

**AGREEMENT**

THIS AGREEMENT is made and entered into this 25th day of September, 2018, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **COMMUNITY HEALTH IMPROVEMENT PARTNERS**, a California Non-Profit Organization, whose address is 5095 Murphy Canyon Rd, # 105, San Diego, California, 92123, hereinafter referred to as "**CONTRACTOR**".

**WITNESSETH:**

WHEREAS, COUNTY, through its Department of Behavioral Health (DBH), desires to increase housing capacity for individuals living with a severe mental illness that utilize DBH services; in particular, housing capacity as it relates to owner/operators of "Room and Board " housing within Fresno County; and

WHEREAS, CONTRACTOR has the experience and expertise to create and operate a sustainable quality improvement program, titled "Independent Living Association," that expands the number of high quality housing units of Room and Board operators in Fresno County.

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

**1. SERVICES AND RESPONSIBILITIES OF CONTRACTOR**

CONTRACTOR shall perform all services and fulfill all responsibilities set forth in Exhibit A "Scope of Work, Independent Living Association", which is attached hereto and incorporated herein by this reference.

**2. TERM**

The term of this Agreement shall be for a period of two (2) years and nine (9) months, commencing on October 1, 2018 through and including June 30, 2021. This Agreement may be extended for two (2) additional consecutive twelve (12) month periods; July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023, upon written approval of both parties no later than sixty (60) days prior to the first day of the next twelve (12) month extension period. The DBH Director or her designee is authorized to execute such written approval on behalf of COUNTY based on CONTRACTOR's satisfactory performance, including satisfactory performance of outcomes identified in Exhibit A

1           **3.     TERMINATION**

2           A.     Non-Allocation of Funds - The terms of this Agreement, and the services to be  
3 provided thereunder, are contingent on the approval of funds by the appropriating government agency.  
4 Should sufficient funds not be allocated, the services provided may be modified, or this Agreement  
5 terminated at any time by giving the CONTRACTOR thirty (30) days advance written notice.

6           B.     Breach of Contract - The COUNTY may immediately suspend or terminate this  
7 Agreement in whole or in part, where in the determination of the COUNTY there is:

- 8                     1)     An illegal or improper use of funds;  
9                     2)     A failure to comply with any term of this Agreement;  
10                    3)     A substantially incorrect or incomplete report submitted to the COUNTY;  
11                    4)     Improperly performed service.

12                    In no event shall any payment by the COUNTY constitute a waiver by the  
13 COUNTY of any breach of this Agreement or any default which may then exist on the part of the  
14 CONTRACTOR. Neither shall such payment impair or prejudice any remedy available to the  
15 COUNTY with respect to the breach or default. The COUNTY shall have the right to demand of the  
16 CONTRACTOR the repayment to the COUNTY of any funds disbursed to the CONTRACTOR under  
17 this Agreement, which in the judgment of the COUNTY were not expended in accordance with the  
18 terms of this Agreement. The CONTRACTOR shall promptly refund any such funds upon demand or,  
19 at the COUNTY's option, such repayment shall be deducted from future payments owing to  
20 CONTRACTOR under this Agreement.

21           C.     Without Cause - Under circumstances other than those set forth above, this  
22 Agreement may be terminated by CONTRACTOR or COUNTY or COUNTY's DBH Director or  
23 designee upon the giving of thirty (30) days advance written notice of an intention to terminate.

24           **4.     COMPENSATION**

25           A.     COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive  
26 compensation based upon actual expenditures incurred by CONTRACTOR for monthly program costs,  
27 identified and in accordance with Exhibit B, attached hereto and incorporated by this reference.

28           B.     To assist CONTRACTOR with startup costs, COUNTY agrees to pay

1 CONTRACTOR and CONTRACTOR agrees to receive a one-time advance payment of Seventy  
2 Thousand and No/100 Dollars (\$70,000.00) to cover CONTRACTOR'S startup costs related to the  
3 Independent Living Association (ILA) program. Said advance one-time payment shall be used by  
4 CONTRACTOR to accommodate initial ILA program needs (computers, office furniture, etc.)  
5 associated with this Agreement. Expenditures for said advance payment shall be supported by receipts.  
6 Said advance payment shall be deducted in twelve (12) equal installments of Five Thousand Eight  
7 Hundred Thirty Three and 34/100 Dollars (\$5,833.34) from monthly reimbursement claims submitted by  
8 CONTRACTOR to COUNTY during the first twelve (12) months of the Agreement period.

9 C. In no event shall actual services performed under this Agreement for the period of  
10 October 1, 2018 to June 30, 2019 be in excess of Three Hundred Thousand and No/100 Dollars  
11 (\$300,000.00). In no event shall actual services performed under this Agreement be in excess of Four  
12 Hundred Thousand and No/100 Dollars (\$400,000.00) for any of the remaining twelve (12) month terms  
13 of this Agreement. In no event shall actual services performed under this Agreement be in excess of  
14 One Million Nine Hundred Thousand and No/100 Dollars (\$1,900,000.00) during the term of this  
15 agreement.

16 D. It is understood that all expenses incidental to CONTRACTOR's performance of  
17 services under this Agreement, and which are not identified in Exhibit B, shall be borne by  
18 CONTRACTOR. If CONTRACTOR fails to comply with any provision of this Agreement, COUNTY  
19 shall be relieved of its obligation for further compensation.

20 E. Payments shall be made by COUNTY to CONTRACTOR in arrears, for services  
21 provided during the preceding month, within forty-five (45) days after the date of receipt by COUNTY  
22 of the monthly invoicing as described in Section Five (5) herein. Payments shall be made after receipt  
23 and verification of actual expenditures incurred by CONTRACTOR in the performance of this  
24 Agreement and shall be documented to COUNTY on a monthly basis by the fifteenth (15<sup>th</sup>) of the month  
25 following the month of said expenditures.

26 F. COUNTY shall not be obligated to make any payments under this Agreement if  
27 the request for payment is received by COUNTY more than sixty (60) days after this Agreement has  
28 terminated or expired.

1 G. CONTRACTOR shall be held financially liable for any and all future  
2 disallowances/audit exceptions due to CONTRACTOR deficiency discovered through the State audit  
3 process. At COUNTY's election, the disallowed amount will be remitted within forty-five (45) days to  
4 COUNTY upon notification or shall be withheld from subsequent payments to CONTRACTOR.

5 H. In the event that funding for these services is delayed by the State Controller,  
6 COUNTY may defer payment to CONTRACTOR. The amount of the deferred payment shall not  
7 exceed the amount of funding delayed by the State Controller to the COUNTY. The period of time of  
8 the deferral by COUNTY shall not exceed the period of time of the State Controller's delay of payment  
9 to COUNTY plus sixty (60) days.

10 I. Payment by COUNTY shall be in arrears, based on CONTRACTOR's monthly  
11 invoice and proper documentation submitted for actual services provided during the preceding month,  
12 within sixty (60) days after receipt, and subject to verification and approval of CONTRACTOR's  
13 invoices by COUNTY. If CONTRACTOR should fail to comply with any provision of this Agreement,  
14 COUNTY shall be relieved of its obligation for further compensation.

15 **5. INVOICING**

16 CONTRACTOR shall invoice COUNTY by the Tenth (10<sup>th</sup>) of each month for all  
17 services. Each invoice, along with proper documentation, shall be sent to: County of Fresno  
18 Department of Behavioral Health, 515 S. Cedar Avenue, Fresno CA. 93702, Attention: CHIP  
19 Agreement Staff Analyst.

20 No reimbursement for services shall be made until invoices are received and reviewed by  
21 COUNTY. COUNTY, at the discretion of COUNTY's DBH Director or designee, reserves the right to  
22 deny payment of any invoices received ninety (90) days after services are rendered or ninety (90) days  
23 following termination or expiration of this Agreement.

24 At the discretion of COUNTY's DBH Director or designee, if an invoice is incorrect or is  
25 otherwise not in proper form or missing documentation, COUNTY shall have the right to withhold  
26 payment as to only that portion of the invoice that is incorrect or improper. CONTRACTOR agrees to  
27 continue to provide services for a period of ninety (90) days after notification of an incorrect or  
28 improper invoice. If after the ninety (90) day period, the invoice(s) is still not corrected to COUNTY's

1 DBH satisfaction, COUNTY may elect to terminate or continue with expiration of this Agreement,  
2 pursuant to the termination provisions stated in Section Four (4) of this Agreement.

3 **6. INDEPENDENT CONTRACTOR**

4 In performance of the work, duties, and obligations assumed by CONTRACTOR under  
5 this Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of  
6 CONTRACTOR's instructors, faculty, officers, agents, subcontractors and employees will at all times  
7 be acting and performing as an independent contractor, and shall act in an independent capacity and not  
8 as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore,  
9 COUNTY shall have no right to control or supervise or direct the manner or method by which  
10 CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to  
11 administer this Agreement so as to verify that CONTRACTOR is performing its obligations in  
12 accordance with the terms and conditions thereof. CONTRACTOR and COUNTY shall comply with  
13 all applicable provisions of law and the rules and regulations, if any, of governmental authorities  
14 having jurisdiction over matters which are directly or indirectly the subject of this Agreement.

15 Because of its status as an independent contractor, CONTRACTOR, its instructors,  
16 employees and, subcontractors shall have absolutely no right to employment rights and benefits  
17 available to COUNTY employees. CONTRACTOR shall be solely liable and responsible for  
18 providing to, or on behalf of, its employees all legally-required employee benefits. In addition,  
19 CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to  
20 payment of CONTRACTOR's employees, including compliance with Social Security, withholding, and  
21 all other regulations governing such matters. It is acknowledged that during the term of this Agreement,  
22 CONTRACTOR may be providing services to others unrelated to COUNTY or to this Agreement.

23 **7. MODIFICATION**

24 Any matters of this Agreement may be modified from time to time by the written consent  
25 of all the parties without, in any way, affecting the remainder.

26 **8. NON-ASSIGNMENT**

27 Neither party shall assign or transfer this Agreement nor their rights or duties under this  
28 Agreement without the prior written consent of the other party.

1           **9.     SUBCONTRACTS**

2           CONTRACTOR shall obtain in writing, or through email, approval from COUNTY's  
3 DBH Director or designee before subcontracting any of the services delivered under this Agreement as  
4 described in Section One (1) of this Agreement, Responsibilities of Contractor. Any transferee,  
5 assignee, or subcontractor will be subject to all applicable provisions of this Agreement, and all  
6 applicable State and Federal regulations. CONTRACTOR will be required to assume full  
7 responsibility for all services and activities covered by this Agreement, whether or not CONTRACTOR  
8 is providing those services directly. Further, COUNTY will consider CONTRACTOR to be the sole  
9 point of contact with regard to contractual matters, including payment of any and all charges to  
10 subcontractor resulting from this Agreement. Any subcontractor shall be subject to the same terms and  
11 conditions that CONTRACTOR is subject to under this Agreement.

12           **10.    HOLD-HARMLESS**

13           CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY's request,  
14 defend the COUNTY, its officers, agents, subcontractors and employees from any and all costs and  
15 expenses, including attorney fees and court costs, damages, liabilities, claims and losses occurring or  
16 resulting to COUNTY in connection with the performance, or failure to perform, by CONTRACTOR,  
17 its officers, agents or employees under this Agreement, and from any and all costs and expenses,  
18 including attorney fees and court costs, damages, liabilities, claims and losses occurring or resulting to  
19 any person, firm or corporation who may be injured or damaged by the performance, or failure to  
20 perform, of CONTRACTOR, its officers, agents or employees under this Agreement. In addition,  
21 CONTRACTOR agrees to indemnify COUNTY for Federal, State of California and/or local audit  
22 exceptions resulting from noncompliance herein on the part of the CONTRACTOR.

23           **11.    INSURANCE**

24           Without limiting COUNTY's right to obtain indemnification from CONTRACTOR or  
25 any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect the  
26 following insurance policies throughout the term of this Agreement:

27           A.     Commercial General Liability

28                     Commercial General Liability Insurance with limits of not less than Two Million  
                          Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million

1 Dollars (\$4,000,000). This policy shall be issued on a per occurrence basis.  
2 COUNTY may require specific coverage including completed operations, product  
3 liability, contractual liability, Explosion, Collapse, and Underground (XCU), fire  
4 legal liability or any other liability insurance deemed necessary because of the  
5 nature of this Agreement.

6 B. Automobile Liability

7 Comprehensive Automobile Liability Insurance with limits of not less than One  
8 Million Dollars (\$1,000,000) per accident for bodily injury and for property  
9 damage. Coverage should include owned and non-owned vehicles used in  
10 connection with this Agreement.

11 C. Professional Liability

12 If CONTRACTOR employs licensed professional staff (*e.g.* Ph.D., R.N.,  
13 L.C.S.W., L.M.F.T.) in providing services, Professional Liability Insurance with  
14 limits of not less than One Million Dollars (\$1,000,000) per occurrence, Three  
15 Million Dollars (\$3,000,000) annual aggregate.

16 D. Worker's Compensation

17 A policy of Worker's Compensation Insurance as may be required by the  
18 California Labor Code.

19 CONTRACTOR shall obtain endorsements to the Commercial General Liability  
20 insurance naming the County of Fresno, its officers, agents, and employees, individually and  
21 collectively, as additional insured, but only insofar as the operations under this Agreement are  
22 concerned. Such coverage for additional insured shall apply as primary insurance and any other  
23 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be  
24 excess only and not contributing with insurance provided under CONTRACTOR's policies herein.  
25 This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance  
26 written notice given to COUNTY.

27 Within thirty (30) days from the date CONTRACTOR signs this Agreement,  
28 CONTRACTOR shall provide certificates of insurance and endorsements as stated above for all of the  
foregoing policies, as required herein, to the County of Fresno, Department of Behavioral Health, 515  
S. Cedar Avenue, Fresno, California, 93702, Attention: ILA, Staff Analyst, stating that such insurance  
coverage's have been obtained and are in full force; that the County of Fresno, its officers, agents and  
employees will not be responsible for any premiums on the policies; that such Commercial General

1 Liability insurance names the County of Fresno, its officers, agents and employees, individually and  
2 collectively, as additional insured, but only insofar as the operations under this Agreement are  
3 concerned; that such coverage for additional insured shall apply as primary insurance and any other  
4 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be  
5 excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and  
6 that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance,  
7 written notice given to COUNTY.

8 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as  
9 herein provided, COUNTY may, in addition to other remedies it may have, suspend or terminate this  
10 Agreement upon the occurrence of such event.

11 All policies shall be with admitted insurers licensed to do business in the State of  
12 California. Insurance purchased shall be from companies possessing a current A.M. Best, Inc. rating of  
13 A FSC VII or better.

14 **12. CONFIDENTIALITY**

15 All services performed by CONTRACTOR under this Agreement shall be in strict  
16 conformance with all applicable Federal, State of California and/or local laws and regulations relating  
17 to confidentiality, including all Health Insurance Portability Accountability Act (HIPAA) regulations.

18 **13. NON-DISCRIMINATION**

19 During the performance of this Agreement, CONTRACTOR shall not unlawfully  
20 discriminate against any employee or applicant for employment, or recipient of services, because of  
21 race, religion, color, national origin, ancestry, physical disability, medical condition, marital status,  
22 sexual orientation, age or gender, pursuant to all applicable State of California and Federal statutes and  
23 regulations.

24 **14. COMPLIANCE WITH STATE REQUIREMENTS**

25 CONTRACTOR recognizes that COUNTY operates its mental health system under an  
26 agreement with the State of California Department of Mental Health, and that under said agreement the  
27 State imposes certain requirements on the COUNTY and its subcontractors. CONTRACTOR shall  
28 adhere to all State requirements, including those identified in Exhibit C, attached hereto and by this

1 reference incorporated herein.

2 **15. DISCLOSURE – CRIMINAL HISTORY AND CIVIL ACTIONS**

3 CONTRACTOR is required to disclose if any of the following conditions apply to them,  
4 their owners, officers, corporate managers and partners:

5 A. Within the three-year period preceding the Agreement award, they have been  
6 convicted of, or had a civil judgment rendered against them for:

7 1. Fraud or a criminal offense in connection with obtaining, attempting to  
8 obtain, or performing a public (federal, state, or local) transaction or contract under a public  
9 transaction;

10 2. Violation of a federal or state antitrust statute;

11 3. Embezzlement, theft, forgery, bribery, falsification, or destruction of  
12 records; or

13 4. False statements or receipt of stolen property.

14 B. Within a three-year period preceding their Agreement award, they have had a  
15 public transaction (federal, state, or local) terminated for cause or default.

16 Disclosure of the above information will not automatically eliminate CONTRACTOR  
17 from further business consideration. The information will be considered as part of the determination  
18 of whether to continue and/or renew the contract and any additional information or explanation that a  
19 CONTRACTOR elects to submit with the disclosed information will be considered. If it is later  
20 determined that the CONTRACTOR failed to disclose required information, any contract awarded to  
21 such CONTRACTOR may be immediately voided and terminated for material failure to comply with  
22 the terms and conditions of the award.

23 CONTRACTOR must sign an appropriate “Certification Regarding Debarment,  
24 Suspension, and Other Responsibility Matters”, Exhibit D, attached hereto and by this reference  
25 incorporated herein. Additionally, CONTRACTOR must immediately advise the County in writing if,  
26 during the term of the agreement: (1) CONTRACTOR becomes suspended, debarred, excluded or  
27 ineligible for participation in federal or state funded programs or from receiving federal funds as listed  
28 in the excluded parties list system (<http://www/eplis.gov>); or (2) any of the above listed conditions

1 become applicable to CONTRACTOR(S). The CONTRACTOR will indemnify, defend and hold the  
2 COUNTY harmless for any loss or damage resulting from a conviction, debarment, exclusion,  
3 ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and  
4 Other Responsibility Matters.

5 **16. CONFLICT OF INTEREST**

6 No officer, agent, or employee of the COUNTY who exercises any function or  
7 responsibility for planning and carrying out the services provided under this Agreement shall have any  
8 direct or indirect personal financial interest in this Agreement. No officer, agent, or employee of the  
9 COUNTY who exercises any function or responsibility for planning and carrying out the services  
10 provided under this Agreement shall have any direct or indirect personal financial interest in this  
11 Agreement. In addition, no employee of the COUNTY shall be employed by CONTRACTOR to fulfill  
12 any contractual obligations with COUNTY. The CONTRACTOR shall also comply with all Federal,  
13 State of California, and local conflict of interest laws, statutes, and regulations, which shall be  
14 applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of  
15 the COUNTY.

16 **17. DISCLOSURE OF SELF – DEALING TRANSACTIONS**

17 Only applicable if the CONTRACTOR is operating as a corporation (a for-profit or non-  
18 profit corporation) or the CONTRACTOR changes its status to operate as a corporation during this  
19 agreement.

20 Members of the CONTRACTOR's Board of Directors shall disclose any self-dealing  
21 transactions that they are a party to while CONTRACTOR is providing goods or performing services  
22 under this agreement. A self-dealing transaction shall mean a transaction to which the CONTRACTOR  
23 is a party and in which one or more of its directors has a material financial interest. Members of the  
24 Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and  
25 signing a *Self-Dealing Transaction Disclosure Form* (Exhibit E) and submitting it to the COUNTY prior  
26 to commencing with the self-dealing transaction or immediately thereafter.

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1           **18.    AUDITS AND INSPECTIONS**

2           The CONTRACTOR shall at any time during business hours, and as often as the  
3 COUNTY may deem necessary, make available to the COUNTY for examination all of its records and  
4 data with respect to the matters covered by this Agreement. The CONTRACTOR shall, upon request  
5 by the COUNTY, permit the COUNTY to audit and inspect all such records and data necessary to  
6 ensure CONTRACTOR's compliance with the terms of this Agreement.

7           If this Agreement exceeds Ten Thousand and No/100 Dollars (\$10,000.00),  
8 CONTRACTOR shall be subject to the examination and audit of the State Auditor General for a period  
9 of three (3) years after final payment under contract (Government Code section 8546.7).

10           **19.    PROHIBITION ON PUBLICITY**

11           None of the funds, materials, property or services provided directly or indirectly under  
12 this Agreement shall be used for CONTRACTOR's advertising, fundraising, or publicity (i.e.,  
13 purchasing tickets/tables, silent auction donations, etc.) for the purpose of self-promotion.  
14 Notwithstanding the above, publicity of the services described in Section One (1) of this Agreement  
15 shall be allowed as necessary to raise public awareness about the availability of such specific services  
16 when approved in advance by COUNTY's DBH Director or designee

17           **20.    NOTICES**

18           The persons having authority to give and receive notices under this Agreement and their  
19 addresses include the following:

<u>COUNTY</u>	<u>CONTRACTOR</u>
Director, Fresno County Department of Behavioral Health 3133 N. Milbrook Ave Fresno, CA 93703	Community Health Improvement Partners Attention: Director, Independent Living Association 5095 Murphy Canyon Rd, # 105, San Diego CA, 92123

24           Any and all notices between the COUNTY and the CONTRACTOR(S) provided for or  
25 permitted under this Agreement or by law shall be in writing and shall be deemed duly served when  
26 personally delivered to one of the parties, or in lieu of such personal service, when deposited in the  
27 United States Mail, postage prepaid, addressed to such party.  
28

1           **21.    GOVERNING LAW**

2                   The parties agree, that for the purposes of venue, performance under this Agreement is to  
3 be in Fresno County, California.

4                   The rights and obligations of the parties and all interpretation and performance of  
5 this Agreement shall be governed in all respects by the laws of the State of California.

6           **22.    SEVERABILITY**

7                   The provisions of this Agreement are severable. The invalidity or unenforceability of any  
8 one provision in the Agreement shall not affect the other provisions.

9           **23.    ENTIRE AGREEMENT**

10                   This Agreement, including all Exhibits, constitutes the entire Agreement between the  
11 CONTRACTOR and COUNTY with respect to the subject matter hereof and supersedes all previous  
12 agreement negotiations, proposals, commitments, writings, advertisements, publications, and  
13 understandings of any nature whatsoever unless expressly included in this Agreement.

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1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and  
2 year first hereinabove written.

3 ATTEST:

4 **CONTRACTOR:**  
5 **COMMUNITY HEALTH IMPROVEMENT**  
6 **PARTNERS**

**COUNTY OF FRESNO**

7 By [Signature]  
8 Print Name: Ed Quinlan  
9 Title: President & CEO  
10 Chairman of Board, or President  
11 Or any Vice President

By [Signature]  
Chairperson of the Board of Supervisors  
of the County of Fresno

Date: 9-25-18

12 Date: 9/13/18

ATTEST:  
BERNICE E. SEIDEL  
Clerk of the Board of Supervisors  
County of Fresno, State of California

13 By [Signature]  
14 Print Name: PAMELA WALTON  
15 Title: CEO  
16 Secretary of Corporation, or  
17 Any Assistant Secretary, or  
18 Chief Financial Officer, or  
19 Any Assistant Treasurer

By [Signature]

Date: 9-25-18

20 Date: 9/13/18

21 Mailing Address:  
22 Community Health Improvement Partners  
23 San Diego, CA 92123  
24 Phone No.: (858) 609-7960  
25 Attention: Director, Independent Living Association

26 Fund/Subclass: 0001/10000  
27 Organization: 56302005  
28 Account \$1,900,000  
7295

**SCOPE OF WORK  
INDEPENDENT LIVING ASSOCIATION**

**Contractor Name:** Community Health Improvement Partners (CHIP)  
**Contracting Department:** Fresno County Department of Behavioral Health  
**Contract Period:** 10/01/2018 – 6/30/2023

**Program Description**

- Provide technical assistance, consultative, and start-up operational services to help the Fresno County Department of Behavioral Health (DBH) create a sustainable Fresno County Independent Living Association - ILA (aka, Room & Board) quality improvement program that expands the number of high quality independent living homes for DBH clients in Fresno County. Homes are owned by operators who gain membership to the ILA after successful completion of required training, passage of the ILA membership criteria and upon site visit approval by the Peer Review and Accountability Team (PRAT). Emphasis shall be placed on expanding housing options for people with serious mental illness that are homeless or at risk of homelessness.
- Initiate and coordinate the following quality improvement activities in collaboration with DBH and other identified local partners:
  - 1) Independent Living Association (ILA) Work Team;
  - 2) ILA Membership Organization;
  - 3) ILA Directory and Website;
  - 4) Education and Training;
  - 5) Peer Review and Accountability Team (PRAT);
  - 6) Data Collection and Evaluation;
  - 7) Advocacy and Education
- Target facilities for membership in the ILA include privately owned or leased single family residences or multifamily complexes that operate shared living rental arrangements for extremely low-income adults living with a severe mental illness. Such arrangements are sometimes referred to as “unlicensed room and boards”, rooming houses, supported independent living, transitional housing or sober living. These locations do not provide care and supervision or medication oversight.

**Program Goals**

DBH believes in and supports the guiding principles of attaining safe, quality housing for DBH clients, thereby improving their housing stability and overall well-being. The ILA is designed to assist those clients who are either homeless, not regularly engaged with any system of care despite extreme needs and vulnerabilities; or accessing more than one system of care, including homeless serving programs, emergency departments, psychiatric emergency services, substance use services, and the criminal justice system. The goals of Fresno County’s ILA include:

- Create a system of oversight, support, coordination, and ongoing quality improvement for independent living homes.
- Improve the quality of life for independent living association residents (DBH clients) by improving quality standards of local independent living homes.
- Increase the inventory of independent living homes for DBH clients living with a severe mental illness or co-occurring substance use disorder that are homeless and in need of housing.
- Reduce the number of DBH clients experiencing homelessness and prolonged institutionalization due to declines in quality independent living environments.
- Improve client outcomes by improved coordination and connection of DBH clients to housing, integrated physical, mental health, and substance use services, and other critical services within Fresno County's system of care including County Departments and contracted service providers.
- Create sustainable housing solutions for DBH clients living in healthy, stable homes in the community.
- Create interventions that reduce utilization of Fresno County services and have ongoing support from partners.

### **Required Services**

Contractor shall develop and implement an ILA in collaboration with DBH and one or more subcontracted, community-based mental health provider agencies in Fresno County, as well as local key stakeholder that regularly interface with independent living homes (room & boards) including hospitals, clinics, social workers, case managers and facility discharge planners. The quality improvement effort will include the following key components:

- 1) Independent Living Association (ILA) Work Team;
  - 2) ILA Membership Organization;
  - 3) ILA Directory and Website;
  - 4) Education and Training;
  - 5) Peer Review and Accountability Team (PRAT);
  - 6) Data Collection and Evaluation;
  - 7) Advocacy and Education
- 1) ILA Work Team – in collaboration with DBH and the (selected subcontractor) the Contractor will be responsible for making recommendations on the composition and key roles of the Work Team, finalizing Work Team membership, and managing Work

Team meetings (agenda, facilitation, and minutes). The Work Team will meet at least monthly to establish and promote independent living quality standards, provide advice and support to the overall quality improvement effort, identify key policy areas impacting independent living facilities, and engage in advocacy and education efforts relevant to sustaining and expanding quality independent living opportunities.

- 2) ILA Membership Organization – Contractor will be responsible for coordinating the creation of a professional association for independent living association operators. The association should provide comprehensive ILA-related information and resources, support to both operators and residents, and include a grievance process. The association shall provide resources to help ILA operators provide the necessary supports to improve the quality of life for residents. ILA quality standards and membership requirements will be developed by the Work Team.
- 3) ILA Directory and Website – Contractor shall establish and maintain a web-based and searchable database to provide quality information about independent living options for DBH clients, family members, and community members. The online directory shall provide reliable, updated information on independent living facilities in Fresno County, with a specific format for highlighting those facilities that are members of the ILA and thereby meeting quality housing standards. This information will be designed in a format that is accessible and understandable to the public and should work to link information from existing databases using current web-based portals. The Contractor shall operate a member only section for independent living operators to provide resources and association information, such as community discounts, funding opportunities, and training schedules.
- 4) Education and Training – Contractor shall design and implement training plans and curricular for ILA operators, DBH clients/residents, and community members. Education and training will be focused upon teaching housing operators how to effectively and successfully operate Independent Living homes as well as information for tenants to assist them in their wellness, recovery and sustained tenancy. To become members of the ILA, operators will be required to complete the “New Owners Course,” a 6 hour course that focuses upon facility start-up, budgeting, administration, professionalism, marketing, mental health 101, resident retention and legalities.
  - a. Education outcomes include:
    - i. increased awareness of mental illness
    - ii. how to establish and cultivate healthy residents
    - iii. increased awareness of rights under California Landlord/Tenant Laws
  - b. Training outcomes include:
    - i. increased awareness of de-escalation techniques/measures
    - ii. increased awareness of available community resources

- iii. increased awareness and ability to support first responders

Training and education will specifically focus within the following areas:

- Training and education for ILA operators will include, but not be limited to: training for residents with living with a mental illness, familiarity with mental health programs, appropriate service standards, differences between independent living and licensed facilities, consultation with care coordinators/care managers; appropriate operator-resident relationships, and skills assisting residents in sustaining wellness, recovery, and independence.
  - Training and education for residents will include, but not be limited to: sustaining independence, adjusting to shared living, independent living skills development, communicating with operators, and awareness of rights as a resident/tenant.
  - Training and education for community members will include, but not be limited to: an overview of the ILA and discussion of why a professional association of independent living operators supports community member efforts to house vulnerable clients/patients as well as support a client's mental health wellness and recovery.
- 5) Peer Review and Accountability Team (PRAT) – The PRAT will be comprised of Contractor staff, behavioral health clients, family members, IL tenants, and other community partners interested in supporting the Fresno ILA and IL operators. Individuals interested in serving on the PRAT will go through an application and training process. The PRAT will utilize a home inspection checklist that will be developed under the direction of the Contractor and Fresno ILA Work Team. This checklist will be utilized for the initial and annual site reviews and provide a metric for adherence to established standards. The items can include but are not limited to safety, house set-up, and operations. Contractor, in partnership with the DBH, will build a PRAT for site visits/inspections, including the development and implementation of a comprehensive assessment checklist used at each independent living facility. Contractor shall provide oversight of the work of the PRAT responsible for conducting initial and ongoing visits to association members to ensure quality standards are met and to provide coaching and other support to operators. The PRAT will also respond to complaints received related to association members.
- 6) Data and Evaluation - Contractor in collaboration with the DBH shall report on defined outcomes as requested by DBH and shall conduct a comprehensive evaluation related to the overall program and its impact on the availability and quality of independent living associations.

- 7) Advocacy and Education - With assistance from the Work Team, the Contractor will develop an agenda to bring awareness of issues to operators of independent living facilities and the unique issues residents face. The Contractor shall encourage client and community participation, and foster awareness on client/resident rights.
- 8) Contractor will subcontract with at least one Fresno County community-based mental health provider that operate one or more independent living facilities and incorporate the subcontractor into the activities outlined above. Specific areas for subcontractor involvement will include at least the following: education and training for operators and residents, DBH client/family involvement in the ILA Work Team and PRAT, become initial members of the IL association, and development and dissemination of materials related to cultural humility and health equity. Fresno County must review and provide written approval of subcontracts prior to their execution.
- 9) Contractor shall collaborate and partner with other housing, health, human services organizations and community service providers. The ILA Work Team shall identify and collaborate with partners that directly touch/work with IL home operators. Contractor shall provide trainings and education to partners about the ILA and IL homes. Specifically, increasing partners awareness of how IL homes differ from other types of housing as well as the value the ILA brings to partner organizations.

**Contract Deliverables**

Contractor shall provide the following services/deliverables.

**1. Process Measures**

<b>PROGRAM DELIVERABLES</b>	<b>PERFORMANCE MEASURES</b>	<b>DATA SOURCE</b>
<p>Help form and manage an ILA Work Team and operate an ILA association.</p>	<ul style="list-style-type: none"> <li>• Develop written recommendations for structure and format of Work Team, date review, decision making, and finalizing membership and quality standards.</li> <li>• Finalize Work Team Membership prior to June 30, 2019</li> <li>• Convene and manage at least 30 Committee meetings over the contract period</li> <li>• Produce an ILA standards and membership guide by January 30, 2020</li> <li>• By June 30, 2021 have at least 20 ILA member homes</li> <li>• Develop grievance process.</li> <li>• Provide specific resources on how facilities can help tenants achieve their best quality of life.</li> </ul>	<ul style="list-style-type: none"> <li>• Written Work Team operational recommendations</li> <li>• Work Team Roster and Contact Information</li> <li>• Meeting Agendas and Minutes</li> <li>• ILA Standards and Membership Guide</li> <li>• Quarterly Summary Report</li> </ul>
<p>Create an ILA directory and website with reliable, updated information on ILAs in Fresno County, including highlighting of facilities that are members</p>	<ul style="list-style-type: none"> <li>• Beginning in March 2019 utilize the CHIP ILA website model and programming to work with a local</li> </ul>	<ul style="list-style-type: none"> <li>• Website link available.</li> <li>• DBH staff checks on accuracy of website information at least</li> </ul>

<p>of the association that meet ILA Quality Standards.</p>	<p>developer to create a Fresno County Specific ILA Website. Date for website to go live is on or before June 30, 2019.</p> <ul style="list-style-type: none"> <li>• Website is maintained with up-to-date information.</li> </ul>	<p>once per month.</p> <ul style="list-style-type: none"> <li>• Quarterly Reports.</li> </ul>
<p>Design and implement education and training plans and curricula for ILA operators, residents, and community members</p>	<ul style="list-style-type: none"> <li>• Develop and implement training plan and curricula for operators before June 30, 2019</li> <li>• Develop and implement training plan and curricula for residents before June 30, 2019</li> <li>• Conduct at least one training or education session each month beginning in July 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Reports.</li> <li>• Copy of training plan and curricula.</li> <li>• Copy of attendance logs for trainings.</li> <li>• Table summarizing training and education events conducted.</li> </ul>

<p>Create ILA Peer Review and Accountability Team (PRAT) including a comprehensive assessment checklist.</p>	<ul style="list-style-type: none"> <li>• Build PRAT that includes ILA member operators, IL residents, DBH clients, family members and community provider.</li> <li>• PRAT conducts at least 2 assessments per month starting in January 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Roster of PRAT team with contact information</li> <li>• Copies of PRAT assessment reports</li> <li>• Quarterly Reports.</li> </ul>
<p>Develop a policy and advocacy agenda to bring awareness to issues with independent living facilities and the unique issues residents face. Encourage consumer/community participation and foster awareness on consumer/resident rights.</p>	<p>Conduct at least one policy and advocacy effort that includes members of the steering committee, consumers, and other community members each quarter beginning March 2019</p>	<ul style="list-style-type: none"> <li>• Work Team Minutes</li> <li>• Quarterly Report</li> <li>• Copy of policy and advocacy materials used in specific efforts</li> </ul>

**2. Quality Measures**

<b>SERVICE DELIVERY</b>	<b>PERFORMANCE MEASURES</b>	<b>DATA SOURCE</b>
<p>Participants in education and training sessions complete evaluations on the quality of each session</p>	<p>Participants in sessions complete post session evaluations with an average rating of 3.5 or above on a likert scale of 0 to 5</p>	<p>Summary of session evaluation results included in quarterly report</p>
<p>ILA member's satisfaction of the support provided by the Association is conducted at least once per quarter with the first survey to be conducted on or before May 1, 2021</p>	<p>ILA member satisfaction survey shows an average rating of 3.5 or above on a likert scale of 0 to 5</p>	<p>Summary of survey results included in quarterly report</p>
<p>ILA member resident satisfaction and quality of life surveys once per quarter at participating member homes with first survey conducted on or before June 30, 2021</p>	<p>ILA resident satisfaction and quality of life survey shows improved overall ratings each quarter</p>	<p>Summary of results included in quarterly report</p>

**3. Outcome Measures**

<b>SERVICE DELIVERY</b>	<b>PERFORMANCE MEASURES</b>	<b>DATA SOURCE</b>
<p>Increase the number of quality independent living members over time</p>	<ul style="list-style-type: none"> <li>• By June 30, 2022 have added at least 10 additional ILA member housing sites.</li> <li>• By June 30, 2022 have at least 40 ILA members and housing sites</li> </ul>	<p>Quarterly reports and online directory</p>
<p>Increase the percentage of identified independent living sites over time and increase ILA members.</p>	<p>Percentage of identified member independent living sites increases each quarter from prior quarter beginning in first quarter of 2020</p>	<ul style="list-style-type: none"> <li>• Directory of identified independent living sites in County showing member and non-member home sites.</li> <li>• Quarterly report summarizing percentage of known independent livings that are non-members</li> </ul>

**Independent Living Association - Fresno**  
**Community Health Improvement Partners**  
**FY 2018-2019**

Budget Categories - Line Item Description (Must be itemized)	FTE %	Total Proposed Budget		
		Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
0001 Program Director (MB)	0.25		\$13,320	\$13,320
0002 Program Manager (TBD)	1.00		\$0	\$0
0003 Program Outreach Coordinator (TBD)	1.00		\$33,750	\$33,750
0004 Program Assistant (SS)	0.20		\$3,413	\$3,413
0005 CHIP CEO (EQ)	0.05	\$5,063		\$5,063
0006 CHIP Office Manager (TS)	0.05	\$2,087		\$2,087
0007 Program Evaluator	0.25		\$10,313	\$10,313
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
<b>SALARY TOTAL</b>	<b>2.80</b>	<b>\$7,149</b>	<b>\$60,795</b>	<b>\$67,944</b>
<b>PAYROLL TAXES:</b>				
0030 OASDI		\$78	\$661	\$739
0031 FICA/MEDICARE		\$332	\$2,827	\$3,159
0032 SUI		\$179	\$179	\$357
<b>PAYROLL TAX TOTAL</b>		<b>\$589</b>	<b>\$3,667</b>	<b>\$4,255</b>
<b>EMPLOYEE BENEFITS:</b>				
0040 Retirement				\$0
0041 Workers Compensation				\$0
0042 Health Insurance (medical, vision, life, dental)				\$0
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$18,119</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$90,319</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
1010 Rent/Lease Building				\$2,218
1011 Rent/Lease Equipment				\$3,375
1012 Utilities				\$0
1013 Building Maintenance				\$0
1014 Equipment purchase				\$0
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$5,593</b>

## OPERATING EXPENSES:

1060	Telephone	\$1,875
1061	Answering Service	\$0
1062	Postage	\$1,125
1063	Printing/Reproduction	\$3,750
1064	Publications	\$2,250
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$3,000
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies - Therapeutic	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/vehicle maintenance	\$3,750
1073	Staff Travel (Out of County)	\$6,000
1074	Staff Training/Registration	\$3,750
1075	Lodging	\$9,000
1076	Other - Information Technology	\$2,625
1077	Other - Convening expenses	\$16,329
OPERATING EXPENSES TOTAL		\$53,454

## FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$6,930
1081	External Audit	\$2,066
1082	Liability Insurance	\$1,537
1083	Administrative Overhead	\$16,174
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$26,708

## SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$114,176
1091	Translation Services	\$3,750
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$117,926

## FIXED ASSETS:

1190	Computers & Software	\$6,000
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$6,000

CLIENT SUPPORT EXPENSES:

2000	Client Housing Support Expenditures	\$0
2001	Client Housing Operating Expenditures	\$0
2002.1	Clothing, Food & Hygiene	\$0
2002.2	Client Transportation & Support	\$0
2002.3	Education Support	\$0
2002.4	Employment Support	\$0
2002.5	Respite Care	\$0
2002.6	Household Items	\$0
2002.7	Utility Vouchers	\$0
2002.8	Child Care (SFC 72)	\$0
CLIENT SUPPORT TOTAL		\$0
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$300,000</b>

MENTAL HEALTH SERVICES ACT (MHSA) REVENUE:

5000	Prevention & Early Intervention (PEI) Funds	\$0
5100	Community Services & Supports (CSS) Funds	\$0
5200	Innovation (INN) Funds	\$0
5300	Workforce Education & Training (WET) Funds	\$0
MHSA FUNDS TOTAL		\$0
<b>TOTAL PROGRAM REVENUE</b>		<b>\$0</b>

**Independent Living Association - Fresno**  
**Community Health Improvement Partners**  
**FY 2019-2020**

Budget Categories - Line Item Description (Must be itemized)	FTE %	Total Proposed Budget		
		Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
0001 Program Director (MB)	0.25		\$18,470	\$18,470
0002 Program Manager (SS)	0.50		\$22,500	\$22,500
0003 Program Outreach Coordinator (TBD)	1.00		\$46,800	\$46,800
0004 CHIP CEO (EQ)	0.03	\$4,050		\$4,050
0005 CHIP Office Manager (TS)	0.05	\$2,894		\$2,894
0006 Program Evaluator	0.25		\$14,300	\$14,300
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
<b>SALARY TOTAL</b>	<b>2.08</b>	<b>\$6,944</b>	<b>\$102,070</b>	<b>\$109,014</b>
<b>PAYROLL TAXES:</b>				
0030 OASDI		\$138	\$1,175	\$1,314
0031 FICA/MEDICARE		\$591	\$5,026	\$5,617
0032 SUI		\$238	\$238	\$476
<b>PAYROLL TAX TOTAL</b>		<b>\$967</b>	<b>\$6,439</b>	<b>\$7,406</b>
<b>EMPLOYEE BENEFITS:</b>				
0040 Retirement				\$0
0041 Workers Compensation				\$0
0042 Health Insurance (medical, vision, life, dental)				\$0
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$21,803</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$138,223</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
1010 Rent/Lease Building				\$3,110
1011 Rent/Lease Equipment				\$2,000
1012 Utilities				\$0
1013 Building Maintenance				\$0
1014 Equipment purchase				\$0
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$5,110</b>

## OPERATING EXPENSES:

1060	Telephone	\$1,800
1061	Answering Service	\$0
1062	Postage	\$1,200
1063	Printing/Reproduction	\$3,500
1064	Publications	\$2,300
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,500
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies - Therapeutic	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/vehicle maintenance	\$5,000
1073	Staff Travel (Out of County)	\$8,000
1074	Staff Training/Registration	\$5,000
1075	Lodging	\$12,000
1076	Other - Information Technology	\$3,000
1077	Other - Convening expenses	\$20,000
OPERATING EXPENSES TOTAL		\$64,300

## FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$7,488
1081	External Audit	\$2,172
1082	Liability Insurance	\$1,597
1083	Administrative Overhead	\$30,379
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$41,635

## SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$146,000
1091	Translation Services	\$3,231
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$149,231

## FIXED ASSETS:

1190	Computers & Software	\$1,500
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$1,500

**CLIENT SUPPORT EXPENSES:**

2000	Client Housing Support Expenditures	\$0
2001	Client Housing Operating Expenditures	\$0
2002.1	Clothing, Food & Hygiene	\$0
2002.2	Client Transportation & Support	\$0
2002.3	Education Support	\$0
2002.4	Employment Support	\$0
2002.5	Respite Care	\$0
2002.6	Household Items	\$0
2002.7	Utility Vouchers	\$0
2002.8	Child Care	\$0
<b>CLIENT SUPPORT TOTAL</b>		<b>\$0</b>
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$400,000</b>

**MENTAL HEALTH SERVICES ACT (MHSA) REVENUE:**

5000	Prevention & Early Intervention (PEI) Funds	\$0
5100	Community Services & Supports (CSS) Funds	\$0
5200	Innovation (INN) Funds	\$0
5300	Workforce Education & Training (WET) Funds	\$0
<b>MHSA FUNDS TOTAL</b>		<b>\$0</b>
<b>TOTAL PROGRAM REVENUE</b>		<b>\$0</b>

**Independent Living Association - Fresno  
Community Health Improvement Partners  
FY 2020-2021**

Budget Categories - Line Item Description (Must be itemized)	FTE %	Total Proposed Budget		
		Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
0001 Program Director (MB)	0.25		\$19,209	\$19,209
0002 Program Manager (SS)	0.50		\$23,400	\$23,400
0003 Program Outreach Coordinator (TBD)	1.00		\$48,672	\$48,672
0004 CHIP CEO (EQ)	0.03	\$4,050		\$4,050
0005 CHIP Office Manager (TS)	0.05	\$3,010		\$3,010
0006 Program Evaluator	0.25		\$14,872	\$14,872
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
<b>SALARY TOTAL</b>	<b>2.08</b>	<b>\$7,060</b>	<b>\$106,153</b>	<b>\$113,213</b>
<b>PAYROLL TAXES:</b>				
0030 OASDI		\$138	\$1,175	\$1,314
0031 FICA/MEDICARE		\$591	\$5,026	\$5,617
0032 SUI		\$238	\$238	\$476
<b>PAYROLL TAX TOTAL</b>		<b>\$967</b>	<b>\$6,439</b>	<b>\$7,406</b>
<b>EMPLOYEE BENEFITS:</b>				
0040 Retirement				\$0
0041 Workers Compensation				\$0
0042 Health Insurance (medical, vision, life, dental)				\$0
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$22,643</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$143,262</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
1010 Rent/Lease Building				\$3,197
1011 Rent/Lease Equipment				\$1,000
1012 Utilities				\$0
1013 Building Maintenance				\$0
1014 Equipment purchase				\$0
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$4,197</b>

## OPERATING EXPENSES:

1060	Telephone	\$1,500
1061	Answering Service	\$0
1062	Postage	\$1,000
1063	Printing/Reproduction	\$3,500
1064	Publications	\$2,000
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,000
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies - Therapeutic	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/vehicle maintenance	\$4,000
1073	Staff Travel (Out of County)	\$6,000
1074	Staff Training/Registration	\$4,000
1075	Lodging	\$10,000
1076	Other - Information Technology	\$3,000
1077	Other - Convening expenses	\$22,750
OPERATING EXPENSES TOTAL		\$59,750

## FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$7,738
1081	External Audit	\$2,246
1082	Liability Insurance	\$1,672
1083	Administrative Overhead	\$30,452
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
FINANCIAL SERVICES TOTAL		\$42,108

## SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$146,000
1091	Translation Services	\$3,183
1092	Medication Supports	\$0
SPECIAL EXPENSES TOTAL		\$149,183

## FIXED ASSETS:

1190	Computers & Software	\$1,500
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
FIXED ASSETS TOTAL		\$1,500

CLIENT SUPPORT EXPENSES:

2000	Client Housing Support Expenditures	\$0
2001	Client Housing Operating Expenditures	\$0
2002.1	Clothing, Food & Hygiene	\$0
2002.2	Client Transportation & Support	\$0
2002.3	Education Support	\$0
2002.4	Employment Support	\$0
2002.5	Respite Care	\$0
2002.6	Household Items	\$0
2002.7	Utility Vouchers	\$0
2002.8	Child Care	\$0
CLIENT SUPPORT TOTAL		\$0
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$400,000</b>

MENTAL HEALTH SERVICES ACT (MHSA) REVENUE:

5000	Prevention & Early Intervention (PEI) Funds	\$0
5100	Community Services & Supports (CSS) Funds	\$0
5200	Innovation (INN) Funds	\$0
5300	Workforce Education & Training (WET) Funds	\$0
MHSA FUNDS TOTAL		\$0
<b>TOTAL PROGRAM REVENUE</b>		<b>\$0</b>

**Independent Living Association - Fresno**  
**Community Health Improvement Partners**  
**FY 2021-2022**

Budget Categories - Line Item Description (Must be itemized)	FTE %	Total Proposed Budget		
		Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
0001 Program Director (MB)	0.25		\$19,978	\$19,978
0002 Program Manager (SS)	0.50		\$24,336	\$24,336
0003 Program Outreach Coordinator (TBD)	1.00		\$50,619	\$50,619
0004 CHIP CEO (EQ)	0.03	\$4,050		\$4,050
0005 CHIP Office Manager (TS)	0.05	\$3,130		\$3,130
0006 Program Evaluator	0.25		\$15,467	\$15,467
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
<b>SALARY TOTAL</b>	<b>2.08</b>	<b>\$7,180</b>	<b>\$110,400</b>	<b>\$117,579</b>
<b>PAYROLL TAXES:</b>				
0030 OASDI		\$138	\$1,175	\$1,314
0031 FICA/MEDICARE		\$591	\$5,026	\$5,617
0032 SUI		\$238	\$238	\$476
<b>PAYROLL TAX TOTAL</b>		<b>\$967</b>	<b>\$6,439</b>	<b>\$7,406</b>
<b>EMPLOYEE BENEFITS:</b>				
0040 Retirement				\$0
0041 Workers Compensation				\$0
0042 Health Insurance (medical, vision, life, dental)				\$0
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$23,516</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$148,502</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
1010 Rent/Lease Building				\$3,293
1011 Rent/Lease Equipment				\$1,000
1012 Utilities				\$0
1013 Building Maintenance				\$0
1014 Equipment purchase				\$0
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$4,293</b>

OPERATING EXPENSES:

1060	Telephone	\$1,500
1061	Answering Service	\$0
1062	Postage	\$1,000
1063	Printing/Reproduction	\$3,500
1064	Publications	\$2,000
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,000
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies - Therapeutic	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/vehicle maintenance	\$4,000
1073	Staff Travel (Out of County)	\$6,000
1074	Staff Training/Registration	\$4,000
1075	Lodging	\$10,000
1076	Other - Information Technology	\$3,000
1077	Other - Convening expenses	\$20,108
<b>OPERATING EXPENSES TOTAL</b>		<b>\$57,108</b>

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$7,987
1081	External Audit	\$2,321
1082	Liability Insurance	\$1,747
1083	Administrative Overhead	\$30,841
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
<b>FINANCIAL SERVICES TOTAL</b>		<b>\$42,897</b>

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$143,000
1091	Translation Services	\$3,200
1092	Medication Supports	\$0
<b>SPECIAL EXPENSES TOTAL</b>		<b>\$146,200</b>

FIXED ASSETS:

1190	Computers & Software	\$1,000
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
<b>FIXED ASSETS TOTAL</b>		<b>\$1,000</b>

CLIENT SUPPORT EXPENSES:

2000	Client Housing Support Expenditures	\$0
2001	Client Housing Operating Expenditures	\$0
2002.1	Clothing, Food & Hygiene	\$0
2002.2	Client Transportation & Support	\$0
2002.3	Education Support	\$0
2002.4	Employment Support	\$0
2002.5	Respite Care	\$0
2002.6	Household Items	\$0
2002.7	Utility Vouchers	\$0
2002.8	Child Care	\$0
CLIENT SUPPORT TOTAL		\$0
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$400,000</b>

MENTAL HEALTH SERVICES ACT (MHSA) REVENUE:

5000	Prevention & Early Intervention (PEI) Funds	\$0
5100	Community Services & Supports (CSS) Funds	\$0
5200	Innovation (INN) Funds	\$0
5300	Workforce Education & Training (WET) Funds	\$0
MHSA FUNDS TOTAL		\$0
<b>TOTAL PROGRAM REVENUE</b>		<b>\$0</b>

**Independent Living Association - Fresno  
Community Health Improvement Partners  
FY 2022-2023**

Budget Categories - Line Item Description (Must be itemized)	FTE %	Total Proposed Budget		
		Admin.	Direct	Total
<b>PERSONNEL SALARIES:</b>				
0001 Program Director (MB)	0.25		\$20,777	\$20,777
0002 Program Manager (SS)	0.50		\$25,310	\$25,310
0003 Program Outreach Coordinator (TBD)	1.00		\$52,644	\$52,644
0004 CHIP CEO (EQ)	0.03	\$4,050		\$4,050
0005 CHIP Office Manager (TS)	0.05	\$3,256		\$3,256
0006 Program Evaluator	0.25		\$16,086	\$16,086
0007 Title	0.00			\$0
0008 Title	0.00			\$0
0009 Title	0.00			\$0
0010 Title	0.00			\$0
0011 Title	0.00			\$0
0012 Title	0.00			\$0
<b>SALARY TOTAL</b>	<b>2.08</b>	<b>\$7,306</b>	<b>\$114,816</b>	<b>\$122,122</b>
<b>PAYROLL TAXES:</b>				
0030 OASDI		\$138	\$1,175	\$1,314
0031 FICA/MEDICARE		\$591	\$5,026	\$5,617
0032 SUI		\$238	\$238	\$476
<b>PAYROLL TAX TOTAL</b>		<b>\$967</b>	<b>\$6,439</b>	<b>\$7,406</b>
<b>EMPLOYEE BENEFITS:</b>				
0040 Retirement				\$0
0041 Workers Compensation				\$0
0042 Health Insurance (medical, vision, life, dental)				\$0
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$24,424</b>
<b>SALARY &amp; BENEFITS GRAND TOTAL</b>				<b>\$153,952</b>
<b>FACILITIES/EQUIPMENT EXPENSES:</b>				
1010 Rent/Lease Building				\$3,389
1011 Rent/Lease Equipment				\$1,000
1012 Utilities				\$0
1013 Building Maintenance				\$0
1014 Equipment purchase				\$0
<b>FACILITY/EQUIPMENT TOTAL</b>				<b>\$4,389</b>

OPERATING EXPENSES:

1060	Telephone	\$1,500
1061	Answering Service	\$0
1062	Postage	\$1,000
1063	Printing/Reproduction	\$3,500
1064	Publications	\$2,000
1065	Legal Notices/Advertising	\$0
1066	Office Supplies & Equipment	\$2,000
1067	Household Supplies	\$0
1068	Food	\$0
1069	Program Supplies - Therapeutic	\$0
1070	Program Supplies - Medical	\$0
1071	Transportation of Clients	\$0
1072	Staff Mileage/vehicle maintenance	\$4,000
1073	Staff Travel (Out of County)	\$6,000
1074	Staff Training/Registration	\$4,000
1075	Lodging	\$8,000
1076	Other - Information Technology	\$3,000
1077	Other - Convening expenses	\$22,332
<b>OPERATING EXPENSES TOTAL</b>		<b>\$57,332</b>

FINANCIAL SERVICES EXPENSES:

1080	Accounting/Bookkeeping	\$8,237
1081	External Audit	\$2,396
1082	Liability Insurance	\$1,797
1083	Administrative Overhead	\$31,692.65
1084	Payroll Services	\$0
1085	Professional Liability Insurance	\$0
<b>FINANCIAL SERVICES TOTAL</b>		<b>\$44,123</b>

SPECIAL EXPENSES (Consultant/Etc.):

1090	Consultant (network & data management)	\$137,204
1091	Translation Services	\$2,000
1092	Medication Supports	\$0
<b>SPECIAL EXPENSES TOTAL</b>		<b>\$139,204</b>

FIXED ASSETS:

1190	Computers & Software	\$1,000
1191	Furniture & Fixtures	\$0
1192	Other - (Identify)	\$0
1193	Other - (Identify)	\$0
<b>FIXED ASSETS TOTAL</b>		<b>\$1,000</b>

CLIENT SUPPORT EXPENSES:

2000	Client Housing Support Expenditures	\$0
2001	Client Housing Operating Expenditures	\$0
2002.1	Clothing, Food & Hygiene	\$0
2002.2	Client Transportation & Support	\$0
2002.3	Education Support	\$0
2002.4	Employment Support	\$0
2002.5	Respite Care	\$0
2002.6	Household Items	\$0
2002.7	Utility Vouchers	\$0
2002.8	Child Care	\$0
<b>CLIENT SUPPORT TOTAL</b>		<b>\$0</b>
<b>TOTAL PROGRAM EXPENSES</b>		<b>\$400,000</b>

MENTAL HEALTH SERVICES ACT (MHSA) REVENUE:

5000	Prevention & Early Intervention (PEI) Funds	\$0
5100	Community Services & Supports (CSS) Funds	\$0
5200	Innovation (INN) Funds	\$0
5300	Workforce Education & Training (WET) Funds	\$0
<b>MHSA FUNDS TOTAL</b>		<b>\$0</b>
<b>TOTAL PROGRAM REVENUE</b>		<b>\$0</b>

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2018 -2019 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**PROGRAM EXPENSES****Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042**

**Program Director** @ \$5,920/mo. x 9 months x 25% FTE=\$13,320. The Program Director will oversee the overall start up and development, strategic direction, stakeholder engagement, evaluation direction, and all programmatic changes to adjust to changing community needs of the Fresno Independent Living Association and its staff.

**Program Outreach Coordinator** @ \$3,750/month. x 9 months x 100% FTE = \$33,750. The Program Outreach Coordinator will oversee all local community outreach activities. Outreach Coordinator will be responsible for collecting needs assessment data via focus groups and other ILA methods to inform the development of the program for the Fresno community.

**Program Assistant** @ \$1,896/month x 9 months x 20% FTE = \$3,413. The Program Assistant will provide administrative support for Program Director and Outreach Coordinator. Program Assistant will be responsible for providing ILA-designed administrative supplies and tracking tools necessary for Outreach Coordinator to conduct needs assessment work.

**Program Evaluator** @ \$4,583/month x 9 months x 25% FTE = \$10,313. The Program Evaluator will oversee all program evaluation activities including developing measurement metrics, data collection tools, data analysis, and program development and outcome report for the program.

**CHIP CEO** @ \$11,250/month x 9 months x 5% FTE = \$5,063. The CEO will provide organizational leadership and accountability; provide input and final approval on budget development and CHIP staffing patterns and will approve organizational and financial decisions resulting from programmatic changes.

**Office Manager** @ \$4,638/mo x 9 months x 5% FTE = \$2,087. The CHIP Office Manager manages all ILA accounting records, office operations, and processes payments for ILA subcontractors. Leads CHIP Human Resources and payroll for onsite and offsite satellite staff.

In addition, the cost of payroll taxes and employee benefits are budget at \$18,119 to pay for OSADI, FICA/MEDICARE, SUI, Retirement, Worker's Compensation and Health Insurance (Medical, Vision, Life, Dental).

**\$90,319**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2018 -2019 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Facilities/Equipment Expenses – Line Items 1010-1014**

**• RENT/LEASE BUILDING**

CHIP office space for SD staff working on Fresno program is estimated @ \$308/mo \* 9 months for 0.8 FTE = \$2,218 annually.

**• RENT/LEASE EQUIPMENT**

Lease copy machines and other equipment at satellite location is estimated @ \$375/month x 9 months= \$3,375 annually.

**\$5,593**

**Operating Expenses - Line Items 1060-1077**

**TELEPHONE**

Local, long distance, internet & cell phone services cost @ \$208.33/month x 9 months = \$1,875 annually.

**POSTAGE**

Postage & delivery @ \$125/month x 9 months= \$1,125 annually.

**PRINTING/REPRODUCTION**

In house printing, business cards, reports, etc. cost @ \$416.67/month x 9 months= \$3,750 annually.

**PUBLICATIONS**

Promotional material development and printing, local newspaper advertisements estimated cost @ \$250/month x 9 months = \$2,250 annually.

**Office supplies**

General office supplies cost @ \$333.33/month x 9 months= \$3,000 annually.

**STAFF MILEAGE/Vehicle Maintenance**

Local travel for staff to attend meeting/trainings cost @ \$416/month x 9 months = \$3,750 annually.

**Staff Travel (out of County)**

Staff travel out of County to attend trainings in San Diego (for Fresno staff) and Fresno (for SD staff) estimated at \$667/mo x 9 months = \$6,000 annually

**Staff Training/Registration**

Staff training and development at workshops and conferences estimated at \$3,750 for year 1.

**Lodging**

Travel to/from San Diego and Fresno Counties estimated at \$1,000/month for program staff in year 1 for a total of \$9,000 annual estimate.

**Information Technology**

IT support to set up satellite office and provide IT maintenance is estimated at \$2,625 in year 1.

**Convening expenses**

Includes Work Team meetings, Operator trainings, tenant trainings, PRAT trainings, stipends for operators and tenants, meeting materials, refreshments, and venue expenses estimated at \$16,329 in year 1.

**\$53,454**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2018 -2019 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**ACCOUNTING/BOOKKEEPING**

Calculated and detailed in an organizational Cost Allocation Plan updated annually \$275/mo x FTE x 9 months = \$6,930

**EXTERNAL AUDIT**

External Audit by Aldrich CPAs + Advisors LLP is estimated @ \$2,066 in year 1 (\$82/mo x FTE x 9).

**LIABILITY INSURANCE**

Liability Insurance cost is estimated @ \$1,537 for .75 of the year.

**ADMINISTRATIVE OVERHEAD**

Administrative Overhead are calculated @ 15% of all direct costs (salaries, benefits, operational costs) = \$16,174.

**\$26,708**

**Special Expenses – Line Items 1090-1092**

**• CONSULTANT**

Consultants for website design and maintenance, curriculum development, legal counsel, and needs assessments, policy analysis, and evaluation support @ \$114,176 in the first 9 months.

**Translation services**

Estimated at \$3,750 in the first 9 months to translate and interpret materials into various languages and modalities (i.e., American Sign Language)

**\$117,926**

**Fixed Assets – Line Items 1190-1193**

**• Computers & Software**

Purchase new laptops and software and cell phones staff in satellite site estimated cost @ \$6,000.

**\$6,000**

**TOTAL PROGRAM EXPENSE: \$300,000**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2019- 2020 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**PROGRAM EXPENSES****Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042**

**Program Director @ \$6,157/mo. x 12 months x 25% FTE=\$18,470.** The Program Director will oversee the development, strategic direction, stakeholder engagement, evaluation direction, and all programmatic changes to adjust to changing community needs of the Fresno Independent Living Association and its staff.

**Program Manager @ \$3,750/month. x 12 months x 50% FTE = \$22,500** starting year 2. The Program Manager will oversee Outreach Coordinator staff and be responsible for tracking program implementation and program alignment activities. The Program Manager will supervise the onsite Outreach Coordinator.

**Program Outreach Coordinator @ \$3,900/month. x 12 months x 100% FTE = \$46,800.** The Program Outreach Coordinator will oversee all local community outreach activities. Outreach Coordinator will be responsible for collecting needs assessment data via focus groups and other ILA methods to inform the development of the program for the Fresno community.

**Program Evaluator @ \$4,767/month x 12 months x 25% FTE = \$14,300.** The Program Evaluator will oversee all program evaluation activities including developing measurement metrics, data collection tools, data analysis, and program development and outcome report for the program.

**CHIP CEO @ \$11,250/month x 12 months x 3% FTE = \$4,050.** The CEO will provide organizational leadership and accountability; provide input and final approval on budget development and CHIP staffing patterns and will approve organizational and financial decisions resulting from programmatic changes.

**Office Manager @ \$4,8237/mo x 12 months x 5% FTE = \$2,894.** The CHIP Office Manager manages all ILA accounting records, office operations, and processes payments for ILA subcontractors. Leads CHIP Human Resources and payroll for onsite and offsite satellite staff.

In addition, the cost of payroll taxes and employee benefits are budget at \$29,209 to pay for OSADI, FICA/MEDICARE, SUI, Retirement, Worker's Compensation and Health Insurance (Medical, Vision, Life, Dental).

**\$138,224**

**Facilities/Equipment Expenses – Line Items 1010-1014****RENT/LEASE BUILDING**

CHIP office space for SD staff workign on Fresno program is estimated @ \$324/mo for 0.8 FTE = \$3,110 annually.

**RENT/LEASE EQUIPMENT**

Lease copy machines and other equipment at satellite location is estimated @ \$166.67/month x 12 months= \$2,000 annually.

**\$5,110**

**Community Health Improvement Partners  
 FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
 2019- 2020 CONTRACT PERIOD  
 BUDGET NARRATIVE - EXPENSES**

**Operating Expenses - Line Items 1060-1077**

**TELEPHONE**

Local, long distance, internet & cell phone services cost @ \$150/month x 12 months = \$1,800 annually.

**POSTAGE**

Postage & delivery @ \$100/month x 12 months= \$1,200 annually.

**PRINTING/REPRODUCTION**

In house printing, business cards, flyers, & brochures, etc. cost @ \$291.67/month x 12 months= \$3,500 annually.

**PUBLICATIONS**

Printing on local newspaper and ethnic prints, estimated cost @ 191.67/month x 12 months = \$2,300 annually.

**• OFFICE SUPPLIES**

General office supplies cost @ \$208.33/month x 12 months= \$2,500 annually.

**• STAFF MILEAGE/Vehicle Maintenance**

Local travel for staff to attend meeting/trainings cost estimated @ \$416.67 x 12 months = \$5,000 annually.

**• STAFF TRAVEL (OUT OF COUNTY)**

Staff travel out of County to attend trainings in San Diego (for Fresno staff) and Fresno (for SD staff) estimated at \$667.67/mo x 12 months = \$8,000 annually

**• STAFF TRAINING/REGISTRATION**

Registration fees for workshops and other staff training/development activities are estimated @ \$416.67/month x 12 months = \$5,000 annually

**• LODGING**

Hotel costs in San Diego (for Fresno staff) and Fresno (for SD staff) during business travel estimated @ \$1,000/month = \$12,000 annually

**• IT SUPPORT & UPGRADES**

IT support needs estimated @ \$250/month x 12 months= \$3,000 annually.

**• OTHER - CONVENING EXPENSES**

Expenses for meetings estimated @ \$1,666.67/month x 12 months= \$20,000 annually.

**\$64,300**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2019- 2020 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Accounting/Bookkeeping**

\$300/mo X FTE x 12 months = \$7,488

• **EXTERNAL AUDIT**

External Audit cost is estimated @ \$87/mo X FTE = \$2,172 annually.

• **LIABILITY INSURANCE**

Liability Insurance cost is estimated @ \$64/mo X FTE = \$1,597 annually.

• **ADMINISTRATIVE OVERHEAD**

Administrative Overhead are 15% of all direct costs for program implementation to support program staff costs are estimated = \$30,379.

**\$41,635**

**Special Expenses – Line Items 1090-1092**

**CONSULTANT**

Consultants for website design and maintenance, curriculum development, and legal counsel are estimated @ \$146,000 for year 2.

**Translation services**

Translate and interpret materials into additional languages estimated at \$3,231 for year 2.

**\$149,231**

**Fixed Assets – Line Items 1190-1193**

**Computers & Software**

Purchase new computers for satellite sites estimated cost @ \$1,500.

**\$1,500**

**TOTAL PROGRAM EXPENSE: \$400,000**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2020- 2021 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**PROGRAM EXPENSES****Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042**

**Program Director @ \$6,403/mo. x 12 months x 25% FTE=\$19,209.** The Program Director will oversee the development, strategic direction, stakeholder engagement, evaluation direction, and all programmatic changes to adjust to changing community needs of the Fresno Independent Living Association and its staff.

**Program Manager @ \$3,900/month. x 12 months x 50% FTE = \$23,400.** The Program Manager will oversee Outreach Coordinator staff and be responsible for tracking program implementation and program alignment activities. The Program Manager will supervise the onsite Outreach Coordinator.

**Program Outreach Coordinator @ \$4,056/month. x 12 months x 100% FTE = \$48,672.** The Program Outreach Coordinator will oversee all local community outreach activities. Outreach Coordinator will be responsible for collecting needs assessment data via focus groups and other ILA methods to inform the development of the program for the Fresno community.

**CHIP CEO @ \$11,250/month x 12 months x 3% FTE = \$4,050.** The CEO will provide organizational leadership and accountability; provide input and final approval on budget development and CHIP staffing patterns and will approve organizational and financial decisions resulting from programmatic changes.

**Office Manager @ \$5,017/mo x 12 months x 5% FTE = \$3,010.** The CHIP Office Manager manages all ILA accounting records, office operations, and processes payments for ILA subcontractors. Leads CHIP Human Resources and payroll for onsite and offsite satellite staff.

**Program Evaluator @ \$4,957/month x 12 months x 25% FTE = \$14,872.** The Program Evaluator will oversee all program evaluation activities including developing measurement metrics, data collection tools, data analysis, and program development and outcome report for the program.

In addition, the cost of payroll taxes and employee benefits are budget at \$30,049 to pay for OSADI, FICA/MEDICARE, SUI, Retirement, Worker's Compensation and Health Insurance (Medical, Vision, Life, Dental).

**\$143,262**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2020- 2021 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Facilities/Equipment Expenses – Line Items 1010-1014**

**RENT/LEASE BUILDING**

CHIP office space for SD staff workign on Fresno program is estimated @ \$333/mo for 0.8 FTE = \$3,197 annually.

**RENT/LEASE EQUIPMENT**

Lease copy machines and other equipment at satellite location is estimated @ \$83.33/month x 12 months= \$1,000 annually.

**\$4,197**

**Operating Expenses - Line Items 1060-1077**

**TELEPHONE**

Local, long distance, internet & cell phone services cost @ \$125/month x 12 months = \$1,500 annually.

**POSTAGE**

Postage & delivery @ \$83.33/month x 12 months= \$1,000 annually.

**PRINTING/REPRODUCTION**

In house printing, business cards, flyers, & brochures, etc. cost @ \$291.67/month x 12 months= \$3,500 annually.

**PUBLICATIONS**

Printing on local newspaper and ethnic prints, estimated cost @166.67/month x 12 months = \$2,000 annually.

**• OFFICE SUPPLIES**

General office supplies cost @ \$166.67/month x 12 months= \$2,000 annually.

**• STAFF MILEAGE/Vehicle Maintenance**

Local travel for staff to attend meeting/trainings cost estimated @ \$333.33 x 12 months = \$4,000 annually.

**• STAFF TRAVEL (OUT OF COUNTY)**

Staff travel out of County to attend trainings in San Diego (for Fresno staff) and Fresno (for SD staff) estimated at \$500/mo x 12 months = \$6,000 annually

**• STAFF TRAINING/REGISTRATION**

Registration fees for workshops and other staff training/development activities are estimated @ \$333.33/month x 12 months = \$4,000 annually

**• LODGING**

Hotel costs in San Diego (for Fresno staff) and Fresno (for SD staff) during business travel estimated @ \$833.33/month = \$10,000 annually

**• IT SUPPORT & UPGRADES**

IT support needs estimated @ \$250/month x 12 months= \$3,000 annually.

**• OTHER - CONVENING EXPENSES**

Expenses for meetings estimated @ \$1,895.80/month x 12 months= \$22,750 annually.

**\$59,750**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2020- 2021 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Accounting/Bookkeeping**

\$310/mo X FTE x 12 months = \$7,738

• **EXTERNAL AUDIT**

External Audit cost is estimated @ \$90/mo X FTE = \$2,246 annually.

• **LIABILITY INSURANCE**

Liability Insurance cost is estimated @ \$67/mo X FTE = \$1,672 annually.

• **ADMINISTRATIVE OVERHEAD**

Administrative Overhead are 15% of all direct costs for program implementation to support program staff costs are estimated = \$30,452.

**\$42,108**

**Special Expenses – Line Items 1090-1092**

**CONSULTANT**

Consultants for website design and maintenance, curriculum development, and legal counsel are estimated @ \$146,000 for year 3.

**Translation services**

Translate and interpret materials into additional languages estimated at \$3,183 for year 3.

**\$149,183**

**Fixed Assets – Line Items 1190-1193**

• **Computers & Software**

Purchase additional mobile laptops/tablets for satellite site estimated cost @ \$1,500.

**\$1,500**

**TOTAL PROGRAM EXPENSE: \$400,000**

**Community Health Improvement Partners  
 FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
 2021- 2022 CONTRACT PERIOD  
 BUDGET NARRATIVE - EXPENSES**

**PROGRAM EXPENSES**

**Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042**

**Program Director @ \$6,659/mo. x 12 months x 25% FTE=\$19,978.** The Program Director will oversee the development, strategic direction, stakeholder engagement, evaluation direction, and all programmatic changes to adjust to changing community needs of the Fresno Independent Living Association and its staff.

**Program Manager @ \$4,056/month. x 12 months x 50% FTE = \$24,336.** The Program Manager will oversee Outreach Coordinator staff and be responsible for tracking program implementation and program alignment activities. The Program Manager will supervise the onsite Outreach Coordinator.

**Program Outreach Coordinator @ \$4,218/month. x 12 months x 100% FTE = \$50,619.** The Program Outreach Coordinator will oversee all local community outreach activities. Outreach Coordinator will be responsible for collecting needs assessment data via focus groups and other ILA methods to inform the development of the program for the Fresno community.

**Program Evaluator @ \$5,156/month x 12 months x 25% FTE = \$15,467.** The Program Evaluator will oversee all program evaluation activities including developing measurement metrics, data collection tools, data analysis, and program development and outcome report for the program.

**CHIP CEO @ \$11,250/month x 12 months x 3% FTE = \$4,050.** The CEO will provide organizational leadership and accountability; provide input and final approval on budget development and CHIP staffing patterns and will approve organizational and financial decisions resulting from programmatic changes.

**Office Manager @ \$5,217/mo x 12 months x 5% FTE = \$3,130.** The CHIP Office Manager manages all ILA accounting records, office operations, and processes payments for ILA subcontractors. Leads CHIP Human Resources and payroll for onsite and offsite satellite staff.

In addition, the cost of payroll taxes and employee benefits are budget at \$30,922 to pay for OSADI, FICA/MEDICARE, SUI, Retirement, Worker's Compensation and Health Insurance (Medical, Vision, Life, Dental).

**\$148,502**

**Community Health Improvement Partners  
 FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
 2021- 2022 CONTRACT PERIOD  
 BUDGET NARRATIVE - EXPENSES**

**Facilities/Equipment Expenses – Line Items 1010-1014**

**RENT/LEASE BUILDING**

CHIP office space for SD staff workign on Fresno program is estimated @ \$343/mo for 0.8 FTE = \$3,197 annually.

**RENT/LEASE EQUIPMENT**

Lease copy machines and other equipment at satellite location is estimated @ \$83.33/month x 12 months= \$1,000 annually.

**\$4,293**

**Operating Expenses - Line Items 1060-1077**

**TELEPHONE**

Local, long distance, internet & cell phone services cost @ \$125/month x 12 months = \$1,500 annually.

**POSTAGE**

Postage & delivery @ \$83.33/month x 12 months= \$1,000 annually.

**PRINTING/REPRODUCTION**

In house printing, business cards, flyers, & brochures, etc. cost @ \$291.67/month x 12 months= \$3,500 annually.

**PUBLICATIONS**

Printing on local newspaper and ethnic prints, estimated cost @166.67/month x 12 months = \$2,000 annually.

**• OFFICE SUPPLIES**

General office supplies cost @ \$166.67/month x 12 months = \$2,000 annually.

**• STAFF MILEAGE/Vehicle Maintenance**

Local travel for staff to attend meeting/trainings cost estimated @ \$333.33 x 12 months = \$4,000 annually.

**• STAFF TRAVEL (OUT OF COUNTY)**

Staff travel out of County to attend trainings in San Diego (for Fresno staff) and Fresno (for SD staff) estimated at \$500/mo x 12 months = \$6,000 annually

**• STAFF TRAINING/REGISTRATION**

Registration fees for workshops and other staff training/development activities are estimated @ \$333.33/month x 12 months = \$4,000 annually

**• LODGING**

Hotel costs in San Diego (for Fresno staff) and Fresno (for SD staff) during business travel estimated @ \$833.33/month = \$10,000 annually

**• IT SUPPORT & UPGRADES**

IT support needs estimated @ \$250/month x 12 months= \$3,000 annually.

**• OTHER - CONVENING EXPENSES**

Expenses for meetings estimated @ \$1,675.67/month x 12 months= \$20,108 annually.

**\$57,108**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2021- 2022 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Accounting/Bookkeeping**

\$320/mo X FTE x 12 months = \$7,987

• **EXTERNAL AUDIT**

External Audit cost is estimated @ \$93/mo X FTE = \$2,321 annually.

• **LIABILITY INSURANCE**

Liability Insurance cost is estimated @ \$70/mo X FTE = \$1,747 annually.

• **ADMINISTRATIVE OVERHEAD**

Administrative Overhead are 15% of all direct costs for program implementation to support program staff costs are estimated = \$30,841.

**\$42,897**

**Special Expenses – Line Items 1090-1092**

**CONSULTANT**

Consultants for website design and maintenance, curriculum development, and legal counsel are estimated @ \$143,000 for year 4.

**Translation services**

Translate and interpret materials into additional languages estimated at \$3,200 for year 4.

**\$146,200**

**Fixed Assets – Line Items 1190-1193**

• **Computers & Software**

Purchase additional mobile laptops/tablets and software for satellite site estimated cost @ \$1,000.

**\$1,000**

**TOTAL PROGRAM EXPENSE: \$400,000**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2022- 2023 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**PROGRAM EXPENSES****Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042**

**Program Director @ \$6,926/mo. x 12 months x 25% FTE=\$20,777.** The Program Director will oversee the development, strategic direction, stakeholder engagement, evaluation direction, and all programmatic changes to adjust to changing community needs of the Fresno Independent Living Association and its staff.

**Program Manager @ \$4,218/month. x 12 months x 50% FTE = \$25,310.** The Program Manager will oversee Outreach Coordinator staff and be responsible for tracking program implementation and program alignment activities. The Program Manager will supervise the onsite Outreach Coordinator.

**Program Outreach Coordinator @ \$4,387/month. x 12 months x 100% FTE = \$52,644.** The Program Outreach Coordinator will oversee all local community outreach activities. Outreach Coordinator will be responsible for collecting needs assessment data via focus groups and other ILA methods to inform the development of the program for the Fresno community.

**Program Evaluator @ \$5,362/month x 12 months x 25% FTE = \$16,086.** The Program Evaluator will oversee all program evaluation activities including developing measurement metrics, data collection tools, data analysis, and program development and outcome report for the program.

**CHIP CEO @ \$11,250/month x 12 months x 3% FTE = \$4,050.** The CEO will provide organizational leadership and accountability; provide input and final approval on budget development and CHIP staffing patterns and will approve organizational and financial decisions resulting from programmatic changes.

**Office Manager @ \$5,426/mo x 12 months x 5% FTE = \$3,256.** The CHIP Office Manager manages all ILA accounting records, office operations, and processes payments for ILA subcontractors. Leads CHIP Human Resources and payroll for onsite and offsite satellite staff.

In addition, the cost of payroll taxes and employee benefits are budget at \$31,831 to pay for OSADI, FICA/MEDICARE, SUI, Retirement, Worker's Compensation and Health Insurance (Medical, Vision, Life, Dental).

**\$153,952**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2022- 2023 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Facilities/Equipment Expenses – Line Items 1010-1014**

**RENT/LEASE BUILDING**

CHIP office space for SD staff workign on Fresno program is estimated @ \$353/mo for 0.8 FTE = \$3,389 annually.

**RENT/LEASE EQUIPMENT**

Lease copy machines and other equipment at satellite location is estimated @ \$83.33/month x 12 months= \$1,000 annually.

**\$4,389**

**Operating Expenses - Line Items 1060-1077**

**TELEPHONE**

Local, long distance, internet & cell phone services cost @ \$125/month x 12 months = \$1,500 annually.

**POSTAGE**

Postage & delivery @ \$83.33/month x 12 months= \$1,000 annually.

**PRINTING/REPRODUCTION**

In house printing, business cards, flyers, & brochures, etc. cost @ \$291.67/month x 12 months= \$3,500 annually.

**PUBLICATIONS**

Printing on local newspaper and ethnic prints, estimated cost @166.67/month x 12 months = \$2,000 annually.

**• OFFICE SUPPLIES**

General office supplies cost @ \$166.67/month x 12 months= \$2,000 annually.

**• STAFF MILEAGE/Vehicle Maintenance**

Local travel for staff to attend meeting/trainings cost estimated @ \$333.33 x 12 months = \$4,000 annually.

**• STAFF TRAVEL (OUT OF COUNTY)**

Staff travel out of County to attend trainings in San Diego (for Fresno staff) and Fresno (for SD staff) estimated at \$500/mo x 12 months = \$6,000 annually

**• STAFF TRAINING/REGISTRATION**

Registration fees for workshops and other staff training/development activities are estimated @ \$333.33/month x 12 months = \$4,000 annually

**• LODGING**

Hotel costs in San Diego (for Fresno staff) and Fresno (for SD staff) during business travel estimated @ \$666.67/month = \$8,000 annually

**• IT SUPPORT & UPGRADES**

IT support needs estimated @ \$250/month x 12 months= \$3,000 annually.

**• OTHER - CONVENING EXPENSES**

Expenses for meetings estimated @ \$1,861/month x 12 months= \$22,332 annually.

**\$57,332**

**Community Health Improvement Partners  
FRESNO COUNTY INDEPENDENT LIVING ASSOCIATION  
2022- 2023 CONTRACT PERIOD  
BUDGET NARRATIVE - EXPENSES**

**Accounting/Bookkeeping**

\$330/mo X FTE x 12 months = \$8,237

• **EXTERNAL AUDIT**

External Audit cost is estimated @ \$96/mo X FTE = \$2,396 annually.

• **LIABILITY INSURANCE**

Liability Insurance cost is estimated @ \$72/mo X FTE = \$1,797 annually.

• **ADMINISTRATIVE OVERHEAD**

Administrative Overhead are 15% of all direct costs for program implementation to support program staff costs are estimated = \$31,693.

**\$44,123**

**Special Expenses – Line Items 1090-1092**

**CONSULTANT**

Consultants for website design and maintenance, curriculum development, and legal counsel are estimated @ \$137,204 for year 5.

**Translation services**

Translate and interpret materials into additional languages estimated at \$2,000 for year 5.

**\$139,204**

**Fixed Assets – Line Items 1190-1193**

• **Computers & Software**

Purchase additional mobile laptops/tablets and software for satellite site estimated cost @ \$1,000.

**\$1,000**

**TOTAL PROGRAM EXPENSE: \$400,000**

## **STATE MENTAL HEALTH REQUIREMENTS**

### **1. CONTROL REQUIREMENTS**

COUNTY and its subcontractors shall provide services in accordance with all applicable Federal and State statutes and regulations.

### **2. PROFESSIONAL LICENSURE**

All (professional level) persons employed by the COUNTY Mental Health Program (directly or through contract) providing Short-Doyle/Medi-Cal services have met applicable professional licensure requirements pursuant to Business and Professions and Welfare and Institutions Codes.

### **3. CONFIDENTIALITY**

- A. CONTRACTOR shall comply with applicable laws and regulations, including but not limited to section 5328 et seq. of the California Welfare and Institutions Code regarding the confidentiality of patient information.
- B. CONTRACTOR shall protect, from unauthorized disclosure, names and other identifying information concerning persons receiving services pursuant to this contract, except for statistical information. This pertains to any and all persons receiving services pursuant to a Department of Mental Health funded program. CONTRACTOR shall not use such identifying information for any purpose other than carrying out the CONTRACTOR's obligations under this contract.
- C. CONTRACTOR shall not disclose, except as otherwise specifically permitted by this contract or authorized by the client/patient, any such identifying information to anyone other than the County or State without prior written authorization from the County or State in accordance with State and Federal laws.
- D. For purposes of the above paragraphs, identifying information shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print, or a photograph.

### **4. NONDISCRIMINATION**

- A. CONTRACTOR shall not employ any unlawful discriminatory practices in the admission of patients, assignment of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference, or mental or physical handicap, in accordance with the requirements of applicable Federal or State Law.

- B. During the performance of this contract, CONTRACTOR shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, mental or physical handicap, medical condition, marital status, age, or sex. CONTRACTOR shall comply with the provisions of the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (Government Code, section 12900, et seq.), and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). CONTRACTOR shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, section 12990, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. CONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- C. CONTRACTOR shall comply with the provisions of section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Welfare Agency, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.

5. **PATIENTS' RIGHTS**

CONTRACTOR shall comply with applicable laws and regulations, including but not limited to, laws, regulations, and State policies relating to patients' rights.

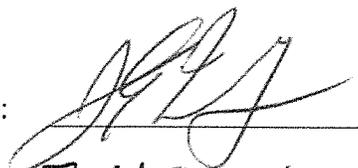
# **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Date: 9/13/18

J Ed Q Dowling President CEO  
(Printed Name & Title)

Community Health Improvement Partners  
(Name of Agency or Company)

## SELF-DEALING TRANSACTION DISCLOSURE FORM

In order to conduct business with the County of Fresno (hereinafter referred to as "County"), members of a contractor's board of directors (hereinafter referred to as "County Contractor"), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

*"A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest"*

The definition above will be utilized for purposes of completing this disclosure form.

### INSTRUCTIONS

- (1) Enter board member's name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member's company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
  - a. The name of the agency/company with which the corporation has the transaction; and
  - b. The nature of the material financial interest in the Corporation's transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.
- (5) Form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

<b>(1) Company Board Member Information:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			
<b>(2) Company/Agency Name and Address:</b>			
<b>(3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to)</b>			
<b>(4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code 5233 (a)</b>			
<b>(5) Authorized Signature</b>			
<b>Signature:</b>		<b>Date:</b>	

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**DBH VISION:**

Health and well-being for our community.

**DBH MISSION:**

The Department of Behavioral Health is dedicated to supporting the wellness of individuals, families and communities in Fresno County who are affected by, or are at risk of, mental illness and/or substance use disorders through cultivation of strengths toward promoting recovery in the least restrictive environment.

**DBH GOALS:**

Quadruple Aim

- Deliver quality care
- Maximize resources while focusing on efficiency
- Provide an excellent care experience
- Promote workforce well-being

**GUIDING PRINCIPLES OF CARE DELIVERY:**

The DBH 11 principles of care delivery define and guide a system that strives for excellence in the provision of behavioral health services where the values of wellness, resiliency, and recovery are central to the development of programs, services, and workforce. The principles provide the clinical framework that influences decision-making on all aspects of care delivery including program design and implementation, service delivery, training of the workforce, allocation of resources, and measurement of outcomes.

1. Principle One - Timely Access & Integrated Services

- Individuals and families are connected with services in a manner that is streamlined, effective, and seamless
- Collaborative care coordination occurs across agencies, plans for care are integrated, and whole person care considers all life domains such as health, education, employment, housing, and spirituality
- Barriers to access and treatment are identified and addressed
- Excellent customer service ensures individuals and families are transitioned from one point of care to another without disruption of care

2. Principle Two - Strengths-based

- Positive change occurs within the context of genuine trusting relationships
- Individuals, families, and communities are resourceful and resilient in the way they solve problems

- Hope and optimism is created through identification of, and focus on, the unique abilities of individuals and families

3. Principle Three - Person-driven and Family-driven

- Self-determination and self-direction are the foundations for recovery
- Individuals and families optimize their autonomy and independence by leading the process, including the identification of strengths, needs, and preferences
- Providers contribute clinical expertise, provide options, and support individuals and families in informed decision making, developing goals and objectives, and identifying pathways to recovery
- Individuals and families partner with their provider in determining the services and supports that would be most effective and helpful and they exercise choice in the services and supports they receive

4. Principle Four - Inclusive of Natural Supports

- The person served identifies and defines family and other natural supports to be included in care
- Individuals and families speak for themselves
- Natural support systems are vital to successful recovery and the maintaining of ongoing wellness; these supports include personal associations and relationships typically developed in the community that enhance a person's quality of life
- Providers assist individuals and families in developing and utilizing natural supports.

5. Principle Five - Clinical Significance and Evidence Based Practices (EBP)

- Services are effective, resulting in a noticeable change in daily life that is measurable.
- Clinical practice is informed by best available research evidence, best clinical expertise, and client values and preferences
- Other clinically significant interventions such as innovative, promising, and emerging practices are embraced

6. Principle Six - Culturally Responsive

- Values, traditions, and beliefs specific to an individual's or family's culture(s) are valued and referenced in the path of wellness, resilience, and recovery
- Services are culturally grounded, congruent, and personalized to reflect the unique cultural experience of each individual and family
- Providers exhibit the highest level of cultural humility and sensitivity to the self-identified culture(s) of the person or family served in striving to achieve the greatest competency in care delivery

7. Principle Seven - Trauma-informed and Trauma-responsive

- The widespread impacts of all types of trauma are recognized and the various potential paths for recovery from trauma are understood
- Signs and symptoms of trauma in individuals, families, staff, and others are recognized and persons receive trauma-informed responses
- Physical, psychological and emotional safety for individuals, families, and providers is emphasized

**8. Principle Eight - Co-occurring Capable**

- Services are reflective of whole-person care; providers understand the influence of bio-psycho-social factors and the interactions between physical health, mental health, and substance use disorders
- Treatment of substance use disorders and mental health disorders are integrated; a provider or team may deliver treatment for mental health and substance use disorders at the same time

**9. Principle Nine - Stages of Change, Motivation, and Harm Reduction**

- Interventions are motivation-based and adapted to the client's stage of change
- Progression through stages of change are supported through positive working relationships and alliances that are motivating
- Providers support individuals and families to develop strategies aimed at reducing negative outcomes of substance misuse through a harm reduction approach
- Each individual defines their own recovery and recovers at their own pace when provided with sufficient time and support

**10. Principle Ten - Continuous Quality Improvement and Outcomes-Driven**

- Individual and program outcomes are collected and evaluated for quality and efficacy
- Strategies are implemented to achieve a system of continuous quality improvement and improved performance outcomes
- Providers participate in ongoing professional development activities needed for proficiency in practice and implementation of treatment models

**11. Principle Eleven - Health and Wellness Promotion, Illness and Harm Prevention, and Stigma Reduction**

- The rights of all people are respected
- Behavioral health is recognized as integral to individual and community well-being
- Promotion of health and wellness is interwoven throughout all aspects of DBH services
- Specific strategies to prevent illness and harm are implemented at the individual, family, program, and community levels

- Stigma is actively reduced by promoting awareness, accountability, and positive change in attitudes, beliefs, practices, and policies within all systems
- The vision of health and well-being for our community is continually addressed through collaborations between providers, individuals, families, and community members