’s Trust Fund and CBCAP ARPA Expansion)**

**A. Purpose:**

1. To coordinate child abuse and neglect prevention and intervention activities.
2. To fund child abuse and neglect prevention and intervention programs operated by organizations with recognized expertise in fields related to child welfare.
3. To analyze data related to child abuse, develop a coordinated plan to address concerns, and collect data on prevention activities.
4. To promote learning and growth mindset, including research on evidence-based, trauma-informed and best practices in child abuse prevention.

**B. Strategies:**

**CONTRACTOR agrees to:**

1. Serve as a County-designated Child Abuse Prevention Council in accordance with Welfare and Institutions Code requirements.
2. Provide a full-time coordinator for the Child Abuse Prevention Council.
3. Encourage and facilitate training of professionals in the detection and prevention of child abuse and neglect.
4. Conduct public education and outreach to raise community awareness of child abuse, its prevention, services available, and how to access services.
5. Encourage and facilitate community support for child abuse and neglect prevention through participation in community outreach.
6. Promote collaborative efforts to prevent and intervene effectively in areas related to child abuse and neglect. This would include culturally responsive and relevant outreach and engagement plans.
7. Recommend improvements in services for families and victims of child abuse based on data and best practices.
8. Participate in collaborative efforts, such as the Placer Collaborative Network, First 5 Commission and Campaign for Community Wellness, and other activities that enhance effective, efficient service delivery systems.

**C. Services Provided:**

1. Serve as County-designated Child Abuse Prevention Council.
2. Convene 4 Child Abuse Prevention Council meetings and at least 4 Prevention Workgroups per year to gather information, data, best practices, and create a strategic plan for child abuse prevention.

3. Conduct a minimum of three Mandated Reporter Training and other trainings for professionals in partnership with CSOC.
4. Outreach and Public Education on child abuse prevention, detection, and intervention.
5. Coordinate community awareness events and facilitate two County-wide community forums.
6. Coordinate continuous quality improvement process related to child abuse prevention efforts, including providing county data to promote continuous learning and program adjustments to best practices.

## **II. Community-Based Child Abuse Prevention (CBCAP) Program**

### **A. Purpose:**

1. Support community-based efforts to develop, operate, expand, enhance, and where appropriate, to network initiatives aimed at the prevention of child abuse and neglect.
2. Support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect.
3. To foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect.
4. Primary or secondary prevention activities are allowable activities under CBCAP and do not include families that qualify for services under child welfare programs.

### **B. Strategies:**

#### **CONTRACTOR agrees to:**

1. Provide consultation services to school personnel to support families in need of services.
2. Provide public information and education regarding child abuse and neglect.
3. Provide public information and education and training for the general public and vulnerable families.
4. Provide information and referrals to vulnerable families.
5. Use no more than 10% of funds for administrative costs.
6. Collect quantitative and demographic data for all programs referenced and report as referenced in Exhibit D.
7. Participate in on-going evaluation to assess program success and foster continuous quality improvement.
8. Participate in and conduct annual cultural relevancy training for staff and updates to agency policies, practices and procedures to promote cultural relevancy.

### **C. Services Provided:**

1. Public Information and Education on child abuse prevention, detection, and intervention.
2. To foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect.
3. Services to include Public Information and Education on child abuse prevention, detection and intervention.
4. Conduct Annual cultural relevancy training for staff and Annual related updates to policies, practices and procedures.

5. Engage in community collaboration and participation such as Placer Collaborative Network, Campaign for Community Wellness.

### **III. Child Abuse Prevention, Intervention, and Treatment (CAPIT)**

#### **A. Purpose:**

1. Pursuant to Welfare and Institutions Code Sections 18960-18964, to encourage child abuse neglect prevention and intervention programs by funding agencies addressing needs of children at high risk of abuse and neglect and their families.
2. Service priority is to be given to prevention programs that identify and provide services to isolated families, particularly those with children five years of age or younger.

#### **B. Strategies:**

##### **CONTRACTOR agrees to:**

1. Provide parent education and training to target populations.
2. Provide services that are culturally and linguistically appropriate to the populations.
3. Provide a 10% cash or in-kind match (match cannot include funding provided by the California Department of Social Services).
4. Ensure programs offered encourage parent leadership and parental input in program development and program quality improvement.
5. Provide a variety of therapeutic options.
6. Collect quantitative and demographic data for all programs referenced and report as referenced in Exhibit D.
7. Participate in on-going evaluation to assess program success and foster continuous quality improvement.
8. Abide by all State CAPIT requirements as described in Exhibit H.

#### **C. Services Provided:**

1. Parent Child Interaction Therapy (PCIT) as appropriate to serve children and families. This will be provided with fidelity to the program.
2. On-going parent advocacy and support. This could include conducting an assessment of needs, developing family service plans, providing and/or referring to services, and case management.

## **PROGRAM DESCRIPTIONS**

### **Parent Child Interaction Therapy (PCIT)**

*PCIT* is an empirically supported program for child disruptive behavior and is recommended for physically abusive parents. The skills gained by participating parents will strengthen the parent-child bond; decrease harsh and ineffective discipline control tactics; improve child social skills and cooperation; and reduce child negative or maladaptive behaviors. The program is available in Spanish. The target population is parents, kin caregivers, foster parents, or other caretakers with children ages 2-7 with behavior and parent-child relationship problems; vulnerable families with children at-risk of abuse or neglect; families with special needs children. *Using the PCIT model, CONTRACTOR'S PCIT-trained therapists shall coach parents during one-hour session where parents interact with their child. Treatment shall continue until the parent masters the interaction skills to pre-set criteria and the child's behavior has improved to within normal limits. PCIT is highly rated on the Scientific Rating Scale (1) and is well-supported with research evidence. PCIT is one of the therapeutic modalities offered at the two family resource centers (Auburn & Roseville) operated by CONTRACTOR.*

### **Public Information and Education**

This component of services will raise awareness of the availability of services and how to access those services. The target population is the general public; vulnerable families with children (0-18) at-risk of abuse or neglect; families with special needs children; 35% will be minority populations. CONTRACTOR shall conduct public education to raise awareness of the services available and how to access those services. Outreach/education activities shall include dissemination of information in multiple languages at school and community events, through partnerships, to parent-teacher groups and service clubs; information tables at small, medium and large events; media; social media; publications; print or other promotional materials; and using informal opportunities to establish relationships, build trust, raise awareness, and promote parent involvement.

### **Information & Referral**

Information and referral services shall link children and families to community resources. The target population is the general public; vulnerable families with children at-risk of abuse or neglect; families with special needs children; 35% will be minority populations. CONTRACTOR shall complete a comprehensive needs assessment with families to determine the appropriate information and referrals to provide. Referrals are tracked in referral logs and also in a web-based case management system. For citizens who prefer personal assistance, CONTRACTOR shall provide brief information and referrals by phone or in-person at CONTRACTOR'S family resource centers. For citizens who prefer online resources, CONTRACTOR shall refer families to Placer County Network of Care. Frequent training keeps staff informed of the services available in the community.

**PAYMENT PROVISIONS**

This is a cost reimbursement contract and monthly rate agreement. CONTRACTOR will be reimbursed based on its actual cost, in accordance with the Budget below, and subject to other limitations and specifics contained in this Agreement and at law.

CONTRACTOR will be paid equal monthly amounts of \$7,500, not to exceed \$90,000.

This payment provision is subject to modification with written approval of the County Contract Administrator and the Revenue and Budget Manager, not to exceed the total payment indicated in Section 3 of the main Agreement, and limited to moving identified funding amounts between lines.

CAPC Coordinator, CBCAP, and CAPIT

	CBCAP	CAPIT	CAPC Coordinator
	(3614)	(1670)	(CTF 50%/CBCAP ARPA 50%)
Direct Services & Direct Supervision			
Executive Director			
CAP Coordinator			
Clinical Supervisor			
Therapist			
FRC CM/PAT Program Manager			
Case Manager			
CAPC Community Outreach Program Manager			
Volunteer and Program Education & Outreach Manager			
Support Services Grant/Reporting			
Program Assistant			
Benefits (18%)			
<b>Total Salaries &amp; Benefits</b>	<b>\$23,761</b>	<b>\$74,028</b>	<b>\$84,537</b>
Program Supplies and Expenses			
IT Contract Services			
Accounting & Audit			
Program Supplies			
Office Supplies			
Communications			
Facility Rental			
Insurance			
Utilities			
Building & Equip Maint			
Equipment (not Fixed Assets)			
Print & Copy			

Mileage Reimbursement			
Staff Development/Training			
Interest, Taxes, Fees			
Child Abuse Prevention Activities			
<b>Total Program</b>	<b>\$3,512</b>	<b>\$12,154</b>	<b>\$4,620</b>
Subtotal S/B_S/E	\$27,273	\$86,182	\$89,157
INDIRECT @ 17.6%	\$4,800	\$15,168	\$15,692
Less \$ limited at 10% for Admin/OH or matching	(\$2,073)	(\$11,350)	(\$6,776)
<b>Total Costs per Program</b>	<b>\$30,000</b>	<b>\$90,000</b>	<b>\$98,073</b>
<b>Combined Total</b>			<b>\$218,073</b>

**Contract Total: \$90,000 + \$218,073=\$308,073**

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**PLACER COUNTY INSURANCE AND INDEMNITY REQUIREMENTS**

CONTRACTOR shall file with COUNTY concurrently herewith a Certificate of Insurance, in companies acceptable to COUNTY, with a Best's Rating of no less than A-:VII evidencing all coverages, limits, and endorsements listed below:

1. **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The CONTRACTOR hereby agrees to protect, defend, indemnify, and hold PLACER COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by PLACER COUNTY arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the COUNTY) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the contract or agreement. CONTRACTOR agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the CONTRACTOR. CONTRACTOR also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against CONTRACTOR or the COUNTY or to enlarge in any way the CONTRACTOR'S liability but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages or injuries to third persons or property arising from CONTRACTOR'S performance pursuant to this contract or agreement.

As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

2. **INSURANCE:**

CONTRACTOR shall file with COUNTY concurrently herewith a Certificate of Insurance, in companies acceptable to COUNTY, with a Best's Rating of no less than A-:VII showing.

3. **WORKER'S COMPENSATION AND EMPLOYERS LIABILITY INSURANCE:**

Worker's Compensation Insurance shall be provided as required by any applicable law or regulation. Employer's liability insurance shall be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease.

If there is an exposure of injury to CONTRACTOR'S employees under the U.S. Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations, or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.

Each Worker's Compensation policy shall be endorsed with the following specific language:

**Cancellation Notice** - "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer".



Waiver of Subrogation - The workers' compensation policy shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against the County, its officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this agreement by the CONTRACTOR.

CONTRACTOR shall require all SUBCONTRACTORS to maintain adequate Workers' Compensation insurance. Certificates of Workers' Compensation shall be filed forthwith with the County upon demand.

4. GENERAL LIABILITY INSURANCE:

A. Comprehensive General Liability or Commercial General Liability insurance covering all operations by or on behalf of CONTRACTOR, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:

(1) Contractual liability insuring the obligations assumed by CONTRACTOR in this Agreement.

B. One of the following forms is required:

- (1) Comprehensive General Liability;
- (2) Commercial General Liability (Occurrence); or
- (3) Commercial General Liability (Claims Made).

C. If CONTRACTOR carries a Comprehensive General Liability policy, the limits of liability shall not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:

- One million dollars (\$1,000,000) each occurrence
- Two million dollars (\$2,000,000) aggregate

D. If CONTRACTOR carries a Commercial General Liability (Occurrence) policy:

- (1) The limits of liability shall not be less than:
  - One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
  - One million dollars (\$1,000,000) for Products-Completed Operations
  - Two million dollars (\$2,000,000) General Aggregate
- (2) If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits shall be two million dollars (\$2,000,000).

E. Special Claims Made Policy Form Provisions:

CONTRACTOR shall not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of COUNTY, which consent, if given, shall be subject to the following conditions:

- (1) The limits of liability shall not be less than:

- One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
- One million dollars (\$1,000,000) aggregate for Products Completed Operations
- Two million dollars (\$2,000,000) General Aggregate

- (2) The insurance coverage provided by CONTRACTOR shall contain language providing coverage up to one (1) year following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

Conformity of Coverages - If more than one policy is used to meet the required coverages, such as a separate umbrella policy, such policies shall be consistent with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of polices be different.

5. ENDORSEMENTS:

Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

- A. "The County of Placer, its officers, agents, employees, and volunteers are to be covered as an additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."
- B. "The insurance provided by the Contractor, including any excess liability or umbrella form coverage, is primary coverage to the County of Placer with respect to any insurance or self-insurance programs maintained by the County of Placer and no insurance held or owned by the County of Placer shall be called upon to contribute to a loss."
- C. "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer."

6. AUTOMOBILE LIABILITY INSURANCE:

Automobile Liability insurance covering bodily injury and property damage in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Covered vehicles shall include owned, non-owned, and hired automobiles/trucks.

7. PROFESSIONAL LIABILITY INSURANCE (ERRORS & OMISSIONS):

Professional Liability Insurance for Errors and Omissions coverage in the amount of not less than (\$1,000,000).

If CONTRACTOR sub-contracts in support of CONTRACTOR'S work provided for in the agreement, Professional Liability Insurance for Errors shall be provided by the sub-contractor in an amount not less than one million dollars (\$1,000,000) in aggregate.

The insurance coverage provided by the CONTRACTOR shall contain language providing coverage up to one (1) year following completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

8. ADDITIONAL REQUIREMENTS:

Premium Payments - The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.

Policy Deductibles - The CONTRACTOR shall be responsible for all deductibles in all of the CONTRACTOR'S insurance policies. The maximum amount of allowable deductible for insurance coverage required herein shall be \$25,000.

CONTRACTOR'S Obligations - CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of this agreement.

Verification of Coverage - CONTRACTOR shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All 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 County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Material Breach - Failure of the CONTRACTOR to maintain the insurance required by this agreement, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.

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**Reporting Exhibit**

CONTRACTOR agrees to provide COUNTY with reports that are required by County, State or Federal agencies for compliance with this Agreement, prior to payment of invoices, including and not limited to:

1. CONTRACTOR shall submit quarterly status reports and a final annual report to COUNTY which reflect progress made in implementing the services and achieving any outcomes set forth in the Scope of Services exhibit, and to assure CONTRACTOR'S compliance with contract terms. Said quarterly reports will be due by October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and July 31<sup>st</sup>. Said annual report shall be submitted by August 31 for the preceding fiscal year. Invoices will not be paid without quarterly reports being submitted as required.
2. CONTRACTOR shall make annual client outcome information available to COUNTY by August 31<sup>st</sup> for the preceding fiscal year. Outcome data will be based upon the full array of services provided and how those services advanced the functional improvement of the client. Functional improvement will be measured by the disposition of the client at discharge.
3. **Children's Trust Fund**: CONTRACTOR shall report as to the nature of activities, the target population, and expected outcomes. CONTRACTOR shall document the number of participants for each activity.
4. **Child Abuse Prevention, Intervention, and Treatment (CAPIT)**: CONTRACTOR shall report as to the quantity and demographics of individuals and families served, utilizing the CAPIT output matrix (included in this exhibit). Reports shall contain updates as to the progress and participation in the following programs as outlined in the scope of work.

Outcomes for CAPIT activities are as follows:

- a. *Engagement*:
  - i. Families will voluntarily participate in services
  - ii. Parents will participate in therapeutic service and provide input to the assessment tools to promote and enhance parenting knowledge and skills
- b. *Short-term*:
  - i. Participants know how to manage their child's behavior in a nurturing and effective manner
  - ii. Participants understand the nature of parent/child attachments (bonding)
  - iii. Parents are prepared to assume a leadership role in developing and implementing program policies and activities
- c. *Intermediate*:
  - i. Parents create a violence-free household
  - ii. Parents are actively involved in prevention service activities
- d. *Long-term*:
  - i. Decreased
  - ii. Parents maintain a violence-free household
  - iii. Parents lead prevention efforts and serve as sources of support to other parents

Quarterly reports shall provide at least one example of an outcome achieved, service utilized to achieve outcome, and the appropriate indicator as to document outcome achievement.

5. **Community Based Child Abuse Prevention Program (CBCAP)**: CONTRACTOR shall report as to the quantity and demographics of individuals and families served, utilizing the CBCAP output matrix (included in this exhibit). Reports shall contain updates as to the progress and

participation in the following programs: “Education and Training for Parents with Children at Risk of Abuse or Neglect,” and “Information and Referrals,” Reports shall also identify any peer review activity which occurred in the reporting period.

Outcomes for CBCAP activities are as follows:

- a. *Engagement:*
  - i. Information is disseminated countywide to raise awareness of availability of services and how to access services
- b. Short-term:
  - i. Participants know what to do when their emotions interfere with their ability to parent well
  - ii. Participants know how to access formal support systems in their communities
- c. Intermediate:
  - i. Participants create a violence-free household
- d. Long-term:
  - i. Decrease the rate of first-time victims of child maltreatment
  - ii. Participants maintain a violence-free household

Quarterly reports shall provide at least one example of an outcome achieved, service utilized to achieve outcome, and the appropriate indicator as to document outcome achievement.

6. **Annual Report:** CONTRACTOR agrees to prepare an annual report, in addition to all quarterly reports, documenting program activities, demographics, and outcomes, for submission to the Placer County Board of Supervisors as well as the CSOC management designee.
  - a. CONTRACTOR agrees to participate in, and provide information for, the preparation of the annual report to the State of California Office of Child Abuse Prevention, as well as any updated plan the State may request related to CAPIT, CBCAP or CTF funding dollars.

## CAPIT OUTPUT MATRIX

### Number of Clients Receiving Services

Family Counseling		4 <sup>th</sup> Quarter	Year to Date
1.	Children		
2.	Parent/Caregiver		
3.	Children with disabilities		
4.	Parent/Caregiver with disabilities		
5.	Families		
Parent Education and Support		4 <sup>th</sup> Quarter	Year to Date
6.	Children		
7.	Parent/Caregiver		
8.	Children with disabilities		
9.	Parent/Caregiver with disabilities		
10.	Families		
Home Visiting		4 <sup>th</sup> Quarter	Year to Date
11.	Children		
12.	Parent/Caregiver		
13.	Children with disabilities		
14.	Parent/Caregiver with disabilities		
15.	Families		
Child and Adult Psychiatric Evaluations		4 <sup>th</sup> Quarter	Year to Date
16.	Children		
17.	Parent/Caregiver		
18.	Children with disabilities		
19.	Parent/Caregiver with disabilities		
20.	Families		
Respite Care		4 <sup>th</sup> Quarter	Year to Date
21.	Children		
22.	Parent/Caregiver		
23.	Children with disabilities		
24.	Parent/Caregiver with disabilities		
25.	Families		
Child Care		4 <sup>th</sup> Quarter	Year to Date
26.	Children		
27.	Parent/Caregiver		
28.	Children with disabilities		
29.	Parent/Caregiver with disabilities		
30.	Families		
Transportation		4 <sup>th</sup> Quarter	Year to Date
31.	Children		
32.	Parent/Caregiver		
33.	Children with disabilities		
34.	Parent/Caregiver with disabilities		
35.	Families		
Multidisciplinary Team Services		4 <sup>th</sup> Quarter	Year to Date
36.	Children		
37.	Parent/Caregiver		
38.	Children with disabilities		
39.	Parent/Caregiver with disabilities		
40.	Families		

Other-Health Insurance Enrollment		4 <sup>th</sup> Quarter	Year to Date
41.	Children		
42.	Parent/Caregiver		
43.	Children with disabilities		
44.	Parent/Caregiver with disabilities		
45.	Families		
Other-Family Resource Center Case Management		4 <sup>th</sup> Quarter	Year to Date
46.	Children		
47.	Parent/Caregiver		
48.	Children with disabilities		
49.	Parent/Caregiver with disabilities		
50.	Families		
Other-Information and Referral		4 <sup>th</sup> Quarter	Year to Date
51.	Children		
52.	Parent/Caregiver		
53.	Children with disabilities		
54.	Parent/Caregiver with disabilities		
55.	Families		
Client Characteristics		4 <sup>th</sup> Quarter	Year to Date
56.	Number of White (non-Hispanic) Children		
57.	Number of White (non-Hispanic) Parents/Caregivers		
58.	Number of White (non-Hispanic) Children w/disabilities		
59.	Number of White (non-Hispanic) Parents/Caregivers w/disabilities		
60.	Number of White (non-Hispanic) Families		
61.	Number of White (non-Hispanic) Homeless Children		
62.	Number of Hispanic Children		
63.	Number of Hispanic Parents/Caregivers		
64.	Number of Hispanic Children w/disabilities		
65.	Number of Hispanic Parents/Caregivers w/disabilities		
66.	Number of Hispanic Families		
67.	Number of Hispanic Homeless Children		
68.	Number of Black (non-Hispanic) Children		
69.	Number of Black (non-Hispanic) Parents/Caregivers		
70.	Number of Black (non-Hispanic) Children w/disabilities		
71.	Number of Black (non-Hispanic) Parents/Caregivers w/disabilities		
72.	Number of Black (non-Hispanic) Families		
73.	Number of Black (non-Hispanic) Homeless Children		
74.	Number of Asian Children		
75.	Number of Asian Parents/Caregivers		
76.	Number of Asian Children w/disabilities		
77.	Number of Asian Parents/Caregivers w/disabilities		
78.	Number of Asian Families		
79.	Number of Asian Homeless Children		
80.	Number of Native American Children		
81.	Number of Native American Parents/Caregivers		
82.	Number of Native American Children w/disabilities		
83.	Number of Native American Parents/Caregivers w/disabilities		
84.	Number of Native American Families		
85.	Number of Native American Homeless Children		
86.	Number of other Children		
87.	Number of other Parents/Caregivers		

88.	Number of other Children w/disabilities		
89.	Number of other Parents/Caregivers w/disabilities		
90.	Number of other Families		
91.	Number of other Homeless Children		

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## CBCAP OUTPUT MATRIX

### Number of Clients Receiving Services

Voluntary Home Visiting		4 <sup>th</sup> Quarter	Year to Date
1.	Children		
2.	Parent/Caregiver		
3.	Children with disabilities		
4.	Parent/Caregiver with disabilities		
5.	Families		
Parenting Classes		4 <sup>th</sup> Quarter	Year to Date
6.	Children		
7.	Parent/Caregiver		
8.	Children with disabilities		
9.	Parent/Caregiver with disabilities		
10.	Families		
Parent Mutual Support		4 <sup>th</sup> Quarter	Year to Date
11.	Children		
12.	Parent/Caregiver		
13.	Children with disabilities		
14.	Parent/Caregiver with disabilities		
15.	Families		
Respite Care		4 <sup>th</sup> Quarter	Year to Date
16.	Children		
17.	Parent/Caregiver		
18.	Children with disabilities		
19.	Parent/Caregiver with disabilities		
20.	Families		
Other Core Resource and Family Support Services		4 <sup>th</sup> Quarter	Year to Date
21.	Children		
22.	Parent/Caregiver		
23.	Children with disabilities		
24.	Parent/Caregiver with disabilities		
25.	Families		
Other Core Resource and Family Support Services		4 <sup>th</sup> Quarter	Year to Date
26.	Children		
27.	Parent/Caregiver		
28.	Children with disabilities		
29.	Parent/Caregiver with disabilities		
30.	Families		
Public Awareness \ Public Education		4 <sup>th</sup> Quarter	Year to Date
31.	Number of people exposed to TV, radio, print media and advertisements		
32.	Number of people attending public education sessions and workshops		
33.	Number of mailings		
34.	Number of phone calls to Parent Support line		
Information and Referral		4 <sup>th</sup> Quarter	Year to Date
35.	Number of in person contacts		
36.	Number of phone calls received		
37.	Number of mailings (Newsletter)		
38.	Number of website contacts		
Client Characteristics		4 <sup>th</sup> Quarter	Year to Date
39.	Number of White (non-Hispanic) Children		

40.	Number of White (non-Hispanic) Parents/Caregivers		
41.	Number of White (non-Hispanic) Children w/disabilities		
42.	Number of White (non-Hispanic) Parents/Caregivers w/disabilities		
43.	Number of White (non-Hispanic) Families		
44.	Number of White (non-Hispanic) Homeless Children		
45.	Number of Hispanic Children		
46.	Number of Hispanic Parents/Caregivers		
47.	Number of Hispanic Children w/disabilities		
48.	Number of Hispanic Parents/Caregivers w/disabilities		
49.	Number of Hispanic Families		
50.	Number of Hispanic Homeless Children		
51.	Number of Black (non-Hispanic) Children		
52.	Number of Black (non-Hispanic) Parents/Caregivers		
53.	Number of Black (non-Hispanic) Children w/disabilities		
54.	Number of Black (non-Hispanic) Parents/Caregivers w/disabilities		
55.	Number of Black (non-Hispanic) Families		
56.	Number of Black (non-Hispanic) Homeless Children		
57.	Number of Asian Children		
58.	Number of Asian Parents/Caregivers		
59.	Number of Asian Children w/disabilities		
60.	Number of Asian Parents/Caregivers w/disabilities		
61.	Number of Asian Families		
62.	Number of Asian Homeless Children		
63.	Number of Native American Children		
64.	Number of Native American Parents/Caregivers		
65.	Number of Native American Children w/disabilities		
66.	Number of Native American Parents/Caregivers w/disabilities		
67.	Number of Native American Families		
68.	Number of Native American Homeless Children		
69.	Number of other Children		
70.	Number of other Parents/Caregivers		
71.	Number of other Children w/disabilities		
72.	Number of other Parents/Caregivers w/disabilities		
73.	Number of other Families		
74.	Number of other Homeless Children		

## **State Child Abuse Prevention, Intervention and Treatment Requirements**

The State of California, Department of Social Services has specific contractual requirements in connection with the Child Abuse Prevention, Intervention and Treatment (CAPIT) grants and subgrants. CONTRACTOR agrees to comply with these requirements in conjunction with the performance of this Agreement:

1. The State of California discourages the use of CAPIT funds for the purchase of equipment. Any equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which has a single unit cost of at least five hundred dollars (\$500.00) including tax, and has a life of at least four (4) years, and purchased under this Agreement shall be considered capital equipment. Capital equipment shall not be purchased without prior State and County written approval and shall be the property of the State. Inventory submission and return of said equipment to the State shall be performed in accordance with State CAPIT requirements.
2. In addition to the nondiscrimination requirements included herein, CONTRACTOR agrees to give written notice of their obligation under this clause to labor organizations with which they have a collective bargaining or other agreement. CONTRACTOR agrees to include the nondiscrimination and compliance provisions of this Agreement in all subcontracts to perform work under this grant.
3. CONTRACTOR agrees to comply with the provisions of Public Law 103-227, Part C – Environmental Tobacco Smoke. Public Law 103-227 requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by any entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age 18, if the services are funded by federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
4. CONTRACTOR agrees to promptly provide details of any and all expenditures (including those of subcontractors) under this Agreement when requested by the County or State.
5. CONTRACTOR agrees to acknowledge the State as the funding agent, in writing, upon all educational and training materials, curricula, audio/visual aids, printed materials, and periodicals developed pursuant to this Agreement and with the prior approval of the State. If any of the above (excepting video productions) are developed without prior approval from the State it shall be acknowledged thereon that the material does not necessarily represent the views of the California Department of Social Services. Video productions shall not be undertaken without the full knowledge and written consent of the State at initial concept development and through production. No expenditures under this Agreement shall be incurred, or allowed for, in the design and development of video productions prior to receipt of written State approval.
6. CONTRACTOR shall ensure that all personnel as described in the Child Abuse and Neglect Reporting Act, Section 11164 et seq. of the Penal Code, are in compliance with the law. The law mandates certain personnel to report known or suspected instances of child abuse. This includes, but is not limited to, any person who is a social worker, or an administrator or presenter of, or counselor in, a child abuse prevention program. CONTRACTOR shall require each employee, volunteer, or subcontractor that is a mandated reporter to sign a statement that he or she knows of the reporting requirements as defined in Section 11164 et seq. of the Penal Code.

7. CONTRACTOR shall comply with the provisions of Welfare and Institutions Code Section 10850, the CDSS Manual of Policies and Procedures Division 19 regulations, and federal statutes and regulations to assure (in partial summary) that:
  - All records concerning an individual, made or kept by any public officer or agency in connection with the administration of provisions of the Welfare and Institutions Code for which Agreements are provided by this State, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of the Agreement.
  - No person will make public, disclose, use, or cause to be published, disclosed, or used, any confidential information pertaining to any person receiving State-funded services.
  - Persons who serve on a multidisciplinary team may disclose to one another information which is relevant to the prevention of abuse, identification, management, or treatment of any person receiving State-funded services.
  - Any person knowingly and intentionally violating the provision of this subdivision is guilty of a misdemeanor.
8. CONTRACTOR shall ensure that no staff or other persons employed with State grant funds will conduct activities intended to influence legislation, administrative rule-making, or the election of public officials during time compensated under this Agreement or with grant funds. Nor may any such persons represent that such activities are being performed under this Agreement. The following guidelines shall be observed:
  - Meetings which include these activities shall not be represented as being prescribed or funded by the State.
  - Any such meetings or conversations occur during time not compensated under State Agreements. Auditable records shall be kept indicating that the meetings or conversations occurred on personal, dock, vacation or other time not paid for with State funds.
  - Office space leased, rented, or otherwise acquired with State grant funds shall not be used for any activities prohibited herein.
9. As provided for in Section 11105.3 of the Penal Code, obtain from the Department of Justice records of appropriate convictions to ensure that no staff, paid or volunteer, are knowingly employed who have been convicted of any sex crime, drug crime, or crimes of violence.
10. CONTRACTOR agrees to attend and participate in all regional meetings and training events sponsored by the Office of Child Abuse Prevention for the express purpose of meeting the Legislative intent of the Child Abuse Prevention, Intervention, and Treatment Program (Welfare and Institutions Code Article 4, Section 18960 et seq.).

**Federally Funded Contracts**

COUNTY will inform CONTRACTOR of any changes related to funding sources or amounts in this agreement as a result of COUNTY's Quarterly funding reviews. If changes are needed to reflect updated Federal Funding, this Exhibit is subject to modification with written approval of the County Contract Administrator and the Revenue and Budget Manager, and CONTRACTOR will receive the updated Exhibit.

- 1. SINGLE AUDIT OF FEDERAL FUNDS:** CONTRACTOR acknowledges that this Agreement is funded in whole or in part with federal funds. Local governments and non-profit organizations that expend a combined total of more than \$750,000 in federal financial assistance (from all sources including CFDA Program Name) in any fiscal year must have a single audit for that year. CONTRACTOR agrees to provide a copy of the Single Audit report and/or other types of required audit reports, within the earlier of 30 days after receipt of the report or nine months after the end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the COUNTY with approval from the cognizant or oversight agency. The report(s) shall be submitted to the address below:

Placer County Health and Human Services  
Attn: HHS Internal Audit  
3091 County Center Drive, Suite 290  
Auburn, CA 95603

- 2. FEDERAL AWARD IDENTIFICATION:**

Subgrantee Name: KidsFirst Child Abuse Prevention Council of Placer County  
Subgrantee DUNS Number: 015549608  
Federal Award Identification Number (FAIN): \_\_\_\_\_  
Federal Funds Obligated to the Subgrantee under this Agreement: \$ \_\_\_\_\_  
Federal Awarding Agency: \_\_\_\_\_  
Pass Through Entity: County of Placer, Health and Human Services Department  
Catalog of Federal Domestic Assistance (CFDA) Name: \_\_\_\_\_  
CFDA Number: \_\_\_\_\_  
Research and Development Grant: Yes (Project Grant) / No (Formula Grant)  
Indirect Cost Rate: 10% / Not Applicable

Should the Subgrantee be determined to be a Subrecipient, pursuant to the criteria of 2 CFR Part 200 (the "Uniform Guidance"), the Subrecipient shall be subject to the Subrecipient Monitoring requirements outlined in the Uniform Guidance. Per 2 CFR Section 200.331, all pass-through entities must ensure that every sub-award is clearly identified to the subgrantee as a sub-award. As part of the Subrecipient Monitoring requirements, additional information will be provided to CONTRACTOR at the time of the of the subaward or when modified. Authorized Federal, State and County representatives shall have the right to monitor and evaluate the Subrecipient's administrative, fiscal and program performance pursuant to this Agreement. The Subrecipient agrees to cooperate with monitoring and evaluation processes and will make any administrative program and fiscal staff available during scheduled monitoring processes including but not limited to administrative processes, policies, procedures and procurement, audits, inspections of project premises, and interviews of project staff and participants.

**Certification Regarding Lobbying**

**CERTIFICATION REGARDING LOBBYING AND DISCLOSURE OF LOBBYING ACTIVITIES:**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

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

KidsFirst Child Abuse Prevention Council of  
Placer County, d.b.a. KidsFirst

Name of Contractor

HHS000439

Contract/Grant Number

Date

Printed Name of Person Signing for Contractor

Signature of Person Signing for Contractor

Title

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB 0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p>b. grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p>b. initial award</p> <p>c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p>b. material change</p> <p>For Material Change Only:</p> <p>Year _____ quarter _____</p> <p>date of last report _____</p>	
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee</p> <p>Tier _____, if known:</p> <p>Congressional District, If known: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, If known: _____</p>	
<p>6. Federal Department/Agency</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>		
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>		
<p>10.a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI):</p>		
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person that fails to file the required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p>		
	<p>Print Name: _____</p>		
	<p>Title: _____</p>		
	<p>Telephone No.: _____ Date: _____</p>		
<p><b>Federal Use Only</b></p>		<p>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</p>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.