

AGREEMENT

THIS AGREEMENT is made and entered into this 23rd day of June, 2020, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as "**COUNTY**", and **READING AND BEYOND**, a Private Non-Profit Organization, whose address is 4670 East Butler Avenue, Fresno, CA 93702, hereinafter referred to as "**CONTRACTOR**".

WITNESSETH:

WHEREAS, COUNTY's Department of Behavioral Health, through its Mental Health Services Act funding, is in need of supervised child care services for its mental health clients;

WHEREAS, COUNTY's Department of Public Health is in need of supervised child care services for its Black Infant Health program clients; and

WHEREAS, CONTRACTOR is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is acknowledged, the parties agree as follows:

1. SERVICES

A. CONTRACTOR shall perform all services and fulfill all responsibilities as specified in COUNTY's Request for Proposal (RFP) No. 20-041 dated February 13, 2020 and Addendum No. One (1) to COUNTY's RFP No. 20-041 dated March 6, 2020, herein collectively referred to as COUNTY's Revised RFP, and CONTRACTOR's Response to said Revised RFP dated March 16, 2020, all incorporated herein by reference and made part of this Agreement.

B. CONTRACTOR shall also perform all services and fulfill all responsibilities as set forth in Exhibit A ("Summary of Services"), attached hereto and by this reference incorporated herein and made part of this Agreement.

C. In the event of any inconsistency among the documents described in Sections 1.A and 1.B hereinabove, the inconsistency shall be resolved by giving precedence in the following order of priority; (1) to this Agreement, including all Exhibits, (2) to the Revised RFP; and

1 (3) to CONTRACTOR's Response to the Revised RFP. A copy of COUNTY's Revised RFP No.
2 20-041, and CONTRACTOR's Response, shall be retained and made available during the term of
3 this Agreement by COUNTY's DBH Contracts Division.

4 D. COUNTY shall be held responsible for services as set forth in the
5 Summary of Services, as identified in Exhibit A.

6 **2. TERM**

7 This Agreement shall become effective on July 1, 2020 and shall terminate on June
8 30, 2023.

9 This Agreement, subject to satisfactory outcomes performance and subject to
10 adequate funding each year, may be extended for two (2) additional twelve (12) month periods
11 upon the written approval of COUNTY and CONTRACTOR not later than sixty (60) days prior to
12 the close of the then current Agreement term. COUNTY's DBH and DPH Director, or respective
13 designees, are authorized to execute such written approval on behalf of COUNTY based on
14 CONTRACTOR's satisfactory outcomes performance.

15 **3. TERMINATION**

16 A. Non-Allocation of Funds - The terms of this Agreement, and the services to
17 be provided thereunder, is contingent on the approval of funds by the appropriating government
18 agency. Should sufficient funds not be allocated, the services provided may be modified, or this
19 Agreement terminated at any time by giving CONTRACTOR thirty (30) days advance written
20 notice. Funding for the DBH-sponsored services is provided by Mental Health Services Act,
21 Community Services and Supports funding. Funding for the DPH-sponsored services is provided
22 by the California Department of Public Health, through State General Funds.

23 B. Breach of Contract - COUNTY may immediately suspend or terminate this
24 Agreement in whole or in part, wherein the determination of COUNTY there is:

- 25 1) An illegal or improper use of funds;
26 2) A failure to comply with any term of this Agreement;
27 3) A substantially incorrect or incomplete report submitted to COUNTY;
28 4) Improperly performed service.

1 In no event shall any payment by COUNTY constitute a waiver by COUNTY
2 of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR.
3 Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to
4 the breach or default. The COUNTY shall have the right to demand of the CONTRACTOR the
5 repayment to the COUNTY of any funds disbursed to CONTRACTOR under this Agreement, which
6 in the judgment of COUNTY were not expended in accordance with the terms of this Agreement.
7 The CONTRACTOR shall promptly refund any such funds upon demand, or at COUNTY's option
8 such repayment shall be deducted from future payments owing to CONTRACTOR under this
9 Agreement.

10 C. Without Cause - Under circumstances other than those set forth above, this
11 Agreement may be terminated by COUNTY or CONTRACTOR upon the giving of sixty (60) days
12 advance written notice of an intention to terminate.

13 **4. COMPENSATION**

14 COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive
15 compensation in accordance with the Budget set forth in Exhibit B, attached hereto and by this
16 reference incorporated herein and made part of this Agreement.

17 **A. Annual Compensation Amounts**

18 The maximum amount for the period of July 1, 2020 through June 30, 2021
19 shall not exceed One Hundred Eighty-Three Thousand, Two Hundred Ninety and No/100 Dollars
20 (\$183,290.00).

21 The maximum amount for the period of July 1, 2021 through June 30, 2022
22 shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Ninety-One and No/100
23 Dollars (\$183,691.00).

24 The maximum amount for the period of July 1, 2022 through June 30, 2023
25 shall not exceed One Hundred Eighty-Six Thousand, Six Hundred Twenty-Five and No/100
26 Dollars (\$186,625.00).

27 If performance standards are met and this Agreement is extended for an
28 additional twelve (12) month renewal period beginning July 1, 2023 through June 30, 2024, the

1 maximum amount payable to CONTRACTOR for said period shall not exceed One Hundred
2 Eighty-Nine Thousand, One Hundred Nineteen and No/100 Dollars (\$189,119.00).

3 If performance standards are met and this Agreement is extended for an
4 additional twelve (12) month renewal period beginning July 1, 2024 through June 30, 2025, the
5 maximum amount payable to CONTRACTOR for said period shall not exceed One Hundred
6 Ninety-Two Thousand, Five Hundred Twenty-Six and No/100 Dollars (\$192,526.00).

7 **B. Total Maximum Compensation Amounts**

8 In no event shall the total maximum compensation amount under this
9 Agreement for the period beginning July 1, 2020 through June 30, 2023 exceed Five Hundred
10 Fifty-Three Thousand, Six Hundred Six and No/100 Dollars (\$553,606.00).

11 If performance standards are met and this Agreement is extended for an
12 additional twelve (12) month term pursuant to Section Two (2), TERM, herein, then in no event
13 shall the total maximum compensation amount under this Agreement beginning July 1, 2020
14 through June 30, 2024 exceed Seven Hundred Forty-Two Thousand, Seven Hundred Twenty-
15 Five and No/100 Dollars (\$742,725.00).

16 If performance standards are met and this Agreement is extended for an
17 additional twelve (12) month term pursuant to Section Two (2), TERM, herein, then in no event
18 shall the total maximum compensation amount under this Agreement beginning July 1, 2020
19 through June 30, 2025 exceed Nine Hundred Thirty-Five Thousand, Two Hundred Fifty-One and
20 No/100 Dollars (\$935,251.00).

21 **5. INVOICING**

22 A. CONTRACTOR shall invoice COUNTY in arrears by the tenth (10th) day of
23 each month for the prior month's actual expenditures. Monthly invoices and general ledgers that
24 itemize the line item charges for monthly program costs and provide monthly budget status report
25 shall be submitted to the responsible COUNTY Department at the following addresses:

26 DBH: DBH-Invoices@fresnocountyca.gov and

27 DBHInvoiceReview@fresnocountyca.gov

28 DPH: DPHboap@fresnocountyca.gov

1 B. At the discretion of COUNTY's DBH and/or DPH Director, or their respective
2 designees, if an invoice is incorrect or is otherwise not in proper form or substance, COUNTY's
3 DBH and/or DPH Director, or their respective designees, shall have the right to withhold payment
4 as to only that portion of the invoice that is incorrect or improper after five (5) days prior notice to
5 CONTRACTOR. CONTRACTOR agrees to continue to provide services for a period of ninety (90)
6 days after notification of an incorrect or improper invoice. If after the ninety (90) day period, the
7 invoice(s) is still not corrected to COUNTY DBH and/or DPH's satisfaction, COUNTY's DBH and/or
8 DPH Director, or their respective designees, may elect to terminate this Agreement, pursuant to the
9 termination provisions stated in Section Three (3) of this Agreement. In addition, for invoices
10 received ninety (90) days after the expiration of each term of this Agreement or termination of this
11 Agreement, at the discretion of COUNTY's DBH and/or DPH Director, or their respective
12 designees, COUNTY's DBH and/or DPH shall have the right to deny payment of any additional
13 invoices received.

14 **6. INDEPENDENT CONTRACTOR**

15 In performance of the work, duties and obligations assumed by CONTRACTOR
16 under this Agreement, it is mutually understood and agreed that CONTRACTOR, including any
17 and all of CONTRACTOR's officers, agents and employees will at all times be acting and
18 performing as an independent contractor, and shall act in an independent capacity and not as an
19 officer, agent, servant, employee, joint venture, partner or associate of COUNTY. Furthermore,
20 COUNTY shall have no right to control or supervise or direct the manner or method by which
21 CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to
22 administer this Agreement so as to verify that CONTRACTOR is performing its obligations in
23 accordance with the terms and conditions thereof. CONTRACTOR and COUNTY shall comply
24 with all applicable provisions of law and the rules and regulations, if any, of government authorities
25 having jurisdiction over matters which are directly or indirectly the subject of this Agreement.

26 Because of its status as an independent contractor, CONTRACTOR shall have
27 absolutely no right to employment rights and benefits available to COUNTY employees.
28 CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its

1 employees all legally required employee benefits. In addition, CONTRACTOR shall be solely
2 responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's
3 employees, including compliance with Social Security, withholding and all other regulations
4 governing such matters. It is acknowledged that during the term of this Agreement,
5 CONTRACTOR may be providing services to others unrelated to COUNTY or to this Agreement.

6 **7. MODIFICATION**

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

9 Notwithstanding the above, minor changes to services, staffing, and responsibilities
10 of the CONTRACTOR, as needed, and changes to accommodate changes in the laws relating to
11 mental health treatment, may be made with the signed written approval of COUNTY's DBH and
12 DPH Director, or their respective designees, and CONTRACTOR through an amendment
13 approved by COUNTY's Counsel and the COUNTY's Auditor-Controller's Office.

14 In addition, changes to expense category (i.e., Salary & Benefits,
15 Facilities/Equipment, Operating, Financial Services, Special Expenses, Fixed Assets, etc.)
16 subtotals in the budgets that do not exceed ten percent (10%) of the maximum compensation
17 payable to the CONTRACTOR may be made with the written approval of COUNTY's DBH and/or
18 DPH Director, or their respective designees. Changes to the expense categories in the budget
19 that exceed ten percent (10%) of the maximum compensation payable to the CONTRACTOR, may
20 be made with the signed written approval of COUNTY's DBH and/or DPH Director, or their
21 respective designees, through an amendment approved by COUNTY's Counsel and COUNTY's
22 Auditor-Controller's Office.

23 Said modifications shall not result in any change to the annual maximum compensation
24 amount payable to CONTRACTOR, as stated in this Agreement.

25 **8. NON-ASSIGNMENT**

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

28 ///

1 **9. HOLD-HARMLESS**

2 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY's
3 request, defend COUNTY, its officers, agents and employees from any and all costs and
4 expenses, including attorney fees and court costs, damages, liabilities, claims and losses occurring
5 or resulting to COUNTY in connection with the performance, or failure to perform, by
6 CONTRACTOR, its officers, agents or employees under this Agreement, and from any and all
7 costs and expenses, including attorney fees and court costs, damages, liabilities, claims and
8 losses occurring or resulting to any person, firm or corporation who may be injured or damaged by
9 the performance, or failure to perform, of CONTRACTOR, its officers, agents or employees under
10 this Agreement. In addition, CONTRACTOR agrees to indemnify COUNTY for Federal, State of
11 California and/or local audit exceptions resulting from non-compliance herein on the part of
12 CONTRACTOR.

13 **10. INSURANCE**

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

17 A. Commercial General Liability

18 Commercial General Liability Insurance with limits of not less than One Million
19 Dollars (\$2,000,000) per occurrence and an annual aggregate of Five Million
20 Dollars (\$5,000,000). This policy shall be issued on a per occurrence basis.
21 COUNTY may require specific coverage including completed operations, product
22 liability, contractual liability, Explosion-Collapse-Underground (XCU), fire, legal
23 liability or any other liability insurance deemed necessary because of the nature of
24 the Agreement.

25 B. Automobile Liability

26 Comprehensive Automobile Liability Insurance with limits no less than One Million
27 Dollars (\$1,000,000) per accident for bodily injury and property damage.
28 Coverage should include any automobile used in connection with this Agreement.
If CONTRACTOR employees are not covered by CONTRACTOR's automobile
liability insurance policy, CONTRACTOR shall ensure that each employee as part
of this Agreement procures and maintains their own private automobile coverage
in force during the term of this Agreement, at the employee's sole cost and
expense.

1 C. Professional Liability

2 If CONTRACTOR employs licensed professional staff (e.g. Ph.D., R.N., L.C.S.W.,
3 L.M.F.T.) in providing services, Professional Liability Insurance with limits of not
4 less than One Million Dollars (\$1,000,000) per occurrence, Three Million Dollars
5 (\$3,000,000) annual aggregate. CONTRACTOR agrees that it shall maintain, at
6 its sole expense, in full force and effect for a period of five (5) years following the
7 termination of this Agreement, one or more policies of professional liability
8 insurance with limits of coverage as specified herein.

9 D. Worker's Compensation

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

12 F. Child Abuse/Molestation and Social Services Coverage

13 Each CONTRACTOR shall have either separate policies or an umbrella policy
14 with endorsements covering Child Abuse/Molestation and Social Services Liability
15 coverage or have a specific endorsement on their General Commercial liability
16 policy covering Child Abuse/Molestation and Social Services Liability. The policy
17 limits for these policies shall be One Million Dollars (\$1,000,000) per occurrence
18 with a Two Million Dollars (\$2,000,000) annual aggregate. The policies are to be
19 on a per occurrence basis.

20 E. Equipment Insurance

21 A policy or policies with minimum coverage(s) of Five Thousand Dollars (\$5,000)
22 to replace any equipment provided by COUNTY to CONTRACTOR, or purchased
23 by CONTRACTOR with funds provided through this Agreement, for
24 CONTRACTOR's use in fulfilling its obligations under this Agreement. Said policy
25 or policies shall provide coverage(s) against loss of any such equipment resulting
26 from casualty such as fire, theft or any other disappearance, and damage that
27 renders such equipment inoperable and regardless of cause. The policy or
28 policies shall be endorsed naming County of Fresno as loss payee.

G. Real and Personal Property Insurance

CONTRACTOR shall maintain a policy of insurance for all risk personal property
coverage which shall be endorsed naming the County of Fresno as an additional
loss payee. The personal property coverage shall be in an amount that will cover
the total of the County purchased and owned property, at a minimum, as
discussed in Section Twenty-Four (24) of this Agreement.

All Risk Property Insurance

As applicable, CONTRACTOR will provide property coverage for the full
replacement value of the County's personal property in the possession of
Contractor and/or used in the execution of this Agreement. County will be
identified on an appropriate certificate of insurance as the certificate holder and

1 will be named as an Additional Loss Payee on the Property Insurance Policy.

2 H. Cyber Liability

3 Cyber Liability Insurance, with limits not less than Two Million Dollars
4 (\$2,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000)
5 aggregate. Coverage shall be sufficiently broad to respond to the duties and
6 obligations as is undertaken by CONTRACTOR in this Agreement and shall
7 include, but not be limited to, claims involving infringement of intellectual
8 property, including but not limited to infringement of copyright, trademark, trade
9 dress, invasion of privacy violations, information theft, damage to or destruction
of electronic information, release of private information, alteration of electronic
information, extortion and network security. The policy shall provide coverage for
breach response costs as well as regulatory fines and penalties as well as credit
monitoring expenses with limits sufficient to respond to these obligations.

10 I. Waiver of Subrogation

11 CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation
12 which any insurer of said CONTRACTOR may acquire against the COUNTY by
13 virtue of the payment of any loss under such insurance. CONTRACTOR agrees to
14 obtain any endorsement that may be necessary to affect this waiver of
subrogation, but this provision applies regardless of whether or not the COUNTY
has received a waiver of subrogation endorsement from the insurer.

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

23 Within thirty (30) days from the date CONTRACTOR signs this Agreement,
24 CONTRACTOR shall provide certificates of insurance and endorsements as stated above for all
25 the foregoing policies, as required herein, to the County of Fresno, Department of Behavioral
26 Health, 3133 N. Millbrook Avenue, Fresno, California 93703, Attention: Contracts Division, stating
27 that such insurance coverages have been obtained and are in full force; that the County of Fresno,
28 its officers, agents and employees will not be responsible for any premiums on the policies; that

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

8 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as
9 herein provided, the COUNTY may, in addition to other remedies it may have, suspend or
10 terminate this 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.
13 rating of A FSC VII or better.

14 **11. LICENSES/CERTIFICATES**

15 Throughout each term of this Agreement, CONTRACTOR and CONTRACTOR's
16 staff shall maintain all necessary licenses, permits, approvals, certificates, waivers and exemptions
17 necessary for the provision of the services hereunder and required by the laws and regulations of
18 the United States of America, State of California, the County of Fresno, and any other applicable
19 governmental agencies. CONTRACTOR shall notify COUNTY immediately in writing of its inability
20 to obtain or maintain such licenses, permits, approvals, certificates, waivers and exemptions
21 irrespective of the pendency of any appeal related thereto. Additionally, CONTRACTOR and
22 CONTRACTOR's staff shall comply with all applicable laws, rules or regulations, as may now exist
23 or be hereafter changed.

24 **12. CONFLICT OF INTEREST**

25 No officer, employee or agent of COUNTY who exercises any function or
26 responsibility for planning and carrying out of the services provided under this Agreement shall
27 have any direct or indirect personal financial interest in this Agreement. CONTRACTOR shall
28 comply with all Federal, State and local conflict of interest laws, statutes and regulations, which

1 shall be applicable to all parties and beneficiaries under this Agreement and any officers,
2 employee or agent of COUNTY.

3 **13. NON-DISCRIMINATION**

4 During the performance of this Agreement, CONTRACTOR and its subcontractors
5 shall not deny the contract's benefits to any person on the basis of race, religious creed, color,
6 national origin, ancestry, physical disability, mental disability, medical condition, genetic
7 information, marital status, sex, gender, gender identity, gender expression, age, sexual
8 orientation, or military and veteran status, nor shall they discriminate unlawfully against any
9 employee or applicant for employment because of race, religious creed, color, national origin,
10 ancestry, physical disability, mental disability, medical condition, genetic information, marital status,
11 sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran
12 status. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants
13 for employment are free of such discrimination.

14 CONTRACTOR and subcontractors shall comply with the provisions of the Fair
15 Employment and Housing Act (Gov. Code §12800 et seq.), the regulations promulgated
16 thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1,
17 Division 3, Title 2 of the Government Code (Gov. Code §11135-11139.5), and the regulations or
18 standards adopted by the awarding state agency to implement such article. CONTRACTOR shall
19 permit access by representatives of the Department of Fair Employment and Housing and the
20 awarding state agency upon reasonable notice at any time during the normal business hours, but
21 in no case less than twenty-four (24) hours' notice, to such of its books, records, accounts, and all
22 other sources of information and its facilities as said Department or Agency shall require to
23 ascertain compliance with this clause. CONTRACTOR and its subcontractors shall give written
24 notice of their obligations under this clause to labor organizations with which they have a collective
25 bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105) CONTRACTOR shall include
26 the Non-Discrimination and compliance provisions of this clause in all subcontracts to perform work
27 under this Agreement.

28 ///

1 **14. RECRUITMENT OF EMPLOYEES AND SERVICE TO CLIENTS**

2 CONTRACTOR shall ensure that its employment recruitment efforts, including
3 administrative and professional staff positions, are carried out so as to adequately reflect the
4 cultural and ethnic diversity of the population of Fresno County. CONTRACTOR shall use its best
5 efforts to serve all cultural and ethnic groups residing in Fresno County. CONTRACTOR's
6 employment efforts will be monitored by COUNTY at periodic intervals.

7 **15. CULTURAL COMPETENCY**

8 As related to Cultural and Linguistic Competence, CONTRACTOR shall comply
9 with:

10 A. Title 6 of the Civil Rights Act of 1964 (42 U.S.C. section 2000d, and 45
11 C.F.R. Part 80) and Executive Order 12250 of 1979 which prohibits recipients of federal financial
12 assistance from discriminating against persons based on race, color, national origin, sex, disability
13 or religion. This is interpreted to mean that a limited English proficient (LEP) individual is entitled to
14 equal access and participation in federally funded programs through the provision of
15 comprehensive and quality bilingual services.

16 B. Policies and procedures for ensuring access and appropriate use of trained
17 interpreters and material translation services for all LEP clients, including, but not limited to,
18 assessing the cultural and linguistic needs of its clients, training of staff on the policies and
19 procedures, and monitoring its language assistance program. The CONTRACTOR's procedures
20 must include ensuring compliance of any sub-contracted providers with these requirements.

21 C. CONTRACTOR shall not use minors as interpreters.

22 D. CONTRACTOR shall provide and pay for interpreting and translation
23 services to persons participating in CONTRACTOR's services who have limited or no English
24 language proficiency, including services to persons who are deaf or blind. Interpreter and
25 translation services shall be provided as necessary to allow such participants meaningful access to
26 the programs, services and benefits provided by CONTRACTOR. Interpreter and translation
27 services, including translation of CONTRACTOR's "vital documents" (those documents that contain
28 information that is critical for accessing CONTRACTOR's services or are required by law) shall be

1 provided to participants at no cost to the participant. CONTRACTOR shall ensure that any
2 employees, agents, subcontractors, or partners who interpret or translate for a program participant,
3 or who directly communicate with a program participant in a language other than English,
4 demonstrate proficiency in the participant's language and can effectively communicate any
5 specialized terms and concepts peculiar to CONTRACTOR's services.

6 E. In compliance with the State mandated Culturally and Linguistically
7 Appropriate Services standards as published by the Office of Minority Health, CONTRACTOR must
8 submit to COUNTY for approval, within sixty (60) days from date of contract execution,
9 CONTRACTOR's plan to address all fifteen national cultural competency standards as set forth in
10 the "National Standards on Culturally and Linguistically Appropriate Services (CLAS)"
11 <http://minorityhealth.hhs.gov/assets/pdf/checked/finalreport.pdf>. COUNTY's annual on-site review
12 of CONTRACTOR shall include collection of documentation to ensure all national standards are
13 implemented. As the national competency standards are updated, CONTRACTOR's plan must be
14 updated accordingly.

15 **16. PERSONNEL DISCLOSURE**

16 CONTRACTOR shall make available to COUNTY a current list of all personnel
17 providing services hereunder. Changes to this list will be immediately provided to COUNTY in
18 writing. The list shall provide the following information:

19 A. All full or part-time staff positions by title whose direct services are required
20 to provide the programs described herein;

21 B. A brief description of the functions of each such position and hours each
22 person in such position works each week or, for part-time positions, each day or month, as
23 appropriate;

24 C. The education and experience levels required for each position; and

25 D. The names of persons filling the identified positions.

26 **17. CHILD ABUSE REPORTING ACT**

27 CONTRACTOR shall establish a procedure acceptable to the COUNTY's DBH
28 and/or DPH Director, or their respective designees, to ensure that all of the CONTRACTOR's

1 employees, consultants, subcontractors or agents described in the Child Abuse Reporting Act,
2 section 11164, *et. seq.* of the Penal Code, and performing services under this Agreement shall
3 report all known or suspected child abuse or neglect to a child protective agency as defined in
4 Penal Code section 11165.9. This procedure shall include:

5 A. A requirement that all CONTRACTOR's employees, consultants,
6 subcontractors or agents performing services shall sign a statement that he or she knows of and
7 will comply with the reporting requirements as defined in Penal Code section 11166(a); identified in
8 Exhibit C, attached hereto and incorporated herein by this reference.

9 B. Establishing procedures to ensure reporting even when employees,
10 consultants, subcontractors, or agents who are not required to report child abuse under Penal
11 Code section 11166(a), gain knowledge of or reasonably suspect that a child has been a victim of
12 abuse or neglect.

13 **18. DEBARMENT-CERTIFICATION REGARDING DEBARMENT, SUSPENSION,**
14 **INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

15 A. COUNTY and CONTRACTOR recognize that Federal assistance funds will
16 be used under the terms of this Agreement. For purposes of this Section, CONTRACTOR will be
17 referred to as the "prospective recipient".

18 B. This certification is required by the regulation implementing Executive Order
19 12549, Debarment and Suspension, 29 CFR Part 98, section 98.510, Participant's responsibilities.
20 The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-
21 19211).

22 1. The prospective recipient of Federal assistance funds certified by
23 entering into this Agreement, that neither it nor its principals are presently debarred, suspended,
24 proposed for debarment, declared ineligible, or voluntarily excluded from participation in this
25 transaction by any Federal department or agency.

26 2. The prospective recipient of funds agrees by entering into this
27 Agreement, that it shall not knowingly enter into any lower tier covered transaction with a person
28 who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this

1 covered transaction, unless unauthorized by the Federal department or agency with which this
2 transaction originated.

3 3. Where the prospective recipient of Federal assistance funds is
4 unable to certify to any of the statements in this certification, such prospective participant shall
5 attach an explanation to this Agreement.

6 4. The prospective recipient shall provide immediate written notice to
7 COUNTY if at any time prospective recipient learns that its certification in Section Eighteen (18) of
8 this Agreement was erroneous when submitted or has become erroneous by reason of changed
9 circumstances.

10 5. The prospective recipient further agrees that by entering into this
11 Agreement, it will include a clause identical to Section Eighteen (18) of this Agreement and titled
12 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier
13 Covered Transactions", in all lower tier covered transactions and in all solicitations for lower tier
14 covered transaction.

15 6. This assurance shall be included in every nonexempt subgrant,
16 contract, or subcontract.

17 7. The certification in Section Eighteen (18) of this Agreement is a
18 material representation of fact upon which COUNTY relied in entering into this Agreement.

19 **19. DISCLOSURE – CRIMINAL HISTORY AND CIVIL ACTIONS**

20 CONTRACTOR is required to disclose if any of the following conditions apply to
21 them, their owners, officers, corporate managers and partners (hereinafter collectively referred to
22 as "CONTRACTOR"):

23 A. Within the three-year period preceding execution of this Agreement, they
24 have been convicted of, or had a civil judgment rendered against them for:

- 25 1. Fraud or a criminal offense in connection with obtaining, attempting
26 to obtain, or performing a public (federal, state, or local) transaction
27 or contract under a public transaction;
- 28 2. Violation of a federal or state antitrust statute;

- 1 3. Embezzlement, theft, forgery, bribery, falsification, or destruction of
2 records; or
3 4. False statements or receipt of stolen property.

4 B. Within a three-year period, preceding execution of this Agreement, they
5 have had a public transaction (federal, state, or local) terminated for cause or default.

6 Disclosure of the above information will not automatically eliminate
7 CONTRACTOR from further business consideration. The information will be considered as part
8 of the determination of whether to continue and/or renew this Agreement and any additional
9 information or explanation that CONTRACTOR elects to submit with the disclosed information
10 will be considered. If it is later determined that the CONTRACTOR failed to disclose required
11 information, this Agreement may be immediately voided and terminated for material failure to
12 comply with the terms and conditions of this Agreement.

13 CONTRACTOR must sign a “Certification Regarding Debarment, Suspension, and
14 Other Responsibility Matters – Primary Covered Transactions”, Exhibit D, attached hereto and by
15 this reference incorporated herein. Additionally, CONTRACTOR must immediately advise the
16 COUNTY in writing if, during the term of this Agreement: (1) CONTRACTOR becomes suspended,
17 debarred, excluded or ineligible for participation in federal or state funded programs or from
18 receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any
19 of the above listed conditions become applicable to CONTRACTOR. The CONTRACTOR will
20 indemnify, defend and hold the COUNTY harmless for any loss or damage resulting from a
21 conviction, debarment, exclusion, ineligibility or other matter listed in the signed “Certification
22 Regarding Debarment, Suspension, and Other Responsibility Matters”.

23 **20. DISCLOSURE OF OWNERSHIP AND/OR CONTROL INTEREST INFORMATION**

24 This provision is only applicable if CONTRACTOR is a disclosing entity, fiscal agent,
25 or managed care entity as defined in Code of Federal Regulations (C.F.R), Title 42 § 455.101
26 455.104, and 455.106(a)(1),(2).

27 In accordance with C.F.R., Title 42 §§ 455.101, 455.104, 455.105 and
28 455.106(a)(1),(2), the following information must be disclosed by CONTRACTOR by completing

1 Exhibit E, "Disclosure of Ownership and Control Interest Statement", attached hereto and by this
2 reference incorporated herein and made part of this Agreement. CONTRACTOR shall submit this
3 form to COUNTY's DBH and/or DPH within thirty (30) days of the effective date of this Agreement.
4 Additionally, CONTRACTOR shall report any changes to this information within thirty-five (35) days
5 of occurrence by completing Exhibit E, "Disclosure of Ownership and Control Interest Statement."
6 Submissions shall be scanned pdf copies and are to be sent via email to:

7 DBHContractedServicesDivision@fresnocountyca.gov.

8 **21. ACKNOWLEDGEMENT**

9 CONTRACTOR shall acknowledge in all public relations activities, materials and
10 publications that COUNTY is the funding source for services to be provided through this
11 Agreement.

12 **22. PROHIBITION ON PUBLICITY**

13 None of the funds, materials, property or services provided directly or indirectly
14 under this Agreement shall be used for CONTRACTOR's advertising, fundraising, or publicity (*i.e.*,
15 purchasing of tickets/tables, silent auction donations, etc.) for the purpose of self-promotion.

16 Notwithstanding the above, publicity of the services described in Section One (1) of
17 this Agreement shall be allowed as necessary to raise public awareness about the availability of
18 such specific services when approved in advance by COUNTY's DBH and/or DPH Director or
19 designee and at a cost to be provided in Section Four (4) of this Agreement for such items as
20 written/printed materials, the use of media (*i.e.*, radio, television, newspapers) and any other
21 related expense(s).

22 **23. GRIEVANCES**

23 CONTRACTOR shall establish procedures for handling client complaints and/or
24 grievances. Such procedures will include provisions for informing clients of their rights to a State
25 Hearing to resolve such issues.

26 CONTRACTOR shall log complaints and the disposition of all complaints from a
27 client or a client's family. CONTRACTOR shall provide a copy of the detailed complaint log entries
28 concerning COUNTY-sponsored clients to COUNTY at monthly intervals by the tenth (10th) day of

1 the following month, in a format that is mutually agreed upon. Besides the detailed complaint log,
2 CONTRACTOR shall provide details and attach documentation of each complaint with the log.
3 CONTRACTOR shall post signs informing clients of their right to file a complaint or grievance.
4 CONTRACTOR shall notify COUNTY of all incidents reportable to state licensing bodies that affect
5 COUNTY clients within twenty-four (24) hours of receipt of a complaint. Within ten (10) days after
6 each incident or complaint affecting clients, CONTRACTOR shall provide COUNTY with
7 information relevant to the complaint, investigative details of the complaint, the complaint and
8 CONTRACTOR's disposition of, or corrective action taken to resolve the complaint. In addition,
9 CONTRACTOR shall inform every client of their rights as set forth in Exhibit F, attached hereto and
10 incorporated herein by this reference. CONTRACTOR shall file an incident report for all incidents
11 involving clients, following the Protocol and using the Worksheet identified in Exhibit G, attached
12 hereto and incorporated herein by reference.

13 **24. PROPERTY OF COUNTY**

14 A. COUNTY and CONTRACTOR recognizes that fixed assets are tangible and
15 intangible property obtained or controlled under COUNTY's Mental Health Plan for use in
16 operational capacity and will benefit COUNTY for a period more than one (1) year. Depreciation of
17 the qualified items will be on a straight-line basis.

18 For COUNTY purposes, fixed assets must fulfill three qualifications:

- 19 1. Asset must have life span of over one (1) year.
- 20 2. The asset is not a repair part.
- 21 3. The asset must be valued at or greater than the capitalization
22 thresholds for the asset type:

<u>Asset type</u>	<u>Threshold</u>
• land	\$0
• buildings and improvements	\$100,000
• infrastructure	\$100,000
• be tangible	\$5,000
○ equipment	
○ vehicles	
• or intangible asset	\$100,000
○ Internally generated software	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

- Purchased software
- Easements
- Patents
- and capital lease \$5,000
- Internally generated software
- Purchased software
- Easements
- Patents
- and capital lease \$5,000

Qualified fixed asset equipment is to be reported and approved by COUNTY.

If it is approved and identified as an asset it will be tagged with a COUNTY program number. A Fixed asset log will be maintained by COUNTY's Asset Management System and annual inventoried until the asset is fully depreciated. During the terms of this Agreement, CONTRACTOR's fixed assets may be inventoried in comparison to COUNTY's DBH and/or DPH Asset Inventory System.

B. Certain purchases less than Five Thousand and No/100 Dollars (\$5,000.00) but more than One Thousand and No/100 Dollars (\$1,000.00), with over one-year life span, and are mobile and high risk of theft or loss are sensitive assets. Such sensitive items are not limited to computers, copiers, televisions, cameras and other sensitive items as determined by COUNTY's DBH and/or DPH Director or designee. CONTRACTOR maintains a tracking system on the items and are not required to be capitalize or depreciated. The items are subject to annual inventory for compliance.

C. Assets shall be retained by COUNTY, as COUNTY property, in the event this Agreement is terminated or upon expiration of this Agreement. CONTRACTOR agrees to participate in an annual inventory of all COUNTY fixed and inventoried assets. Upon termination or expiration of this Agreement CONTRACTOR shall be physically present when fixed and inventoried assets are returned to COUNTY possession. CONTRACTOR is responsible for returning to COUNTY all COUNTY owned undepreciated fixed and inventoried assets, or the monetary value of said assets if unable to produce the assets at the expiration or termination of this Agreement.

///

1 CONTRACTOR further agrees to the following:

2 1. To maintain all items of equipment in good working order and
3 condition, normal wear and tear is expected;

4 2. To label all items of equipment with COUNTY assigned program
5 number, to perform periodic inventories as required by COUNTY and to maintain an inventory list
6 showing where and how the equipment is being used, in accordance with procedures developed
7 by COUNTY. All such lists shall be submitted to COUNTY within ten (10) days of any request
8 therefore; and

9 3. To report in writing to COUNTY immediately after discovery, the lost
10 or theft of any items of equipment. For stolen items, the local law enforcement agency must be
11 contacted, and a copy of the police report submitted to COUNTY.

12 D. The purchase of any equipment by CONTRACTOR with funds provided
13 hereunder shall require the prior written approval of COUNTY's DBH and/or DPH, shall fulfill the
14 provisions of this Agreement as appropriate, and must be directly related to CONTRACTOR's
15 services or activity under the terms of this Agreement. COUNTY's DBH and/or DPH may refuse
16 reimbursement for any costs resulting from equipment purchased, which are incurred by
17 CONTRACTOR, if prior written approval has not been obtained from COUNTY.

18 E. CONTRACTOR must obtain prior written approval from COUNTY's DBH
19 and/or DPH whenever there is any modification or change in the use of any property acquired or
20 improved, in whole or in part, using funds under this agreement. If any real or personal property
21 acquired or improved with said funds identified herein is sold and/or is utilized by CONTRACTOR
22 for a use which does not qualify under this program, CONTRACTOR shall reimburse COUNTY in
23 an amount equal to the current fair market value of the property, less any portion thereof
24 attributable to expenditures of non-program funds. These requirements shall continue in effect for
25 the life of the property. In the event the program is closed out, the requirements for this Section
26 Twenty-Four (24) shall remain in effect for activities or property funded with said funds, unless
27 action is taken by the State government to relieve COUNTY of these obligations.

28 ///

1 **25. RECORDS**

2 CONTRACTOR shall establish and maintain records in accordance with those
3 requirements prescribed by COUNTY, with respect to all matters covered by this Agreement.

4 CONTRACTOR shall retain all fiscal books, account records and client files for services performed
5 under this Agreement for at least three (3) years from date of final payment under this Agreement
6 or until all State and Federal audits are completed for that fiscal year, whichever is later.

7 **26. REPORTS**

8 CONTRACTOR shall submit to COUNTY within ten (10) calendar days following
9 the end of each month, all fiscal and program reports for that month. CONTRACTOR shall also
10 furnish to COUNTY such statements, records, data and information as COUNTY may request
11 pertaining to matters covered by this Agreement. In the event that CONTRACTOR fails to provide
12 reports as provided herein, it shall be deemed sufficient cause for COUNTY to withhold payments
13 until compliance is established.

14 A. Cost Documentation

15 1. All costs shall be supported by properly executed payrolls, time
16 records, invoices, vouchers, orders, or any other accounting documents pertaining in whole or in
17 part to this Agreement and they shall be clearly identified and readily accessible. The support
18 documentation must indicate the line budget account number to which the cost is charged.

19 2. COUNTY shall notify CONTRACTOR in writing within thirty (30) days
20 of any potential State or Federal audit exception discovered during an examination. Where
21 findings indicate that program requirements are not being met and State or Federal participation in
22 this program may be imperiled in the event that corrections are not accomplished by
23 CONTRACTOR within thirty (30) days of receipt of such notice from COUNTY, written notification
24 thereof shall constitute COUNTY's intent to terminate this Agreement.

25 B. Service Documentation

26 CONTRACTOR agrees to maintain records to verify services under this
27 Agreement including names and addresses of clients served, the date of service and a description
28 of services provided on each occasion. CONTRACTOR shall complete service reports with

1 requirements set forth in Exhibit H, attached hereto and by this reference incorporated herein.

2 These records and any other document pertaining in whole or in part to this Agreement, shall be
3 clearly identified and readily accessible.

4 C. Use of Data

5 CONTRACTOR shall grant to COUNTY and the United States Department
6 Health and Human Services the royalty-free, nonexclusive and irrevocable license throughout the
7 world to publish, translate, reproduce, deliver, perform, dispose of, duplicate, use, disclose in any
8 manner and for any purpose whatsoever and to authorize others to do so, all subject data now or
9 hereafter covered by copyright. However, with respect to subject data not originated in the
10 performance of this Agreement, such license shall be only to the extent that CONTRACTOR has
11 the right to grant such license without becoming liable to pay any compensation to others because
12 of such grant. CONTRACTOR shall exert all reasonable effort to advise COUNTY at time of
13 delivery of subject data furnished under this Agreement, of all possible invasions of the right of
14 privacy therein contained, and of all portions of such subject data copied from work not composed
15 or produced in the performance of this Agreement and not licensed under this provision.

16 As used in this clause, the term "Subject Data" means writing, sound
17 recordings, pictorial reproductions, drawings, designs or graphic representations, procedural
18 manuals, forms, diagrams, work flow charts, equipment descriptions, data files and data
19 processing of computer programs, and works of any similar nature (whether or not copyrighted or
20 copyrightable) which are first produced or developed under this Agreement. The term does not
21 include financial reports, cost analyses and similar information incidental to contract administration.

22 CONTRACTOR shall report to COUNTY promptly and in written detail, each
23 notice of claim of copyright infringement received by CONTRACTOR with respect to all subject
24 data delivered under this Agreement. CONTRACTOR shall not affix any restrictive markings upon
25 any data. If markings are affixed, COUNTY shall have the right at any time to modify, remove,
26 obliterate or ignore such markings.

27 COUNTY shall have access to any report, preliminary findings or data
28 assembled by CONTRACTOR under this Agreement. In addition, CONTRACTOR must receive

1 written permission from COUNTY prior to publication of any materials developed under this
2 Agreement and file with COUNTY a copy of all educational and training materials, curricula,
3 audio/visual aids, printed material and periodicals, assembled pursuant to this Agreement prior to
4 publication.

5 **27. MONITORING**

6 CONTRACTOR agrees to extend to COUNTY's staff, COUNTY's DBH and/or DPH
7 Director, and/or their respective designees, and the State Department of Health Care Services
8 (DHCS), the right to review and monitor records, programs or procedures, at any time, in regard to
9 clients, as well as the overall operation of CONTRACTOR's programs, in order to ensure
10 compliance with the terms and conditions of this Agreement.

11 **28. REFERENCES TO LAWS AND RULES**

12 In the event any law, regulation, or policy referred to in this Agreement is amended
13 during the term thereof, the parties hereto agree to comply with the amended provision as of the
14 effective date of such amendment.

15 **29. INTERPRETATION OF LAWS AND REGULATIONS**

16 COUNTY reserves the right to make final interpretations or clarifications on issues
17 relating to Federal and State laws and regulations, to ensure compliance.

18 **30. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

19 COUNTY, its officers, consultants, subcontractors, agents and employees shall
20 comply with all applicable State, Federal and local laws and regulations governing projects that
21 utilize Federal Funds.

22 CONTRACTOR recognizes that COUNTY operates its mental health programs
23 under an agreement with the State of California Department of Health Care Services, and that
24 under said agreement the State imposes certain requirements on COUNTY and its subcontractors.
25 CONTRACTOR shall adhere to the State requirements, including those identified in Exhibit I,
26 "State Mental Health Requirements", attached hereto and by this reference incorporated herein
27 and made part of this Agreement.

28 ///

1 **31. CONFIDENTIALITY**

2 All services performed by CONTRACTOR under this Agreement shall be in strict
3 conformance with all applicable Federal, State of California and/or local laws and regulations
4 relating to confidentiality.

5 **32. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

6 A. The parties to this Agreement shall be in strict conformance with all
7 applicable Federal and State of California laws and regulations, including but not limited to
8 Sections 5328, 10850, and 14100.2 *et seq.* of the Welfare and Institutions Code, Sections 2.1 and
9 431.300 *et seq.* of Title 42, Code of Federal Regulations (CFR), Section 56 *et seq.* of the California
10 Civil Code, and the Health Insurance Portability and Accountability Act (HIPAA), including but not
11 limited to Section 1320 D *et seq.* of Title 42, United States Code (USC) and its implementing
12 regulations, including, but not limited to Title 45, CFR, Sections 142, 160, 162, and 164, The
13 Health Information Technology for Economic and Clinical Health Act (HITECH) regarding the
14 confidentiality and security of patient information, and the Genetic Information Nondiscrimination
15 Act (GINA) of 2008 regarding the confidentiality of genetic information.

16 Except as otherwise provided in this Agreement, CONTRACTOR, as a
17 Business Associate of COUNTY, may use or disclose Protected Health Information (PHI) to
18 perform functions, activities or services for or on behalf of COUNTY, as specified in this
19 Agreement, provided that such use or disclosure shall not violate the Health Insurance Portability
20 and Accountability Act (HIPAA), USC 1320d *et seq.* The uses and disclosures of PHI may not be
21 more expansive than those applicable to COUNTY, as the “Covered Entity” under the HIPAA
22 Privacy Rule (45 CFR 164.500 *et seq.*), except as authorized for management, administrative or
23 legal responsibilities of the Business Associate.

24 B. CONTRACTOR, including its subcontractors and employees, shall protect,
25 from unauthorized access, use, or disclosure of names and other identifying information, including
26 genetic information, concerning persons receiving services pursuant to this Agreement, except
27 where permitted in order to carry out data aggregation purposes for health care operations [45
28 CFR Sections 164.504 (e)(2)(i), 164.504 (3)(2)(ii)(A), and 164.504 (e)(4)(i)] This pertains to any

1 and all persons receiving services pursuant to a COUNTY funded program. This requirement
2 applies to electronic PHI. CONTRACTOR shall not use such identifying information or genetic
3 information for any purpose other than carrying out CONTRACTOR's obligations under this
4 Agreement.

5 C. CONTRACTOR, including its subcontractors and employees, shall not
6 disclose any such identifying information or genetic information to any person or entity, except as
7 otherwise specifically permitted by this Agreement, authorized by Subpart E of 45 CFR Part 164
8 or other law, required by the Secretary, or authorized by the client/patient in writing. In using or
9 disclosing PHI that is permitted by this Agreement or authorized by law, CONTRACTOR shall
10 make reasonable efforts to limit PHI to the minimum necessary to accomplish intended purpose of
11 use, disclosure or request.

12 D. For purposes of the above sections, identifying information shall include, but
13 not be limited to name, identifying number, symbol, or other identifying particular assigned to the
14 individual, such as finger or voice print, or photograph.

15 E. For purposes of the above sections, genetic information shall include genetic
16 tests of family members of an individual or individual, manifestation of disease or disorder of
17 family members of an individual, or any request for or receipt of, genetic services by individual or
18 family members. Family member means a dependent or any person who is first, second, third, or
19 fourth degree relative.

20 F. CONTRACTOR shall provide access, at the request of COUNTY, and in the
21 time and manner designated by COUNTY, to PHI in a designated record set (as defined in 45
22 CFR Section 164.501), to an individual or to COUNTY in order to meet the requirements of 45
23 CFR Section 164.524 regarding access by individuals to their PHI. With respect to individual
24 requests, access shall be provided within thirty (30) days from request. Access may be extended
25 if CONTRACTOR cannot provide access and provides individual with the reasons for the delay
26 and the date when access may be granted. PHI shall be provided in the form and format
27 requested by the individual or COUNTY.

28 CONTRACTOR shall make any amendment(s) to PHI in a designated record

1 set at the request of COUNTY or individual, and in the time and manner designated by COUNTY
2 in accordance with 45 CFR Section 164.526.

3 CONTRACTOR shall provide to COUNTY or to an individual, in a time and
4 manner designated by COUNTY, information collected in accordance with 45 CFR Section
5 164.528, to permit COUNTY to respond to a request by the individual for an accounting of
6 disclosures of PHI in accordance with 45 CFR Section 164.528.

7 G. CONTRACTOR shall report to COUNTY, in writing, any knowledge or
8 reasonable belief that there has been unauthorized access, viewing, use, disclosure, security
9 incident, or breach of unsecured PHI not permitted by this Agreement of which it becomes aware,
10 immediately and without reasonable delay and in no case later than two (2) business days of
11 discovery. Immediate notification shall be made to COUNTY's Information Security Officer and
12 Privacy Officer and COUNTY's DPH HIPAA Representative, within two (2) business days of
13 discovery. The notification shall include, to the extent possible, the identification of each
14 individual whose unsecured PHI has been, or is reasonably believed to have been, accessed,
15 acquired, used, disclosed, or breached. CONTRACTOR shall take prompt corrective action to
16 cure any deficiencies and any action pertaining to such unauthorized disclosure required by
17 applicable Federal and State Laws and regulations. CONTRACTOR shall investigate such
18 breach and is responsible for all notifications required by law and regulation or deemed necessary
19 by COUNTY and shall provide a written report of the investigation and reporting required to
20 COUNTY's Information Security Officer and Privacy Officer and COUNTY's DPH HIPAA
21 Representative. This written investigation and description of any reporting necessary shall be
22 postmarked within the thirty (30) working days of the discovery of the breach to the addresses
23 below:

24 County of Fresno
25 Dept. of Behavioral Health
HIPAA Representative
26 (559) 600-6798
27 3147 N. Millbrook Ave.
28 Fresno, CA 93703

County of Fresno
Dept. of Public Health
Privacy Officer
(559) 600-6405
(559) 600-6439
P.O. Box 11867
Fresno, CA 93775

County of Fresno
Information Technology Services
Information Security Officer
(559) 600-5800
333 W. Pontiac Way
Clovis, CA 93612

1 H. CONTRACTOR shall make its internal practices, books, and records relating
2 to the use and disclosure of PHI received from COUNTY, or created or received by the
3 CONTRACTOR on behalf of COUNTY, in compliance with HIPAA's Privacy Rule, including, but
4 not limited to the requirements set forth in Title 45, CFR, Sections 160 and 164. CONTRACTOR
5 shall make its internal practices, books, and records relating to the use and disclosure of PHI
6 received from COUNTY, or created or received by the CONTRACTOR on behalf of COUNTY,
7 available to the United States Department of Health and Human Services (Secretary) upon
8 demand.

9 CONTRACTOR shall cooperate with the compliance and investigation
10 reviews conducted by the Secretary. PHI access to the Secretary must be provided during the
11 CONTRACTOR's normal business hours, however, upon exigent circumstances access at any
12 time must be granted. Upon the Secretary's compliance or investigation review, if PHI is
13 unavailable to CONTRACTOR and in possession of a Subcontractor, it must certify efforts to
14 obtain the information to the Secretary.

15 I. Safeguards

16 CONTRACTOR shall implement administrative, physical, and technical
17 safeguards as required by the HIPAA Security Rule, Subpart C of 45 CFR 164, that reasonably
18 and appropriately protect the confidentiality, integrity, and availability of PHI, including electronic
19 PHI, that it creates, receives, maintains or transmits on behalf of COUNTY and to prevent
20 unauthorized access, viewing, use, disclosure, or breach of PHI other than as provided for by this
21 Agreement. CONTRACTOR shall conduct an accurate and thorough assessment of the potential
22 risks and vulnerabilities to the confidential, integrity and availability of electronic PHI.
23 CONTRACTOR shall develop and maintain a written information privacy and security program
24 that includes administrative, technical and physical safeguards appropriate to the size and
25 complexity of CONTRACTOR's operations and the nature and scope of its activities. Upon
26 COUNTY's request, CONTRACTOR shall provide COUNTY with information concerning such
27 safeguards.
28

1 CONTRACTOR shall implement strong access controls and other security
2 safeguards and precautions in order to restrict logical and physical access to confidential,
3 personal (e.g., PHI) or sensitive data to authorized users only. Said safeguards and precautions
4 shall include the following administrative and technical password controls for all systems used to
5 process or store confidential, personal, or sensitive data:

6 1. Passwords must not be:

7 a. Shared or written down where they are accessible or
8 recognizable by anyone else; such as taped to computer screens, stored under keyboards, or
9 visible in a work area;

10 b. A dictionary word; or

11 c. Stored in clear text

12 2. Passwords must be:

13 a. Eight (8) characters or more in length;

14 b. Changed every ninety (90) days;

15 c. Changed immediately if revealed or compromised; and

16 d. Composed of characters from at least three (3) of the

17 following four (4) groups from the standard keyboard:

18 1) Upper case letters (A-Z);

19 2) Lowercase letters (a-z);

20 3) Arabic numerals (0 through 9); and

21 4) Non-alphanumeric characters (punctuation symbols).

22 CONTRACTOR shall implement the following security controls on each
23 workstation or portable computing device (e.g., laptop computer) containing confidential,
24 personal, or sensitive data:

25 1. Network-based firewall and/or personal firewall;

26 2. Continuously updated anti-virus software; and

27 3. Patch management process including installation of all operating
28 system/software vendor security patches.

1 CONTRACTOR shall utilize a commercial encryption solution that has
2 received FIPS 140-2 validation to encrypt all confidential, personal, or sensitive data stored on
3 portable electronic media (including, but not limited to, compact disks and thumb drives) and on
4 portable computing devices (including, but not limited to, laptop and notebook computers).

5 CONTRACTOR shall not transmit confidential, personal, or sensitive data via
6 e-mail or other internet transport protocol unless the data is encrypted by a solution that has been
7 validated by the National Institute of Standards and Technology (NIST) as conforming to the
8 Advanced Encryption Standard (AES) Algorithm. CONTRACTOR must apply appropriate
9 sanctions against its employees who fail to comply with these safeguards. CONTRACTOR must
10 adopt procedures for terminating access to PHI when employment of employee ends.

11 J. Mitigation of Harmful Effects

12 CONTRACTOR shall mitigate, to the extent practicable, any harmful effect
13 that is suspected or known to CONTRACTOR of an unauthorized access, viewing, use,
14 disclosure, or breach of PHI by CONTRACTOR or its subcontractors in violation of the
15 requirements of these provisions. CONTRACTOR must document suspected or known harmful
16 effects and the outcome.

17 K. CONTRACTOR's Subcontractors

18 CONTRACTOR shall ensure that any of its contractors, including
19 subcontractors, if applicable, to whom CONTRACTOR provides PHI received from or created or
20 received by CONTRACTOR on behalf of COUNTY, agree to the same restrictions, safeguards,
21 and conditions that apply to CONTRACTOR with respect to such PHI and to incorporate, when
22 applicable, the relevant provisions of these provisions into each subcontract or sub-award to such
23 agents or subcontractors.

24 L. Employee Training and Discipline

25 CONTRACTOR shall train and use reasonable measures to ensure
26 compliance with the requirements of these provisions by employees who assist in the
27 performance of functions or activities on behalf of COUNTY under this Agreement and use or
28 disclose PHI and discipline such employees who intentionally violate any provisions of these

1 provisions, including termination of employment.

2 M. Termination for Cause

3 Upon COUNTY's knowledge of a material breach of these provisions by
4 CONTRACTOR, COUNTY shall either:

5 1. Provide an opportunity for CONTRACTOR to cure the breach or end
6 the violation and terminate this Agreement if CONTRACTOR does not cure the breach or end the
7 violation within the time specified by COUNTY; or

8 2. Immediately terminate this Agreement if CONTRACTOR has
9 breached a material term of these provisions and cure is not possible.

10 3. If neither cure nor termination is feasible, the COUNTY's Privacy
11 Officer shall report the violation to the Secretary of the U.S. Department of Health and Human
12 Services.

13 N. Judicial or Administrative Proceedings

14 COUNTY may terminate this Agreement in accordance with the terms and
15 conditions of this Agreement as written hereinabove, if: (1) CONTRACTOR is found guilty in a
16 criminal proceeding for a violation of the HIPAA Privacy or Security Laws or the HITECH Act; or
17 (2) a finding or stipulation that the CONTRACTOR has violated a privacy or security standard or
18 requirement of the HITECH Act, HIPAA or other security or privacy laws in an administrative or
19 civil proceeding in which the CONTRACTOR is a party.

20 O. Effect of Termination

21 Upon termination or expiration of this Agreement for any reason,
22 CONTRACTOR shall return or destroy all PHI received from COUNTY (or created or received by
23 CONTRACTOR on behalf of COUNTY) that CONTRACTOR still maintains in any form, and shall
24 retain no copies of such PHI. If return or destruction of PHI is not feasible, it shall continue to
25 extend the protections of these provisions to such information, and limit further use of such PHI to
26 those purposes that make the return or destruction of such PHI infeasible. This provision shall
27 apply to PHI that is in the possession of subcontractors or agents, if applicable, of
28 CONTRACTOR. If CONTRACTOR destroys the PHI data, a certification of date and time of

1 destruction shall be provided to the COUNTY by CONTRACTOR.

2 P. Disclaimer

3 COUNTY makes no warranty or representation that compliance by
4 CONTRACTOR with these provisions, the HITECH Act, HIPAA or the HIPAA regulations will be
5 adequate or satisfactory for CONTRACTOR's own purposes or that any information in
6 CONTRACTOR's possession or control, or transmitted or received by CONTRACTOR, is or will
7 be secure from unauthorized access, viewing, use, disclosure, or breach. CONTRACTOR is
8 solely responsible for all decisions made by CONTRACTOR regarding the safeguarding of PHI.

9 Q. Amendment

10 The parties acknowledge that Federal and State laws relating to electronic
11 data security and privacy are rapidly evolving and that amendment of these provisions may be
12 required to provide for procedures to ensure compliance with such developments. The parties
13 specifically agree to take such action as is necessary to amend this agreement in order to
14 implement the standards and requirements of HIPAA, the HIPAA regulations, the HITECH Act
15 and other applicable laws relating to the security or privacy of PHI. COUNTY may terminate this
16 Agreement upon thirty (30) days written notice in the event that CONTRACTOR does not enter
17 into an amendment providing assurances regarding the safeguarding of PHI that COUNTY in its
18 sole discretion, deems sufficient to satisfy the standards and requirements of HIPAA, the HIPAA
19 regulations and the HITECH Act.

20 R. No Third-Party Beneficiaries

21 Nothing express or implied in the terms and conditions of these provisions is
22 intended to confer, nor shall anything herein confer, upon any person other than COUNTY or
23 CONTRACTOR and their respective successors or assignees, any rights, remedies, obligations or
24 liabilities whatsoever.

25 S. Interpretation

26 The terms and conditions in these provisions shall be interpreted as broadly
27 as necessary to implement and comply with HIPAA, the HIPAA regulations and applicable State
28 laws. The parties agree that any ambiguity in the terms and conditions of these provisions shall be

1 resolved in favor of a meaning that complies and is consistent with HIPAA and the HIPAA
2 regulations.

3 T. Regulatory References

4 A reference in the terms and conditions of these provisions to a section in
5 the HIPAA regulations means the section as in effect or as amended.

6 U. Survival

7 The respective rights and obligations of CONTRACTOR as stated in this
8 Section shall survive the termination or expiration of this Agreement.

9 V. No Waiver of Obligations

10 No change, waiver or discharge of any liability or obligation hereunder on
11 any one or more occasions shall be deemed a waiver of performance of any continuing or other
12 obligation or shall prohibit enforcement of any obligation on any other occasion.

13 **33. DATA SECURITY**

14 For the purpose of preventing the potential loss, misappropriation or inadvertent
15 disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY
16 resources; and/or disruption to COUNTY operations, individuals and/or agencies that enter into a
17 contractual relationship with the COUNTY for the purpose of providing services under this
18 Agreement must employ adequate data security measures to protect the confidential information
19 provided to the CONTRACTOR by the COUNTY, including but not limited to the following:

20 A. **CONTRACTOR-Owned Mobile, Wireless or Handheld Devices**

21 CONTRACTOR may not connect to COUNTY networks via personally-
22 owned mobile, wireless or handheld devices, unless the following conditions are met:

- 23 1) CONTRACTOR has received authorization by COUNTY for
24 telecommuting purposes;
 - 25 2) Current virus protection software is in place;
 - 26 3) Mobile device has the remote wipe feature enabled; and
 - 27 4) A secure connection is used.
- 28

1 B. **CONTRACTOR-Owned Computers or Computer Peripherals**

2 CONTRACTOR may not be brought into the COUNTY for use without prior authorization from the
3 COUNTY's Chief Information Officer and/or designee(s), including and not limited to mobile
4 storage devices. Data must be stored on a secure server approved by the COUNTY and
5 transferred by means of a VPN (Virtual Private Network) connection, or another type of secure
6 connection of this type if any data is approved to be transferred. Said data must be encrypted.

7 C. **COUNTY-Owned Computer Equipment**

8 CONTRACTOR or anyone having an employment relationship with the
9 COUNTY may not use COUNTY computers or computer peripherals on non-COUNTY premises
10 without prior authorization from the COUNTY's Chief Information Officer and/or designee(s).

11 D. CONTRACTOR may not store COUNTY's private, confidential or sensitive
12 data on any hard-disk drive.

13 E. CONTRACTOR is responsible to employ strict controls to insure the
14 integrity and security of the COUNTY's confidential information and to prevent unauthorized
15 access to data maintained in computer files, program documentation, data processing systems,
16 data files and data processing equipment which stores or processes COUNTY data internally and
17 externally.

18 F. Confidential client information transmitted to one party by the other by
19 means of electronic transmissions must be encrypted according to Advanced Encryption
20 Standards (AES) of 128 BIT or higher. Additionally, a password or pass phrase must be utilized.

21 G. CONTRACTOR is responsible to immediately notify COUNTY of any
22 breaches or potential breaches of security related to COUNTY's confidential information, data
23 maintained in computer files, program documentation, data processing systems, data files and
24 data processing equipment which stores or processes COUNTY data internally or externally.

25 H. In the event of a breach of security related to COUNTY's confidential client
26 information provided to CONTRACTOR, COUNTY will manage the response to the incident,
27 however, CONTRACTOR will be responsible to issue any notification to affected individuals as
28

1 required by law or as deemed necessary by COUNTY in its sole discretion. CONTRACTOR will be
2 responsible for all costs incurred as a result of providing the required notification.

3 **34. COMPLIANCE**

4 CONTRACTOR shall comply with all requirements of the “Fresno County Mental
5 Health Compliance Program and Contractor Code of Conduct and Ethics” as set forth in Exhibit J,
6 attached hereto and incorporated herein by reference. Within thirty (30) days of entering into this
7 Agreement with the COUNTY, CONTRACTOR shall have all of CONTRACTOR’s employees,
8 agents and subcontractors providing services under this Agreement certify in writing, that he or she
9 has received, read, understood, and shall abide by the requirements set forth in Exhibit J.

10 CONTRACTOR shall ensure that within thirty (30) days of hire, all new employees, agents and
11 subcontractors providing services under this Agreement shall certify in writing that he or she has
12 received, read, understood, and shall abide by the requirements set forth in Exhibit J.

13 CONTRACTOR understands that the promotion of and adherence to the Code of Conduct is an
14 element in evaluating the performance of CONTRACTOR and its employees, agents and
15 subcontractors.

16 Within thirty (30) days of entering into this Agreement, and annually thereafter, all
17 employees, agents and subcontractors providing services under this Agreement shall complete
18 general compliance training and appropriate employees, agents and subcontractors shall complete
19 documentation and billing or billing/reimbursement training. All new employees, agents and
20 subcontractors shall attend the appropriate training within thirty (30) days of hire. Each individual
21 who is required to attend training shall certify in writing that he or she has received the required
22 training. The certification shall specify the type of training received and the date received. The
23 certification shall be provided to the COUNTY’s Compliance Officer at 3133 N. Millbrook, Fresno,
24 CA 93703. CONTRACTOR agrees to reimburse COUNTY for the entire cost of any penalty
25 imposed upon COUNTY by the Federal Government as a result of CONTRACTOR’s violation of
26 the terms of this Agreement.

27 **35. ASSURANCES**

28 In entering into this Agreement, CONTRACTOR certifies that it nor any of its officers

1 are not currently excluded, suspended, debarred, or otherwise ineligible to participate in the
2 Federal Health Care Programs: that it or any of its officers have not been convicted of a criminal
3 offense related to the provision of health care items or services; nor has it or its officers been
4 reinstated to participation in the Federal Health Care Programs after a period of exclusion,
5 suspension, debarment, or ineligibility. If COUNTY learns, subsequent to entering into a contract,
6 that CONTRACTOR is ineligible on these grounds, COUNTY will remove CONTRACTOR from
7 responsibility for, or involvement with, COUNTY's business operations related to the Federal
8 Health Care Programs and shall remove such CONTRACTOR from any position in which
9 CONTRACTOR's compensation, or the items or services rendered, ordered or prescribed by
10 CONTRACTOR may be paid in whole or part, directly or indirectly, by Federal Health Care
11 Programs or otherwise with Federal Funds at least until such time as CONTRACTOR is reinstated
12 into participation in the Federal Health Care Programs.

13 A. If COUNTY has notice that CONTRACTOR or its officers has been charged
14 with a criminal offense related to any Federal Health Care Program, or is proposed for exclusion
15 during the term on any contract, CONTRACTOR and COUNTY shall take all appropriate actions to
16 ensure the accuracy of any claims submitted to any Federal Health Care Program. At its discretion
17 given such circumstances, COUNTY may request that CONTRACTOR cease providing services
18 until resolution of the charges or the proposed exclusion.

19 B. CONTRACTOR agrees that all potential new employees of CONTRACTOR
20 or subcontractors of CONTRACTOR who, in each case, are expected to perform professional
21 services under this Agreement, will be queried as to whether (1) they are now or ever have been
22 excluded, suspended, debarred, or otherwise ineligible to participate in the Federal Health Care
23 Programs; (2) they have been convicted of a criminal offense related to the provision of health care
24 items or services; and or (3) they have been reinstated to participation in the Federal Health Care
25 Programs after a period of exclusion, suspension, debarment, or ineligibility.

26 1. In the event the potential employee or subcontractor informs
27 CONTRACTOR that he or she is excluded, suspended, debarred or otherwise ineligible, or
28 has been convicted of a criminal offense relating to the provision of health care services, and

1 CONTRACTOR hires or engages such potential employee or subcontractor, CONTRACTOR will
2 ensure that said employee or subcontractor does no work, either directly or indirectly relating to
3 services provided to COUNTY.

4 2. Notwithstanding the above, COUNTY at its discretion may terminate
5 this Agreement in accordance with Section Three (3) of this Agreement, or require adequate
6 assurance (as defined by COUNTY) that no excluded, suspended or otherwise ineligible employee
7 or subcontractor of CONTRACTOR will perform work, either directly or indirectly, relating to
8 services provided to COUNTY. Such demand for adequate assurance shall be effective upon a
9 time frame to be determined by COUNTY to protect the interests of COUNTY clients.

10 C. CONTRACTOR shall verify (by asking the applicable employees and
11 subcontractors) that all current employees and existing subcontractors who, in each case, are
12 expected to perform professional services under this Agreement (1) are not currently excluded,
13 suspended, debarred, or otherwise ineligible to participate in the Federal Health Care Programs;
14 (2) have not been convicted of a criminal offense related to the provision of health care items or
15 services; and (3) have not been reinstated to participation in the Federal Health Care Program
16 after a period of exclusion, suspension, debarment, or ineligibility. In the event any existing
17 employee or subcontractor informs CONTRACTOR that he or she is excluded, suspended,
18 debarred or otherwise ineligible to participate in the Federal Health Care Programs, or has been
19 convicted of a criminal offense relating to the provision of health care services, CONTRACTOR will
20 ensure that said employee or subcontractor does no work, either direct or indirect, relating to
21 services provided to COUNTY.

22 1. CONTRACTOR agrees to notify COUNTY immediately during the
23 term of this Agreement whenever CONTRACTOR learns that an employee who, in each case, is
24 providing professional services under Section (1) this Agreement is excluded, suspended,
25 debarred or otherwise ineligible to participate in the Federal Health Care Programs, or is convicted
26 of a criminal offense relating to the provision of health care services.

27 2. Notwithstanding the above, COUNTY at its discretion may terminate
28 this Agreement in accordance with the Termination Clause in Section Three (3) of this Agreement,

1 or require adequate assurance (as defined by COUNTY) that no excluded, suspended or otherwise
2 ineligible employee or subcontractor of CONTRACTOR will perform work, either directly or
3 indirectly, relating to services provided to COUNTY. Such demand for adequate assurance shall
4 be effective upon a time frame to be determined by COUNTY to protect the interests of COUNTY
5 clients.

6 D. CONTRACTOR agrees to cooperate fully with any reasonable requests for
7 information from COUNTY which may be necessary to complete any internal or external audits
8 relating to CONTRACTOR's compliance with the provisions of this Section.

9 E. CONTRACTOR agrees to reimburse COUNTY for the entire cost of any
10 penalty imposed upon COUNTY by the Federal Government as a result of CONTRACTOR's
11 violation of CONTRACTOR's obligations as described in this Section.

12 **36. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

13 This provision is only applicable if the CONTRACTOR is operating as a corporation
14 (a for-profit or non-profit corporation) or if during the term of this agreement, the CONTRACTOR
15 changes its status to operate as a corporation.

16 Members of the CONTRACTOR's Board of Directors shall disclose any self-dealing
17 transactions that they are a party to while CONTRACTOR is providing goods or performing
18 services under this agreement. A self-dealing transaction shall mean a transaction to which the
19 CONTRACTOR is a party and in which one or more of its directors has a material financial interest.
20 Members of the Board of Directors shall disclose any self-dealing transactions that they are a party
21 to by completing and signing a Self-Dealing Transaction Disclosure Form (Exhibit K), attached
22 hereto and by this reference incorporated herein and made part of this Agreement, and submitting
23 it to the COUNTY prior to commencing with the self-dealing transaction or immediately thereafter.

24 **37. AUDITS AND INSPECTIONS**

25 CONTRACTOR shall at any time during business hours, and as often as COUNTY
26 may deem necessary, make available to COUNTY for examination all of its records and data with
27 respect to the matters covered by this Agreement. CONTRACTOR shall, upon request to
28 COUNTY, permit COUNTY to audit and inspect all such records and data necessary to ensure

1 CONTRACTOR's compliance with the terms of this Agreement.

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

5 Notwithstanding the term provision stated in Section Two (2) of this Agreement, it is
6 acknowledged by the parties hereto that this Agreement shall continue in full force and effect until
7 all audit procedures and requirements as stated in this Agreement have been completed to the
8 review and satisfaction of COUNTY. CONTRACTOR shall bear all costs in connection with or
9 resulting from any audit and/or inspection including but not limited to actual costs incurred and the
10 payment of any expenditures disallowed by either COUNTY, State or Federal governmental
11 entities, including any assessed interest and penalties.

12 **38. NOTICES**

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

15 COUNTY

16 Director, County of Fresno
17 Department of Behavioral Health
18 1925 E. Dakota Ave
19 Fresno, CA 93706

15 CONTRACTOR

16 Executive Director
17 Reading and Beyond
18 4670 E. Butler Avenue
19 Fresno, CA 93702

19 Director, County of Fresno
20 Department of Public Health
21 P.O. Box 11867
22 Fresno, CA 93775

21 Any and all notices between COUNTY and CONTRACTOR provided for or
22 permitted under this Agreement, or by law, shall be in writing and shall be deemed duly serviced
23 when personally delivered to one of the parties, or in lieu of such personal service, when deposited
24 in the United States Mail, postage prepaid, addressed to such party.

25 **39. GOVERNING LAW**

26 Venue for any action arising out of or related to this Agreement is to be in Fresno
27 County, California. The rights and obligations of the parties and all interpretation and performance
28 of this Agreement shall be governed in all respects by the laws of the State of California.

1 **40. ENTIRE AGREEMENT**

2 This Agreement, including all Exhibits (as outlined herein below), COUNTY’s RFP
3 No. 20-041, COUNTY’s RFP No. 20-041 Addendum One (1), and CONTRACTOR’s Response
4 thereto constitutes the entire agreement between CONTRACTOR and COUNTY with respect to
5 the subject matter hereof and supersedes all previous agreement negotiations, proposals,
6 commitments, writings, advertisements, publications, and understandings of any nature
7 whatsoever unless expressly included in this Agreement.

- | | | |
|----|-----------|--|
| 8 | Exhibit A | Summary of Services |
| | Exhibit B | Budgets and Narratives |
| 9 | Exhibit C | Notice of Child Abuse Reporting Law |
| | Exhibit D | Certification of Crime Debarment |
| 10 | Exhibit E | Disclosure of Ownership |
| | Exhibit F | Mental Health Plan Grievance and Appeals Process |
| 11 | Exhibit G | Incident Reporting Process |
| | Exhibit H | Program Service Outcomes |
| 12 | Exhibit I | State Mental Health Requirements |
| | Exhibit J | Code of Conduct |
| 13 | Exhibit K | Self-Dealing Transaction Disclosure Form |

14
15 ///
16 ///
17 ///
18 ///
19 ///
20 ///
21 ///
22 ///
23 ///
24 ///
25 ///
26 ///
27 ///
28 ///

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

3
4 **CONTRACTOR:**
5 **READING AND BEYOND**

COUNTY OF FRESNO

6 By: 

By: 

Ernest Buddy Mendes, Chairman
of the Board of Supervisors
of the County of Fresno

8 Print Name: Luis Santana

Date: 10-23-2020

9 Title: Executive Director
10 Chairman of Board, or
11 President, or any Vice President

ATTEST:
Bernice E. Seidel
Clerk to the Board of Supervisors
County of Fresno, State of California

12 By: 

13 Print Name: Lesley Fairburn

By Susan Bishop
Deputy

14 Title: Controller
15 Secretary (of Corporation), or
16 any Assistant Secretary, or
17 Chief Financial Officer, or
18 any Assistant Treasurer

Date: 10-23-2020

19 Mailing Address:
20 P.O. Box 7447
21 Visalia, CA 93290-7447
22 Phone #: (559) 732-8086 Ext. 140
23 Contact: Chief Executive Officer

24 Fund/Subclass: 0001/10000
25 Organization: 56304311(DBH), 56201700(DPH)
26 Account/Program: 7295/0

25	FY 2020-21:	\$163,205 (DBH)	\$20,085 (DPH)
26	FY 2021-22:	\$163,004 (DBH)	\$20,687 (DPH)
27	FY 2022-23:	\$165,317 (DBH)	\$21,308 (DPH)
28	FY 2023-24:	\$167,622 (DBH)	\$21,497 (DPH)
	FY 2024-25:	\$169,920 (DBH)	\$22,606 (DPH)

FT

**SUPERVISED CHILD CARE SERVICES
SUMMARY OF SERVICES**

ORGANIZATION: Reading and Beyond

SERVICES: Supervised Child Care Services

CONTACT PERSON: Luis Santana, Executive Director
4670 E. Butler Avenue
Fresno, CA 93702

CONTRACT PERIOD: July 1, 2020 – June 30, 2023; with the option for two (2) additional 12-month periods through June 30, 2025.

CONTRACT AMOUNT: See Exhibit B

PROGRAM DESCRIPTION:

CONTRACTOR will operate and provide supervision of client’s children at the two (2) following COUNTY sites: The West Fresno Regional Center and The Heritage Centre, hereinafter also referred to as Supervised Children’s Rooms (SCR)s. The goal of the program is to provide COUNTY’s Departments of Behavioral Health (DBH) and Public Health (DPH) clients with temporary, on-site child care to support their ability to receive COUNTY services. Additionally, care and supervision of the children shall be provided with the utmost regard for health and safety while promoting a fun, positive and educational atmosphere.

SERVICE LOCATIONS:

Services shall be provided at the following COUNTY locations:

1. Heritage Centre - 3151 N. Millbrook, Fresno, California 93703. The room is 27’ 8” x 16’ (approximately 440 square feet).
2. West Fresno Regional Center - 142 E. California Ave. Fresno, California 93706. The room is 29’ 2” x 22’ 11” (approximately 668 square feet).

Service location(s) may change during the term of this Agreement, CONTRACTOR and COUNTY shall work together to transition the program service to a new location if the program service move is warranted.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:

Minimum Service Parameters

CONTRACTOR shall provide services within the following parameters:

1. The SCR at the Heritage Centre will be open and available to DBH clients Monday through Friday, 8:00 a.m. through 5:00 p.m., including the lunch hour, on each and every COUNTY business day within the contract period.
2. The SCR at the West Fresno Regional Center will be open and available to DBH and DPH clients Monday through Friday, 8:00 a.m. through 5:00 p.m., including the lunch hour, on each and every COUNTY business day within the contract period.
3. At minimum, one (1) Spanish-speaking staff member will be present at each site during the duration of service hours.
4. The SCRs are expected to serve all ages of children and to be used only while clients (parents/guardians/siblings) are in the building conducting business with the DBH or DPH.

In addition, the CONTRACTOR may be expected to provide services for additional hours and/or additional SCR sites that may open at a future date during the contract term. The COUNTY and CONTRACTOR will work together and possibly amend and renegotiate this Agreement at such time.

Reporting Requirements

CONTRACTOR shall closely monitor the utilization of the services provided, including, but not limited to:

1. Number of children supervised on an hourly, daily, weekly and monthly basis for each site
2. Age breakdown of children supervised
3. Number of children turned away due to capacity limitations
4. Referring party (i.e., DPH or DBH)

CONTRACTOR shall also closely monitor the success of the services provided, including, but not limited to, parent/guardian satisfaction, clinician satisfaction and any additional data showing bidder's progress with meeting objectives.

All data collected will be submitted to the COUNTY in monthly reports. CONTRACTOR shall work closely with the COUNTY to analyze the data and make necessary adjustments to service delivery and reporting requirements before the start of each new fiscal year. CONTRACTOR will provide all requested program service information timely (i.e., Monthly Financial Reports and Activity Reports and other information as required by COUNTY).

CONTRACTOR will meet with COUNTY staff monthly or as often as needed for service coordination, problem/issue resolution, information sharing, and review of services.

Service Plan

CONTRACTOR agrees to provide the following services:

Heritage Centre

- A. CONTRACTOR will staff the site from 8 a.m. through 5 p.m. The full-time Site Coordinator for the Heritage Centre will be at the site for the entire workday.
- B. To provide continuous supervision for the children at the Heritage Centre, CONTRACTOR will have one (1) full-time Site Coordinator dedicated to the Heritage Centre on site from 8:00 a.m. to 5:00 p.m. every COUNTY workday, with a one (1) hour lunch. This lunch period will be covered by a Child Care Site Aide, a part-time position that does not require

a lunch period. This position will normally work from 10 a.m. to 3 p.m. to provide additional child care during the busiest times of the day.

West Fresno Regional Center

- A. CONTRACTOR will staff the site from 8 a.m. through 5 p.m. The full-time Site Coordinator for the West Fresno Regional Center will be at the site for the entire workday.
- B. To provide continuous supervision for the children at the West Fresno Regional Center, CONTRACTOR will have one (1) full-time Site Coordinator dedicated to the West Fresno Regional Center on site from 8:00 a.m. to 5:00 p.m. every COUNTY workday, with a one (1) hour lunch. This lunch period will be covered by a Child Care Site Aide, a part-time position that does not require a lunch period. This position will normally work hours from 10 a.m. to 3 p.m. to provide additional child care during the busiest times of the day.

Both Locations

- A. The Project Coordinator that oversees all of the program's services will spend most of his or her time supervising the children at both SCR locations. The Project Coordinator will be flexible in scheduling depending on which site needs more coverage at that time.
- B. CONTRACTOR will also track attendance using a new online system. This will allow the CONTRACTOR's Project Coordinator and Site Coordinators to plan for maximum coverage based on needs of the SCR customers.

Bilingual Staffing

CONTRACTOR's Site Coordinators are to be selected with special attention to the ability to speak Spanish in addition to other qualifications. Site Coordinators are the individuals who are at the sites, providing service all day. CONTRACTOR positions will have qualified, Spanish-speaking individuals to ensure the majority of all parents are served and provided with satisfactory communication from the staff providing child care.

Health & Safety

CONTRACTOR agrees to ensure the following regarding health and safety:

- a) Every child will be provided with appropriate care and supervision, with consideration of their age, special needs and accommodations.
- b) At no point will a child be left unattended in the SCR.
- c) Every child will be released to the identified parent/guardian who he/she arrived with.
- d) Every child will be provided with care and supervision until they are retrieved by their parent/guardian, even if a child is not retrieved by the SCR closing time.
- e) The SCR will provide a clean, hygienic environment at all times.
- f) All suspicions of child abuse or neglect will be reported.

Additional Child Abuse Reporting Guidelines

CONTRACTOR will ensure all CONTRACTOR's employees, consultants, subcontractors or agents performing services under this Agreement shall report all known or suspected child abuse or neglect to a child protective agency as defined in Penal Code section 11165.9.

This procedure shall include:

- A requirement that all CONTRACTOR's employees, consultants, subcontractors or agents performing services shall sign a statement that he or she knows of and will comply with the reporting requirements as defined in Penal Code section 11166(a), identified in Exhibit C.
- Establishing procedures to ensure reporting even when employees, consultants, subcontractors, or agents who are not required to report child abuse under Penal Code section 11166(a), gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect.

Additional Safety Measurement Guidelines

CONTRACTOR shall develop systems and procedures, subject to approval of the COUNTY's DBH and DPH Directors, or their respective designees, for assuring children and their parents/guardians are appropriately identified during the time the child is in the SCR. Such procedures will include, at a minimum: positive identification of the parent/guardian at the time of the child's arrival and confirmation of identity and authority when the child is retrieved and procedures for assuring adequate supplies are made available by parents for the child, such as diapers, baby seats and special care instructions.

CONTRACTOR will ensure all of CONTRACTOR's employees providing services in the Supervised Children's Room shall undergo a criminal history investigation and clearance, which shall include fingerprinting. Such investigation and clearance shall be to the satisfaction of the COUNTY's DBH and DPH Directors, or their respective designees, before any such persons may perform any services in the Supervised Children's Rooms. CONTRACTOR shall also obtain from each of its employees his or her legally authorized written consent for the COUNTY's DBH and/or DPH Directors, or their respective designees, to obtain the results of any criminal history investigation and clearance conducted herein.

Staff Training

CONTRACTOR's staff will be trained in the following: CPR, Automatic Electronic Defibrillators (AED), and Basic First Aid Training for adults, children, and infants. All staff members at each site will be trained in the preceding health and safety topics. Prior to beginning work at the sites, staff will be trained in Health Insurance Portability and Accountability Act (HIPAA) protocols and Mandated Reporter Training. Additional health and safety training will be provided as available. Cultural competency training will be added to the program during fiscal year 2020-2021. Also, CONTRACTOR will seek opportunities to bring training from its preschool and afterschool programs to the supervised child care sites. When scheduling permits, supervised child care staff will be invited to attend these trainings. When scheduling does not permit, staff from CONTRACTOR's other childhood educational programs will provide training sessions at the supervised child care sites to maximize the skills of the staff at these sites while assuring coverage for COUNTY clients.

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

Location of Services

The physical space provided to the CONTRACTOR for the SCRs located on COUNTY property shall include electricity, telephone service (restricted to the 559 area code), routine security and janitorial service, all of which will be provided by the COUNTY commensurate with the level and quality of such services provided to the COUNTY Heritage Centre and West Fresno Regional Center.

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2020-2021 | 07/01/2020 - 06/30/2021

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.01	750		\$ 750
1102	Project Coordinator	0.75		28,236	28,236
1103	Childcare Site Coordinator	2.00		62,920	62,920
1104	Childcare Site Aide	0.60		18,233	18,233
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.36	\$ 750	\$ 109,389	\$ 110,139
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 30	\$ 3,647.00	\$ 3,677
1202	Worker's Compensation		\$ 6	\$ 887.00	893
1203	Health Insurance		\$ 120	\$ 14,585.00	14,705
1204	Other (Specify)				-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 156	\$ 19,119	\$ 19,275
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 47	\$ 6,783.00	\$ 6,830
1302	FICA/MEDICARE		\$ 11	\$ 1,587.00	1,598
1303	SUI		\$ 278	\$ 946	1,224
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 335	\$ 9,316	\$ 9,651
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 1,241	\$ 137,824	\$ 139,065

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 384
3002	Printing/Postage	150
3003	Office, Household & Program Supplies	1,800
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	250
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	480
3010	Food	2,000
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,064

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other: PM Laptop	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 16,701.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 16,826

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	\$ 2,250
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 2,250

TOTAL PROGRAM EXPENSES		\$ 163,205
-------------------------------	--	-------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports	MHSA - Supervised Child Care	\$ 163,205
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 163,205

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:			\$ 163,205
---------------------------------------	--	--	-------------------

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2020-2021 | 07/01/2020 - 06/30/2021 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		139,065	
Employee Salaries		110,139	
1101	Data Analyst/Performance Analyst	750	Data Analyst/Performance Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to develop the new digital tools the sites will use. These tools include an online attendance system, which will have the added capacity to track referrals for the family if they are interested. The data analyst will also develop and assist the project coordinator in monitoring the customer satisfaction surveys families complete after receiving services.
1102	Project Coordinator	28,236	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	62,920	The Childcare Site Coordinator will be the FT staff member assigned to one of the sites. The site coordinator will be responsible for overseeing the PT staff aide at the site and also ensuring the project coordinator's instructions and recommendations are carried out. A consistent FT site coordinator will help the sites build rapport with returning families.
1104	Childcare Site Aide	18,233	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		19,275	
1201	Retirement	3,677	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	893	Worker's Compensation Insurance
1203	Health Insurance	14,705	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		9,651	
1301	OASDI	6,830	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	1,598	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,224	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,064	
3001	Telecommunications	384	Cellphone service based on the FTE of the project coordinator. By providing the project coordinator with program funded cell service, the project coordinator will be able to more quickly respond to the needs of site coordinators, DPH/DBH staff, and RAB senior management.
3002	Printing/Postage	150	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	1,800	Program supplies are usually games, paper, crayons, markers, etc for the kids.
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	250	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	480	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	2,000	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other: PM Laptop	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	
5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	
6000: ADMINISTRATIVE EXPENSES		16,826	
6001	Administrative Overhead	16,701	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added per DBH at 2,289 dollars.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	125	A partial allocation of insurance policy costs based on the size of this program and the total costs of all of RAB's programs.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS		2,250	
7001	Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	2,250	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data. Customer satisfaction surveys will be generated using this software provider as well. During the first fiscal year, two tablets (one for each site) will also be purchased for attendance, customer surveys, etc.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 163,205

**Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2021-2022 | 07/01/2021 - 06/30/2022**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.01	200		\$ 200
1102	Project Coordinator	0.75		28,470	28,470
1103	Childcare Site Coordinator	2.00		63,057	63,057
1104	Childcare Site Aide	0.60		18,720	18,720
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.36	\$ 200	\$ 110,247	\$ 110,447
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 8	\$ 3,662.00	\$ 3,670
1202	Worker's Compensation		\$ 2	\$ 893.00	895
1203	Health Insurance		\$ 32	\$ 14,645.00	14,677
1204	Other (Specify)				-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 42	\$ 19,200	\$ 19,242
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 12	\$ 6,836.00	\$ 6,848
1302	FICA/MEDICARE		\$ 3	\$ 1,599.00	1,602
1303	SUI		\$ 278	\$ 946	1,224
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 293	\$ 9,381	\$ 9,674
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 534	\$ 138,828	\$ 139,363

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 384
3002	Printing/Postage	150
3003	Office, Household & Program Supplies	1,800
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	250
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	480
3010	Food	2,000
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,064

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 16,727.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 16,852

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 1,725
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 1,725

TOTAL PROGRAM EXPENSES		\$ 163,004
-------------------------------	--	-------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ (0)
REALIGNMENT TOTAL		\$ (0)

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports	MHSA - Supervised Child Care	\$ 163,004
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 163,004

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:			\$ 163,004
---------------------------------------	--	--	-------------------

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2021-2022 | 07/01/2021 - 06/30/2022 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		139,363	
Employee Salaries		110,447	
1101	Data Analyst/Performance Analyst	200	Data Analyst/Performance Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to develop the new digital tools the sites will use. These tools include an online attendance system, which will have the added capacity to track referrals for the family if they are interested. The data analyst will also develop and assist the project coordinator in monitoring the customer satisfaction surveys families complete after receiving services.
1102	Project Coordinator	28,470	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	63,057	The Childcare Site Coordinator will be the FT staff member assigned to one of the sites. The site coordinator will be responsible for overseeing the PT staff aide at the site and also ensuring the project coordinator's instructions and recommendations are carried out. A consistent FT site coordinator will help the sites build rapport with returning families.
1104	Childcare Site Aide	18,720	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		19,242	
1201	Retirement	3,670	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	895	Worker's Compensation Insurance
1203	Health Insurance	14,677	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		9,674	
1301	OASDI	6,848	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	1,602	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,224	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,064	
3001	Telecommunications	384	Cellphone service based on the FTE of the project coordinator. By providing the project coordinator with program funded cell service, the project coordinator will be able to more quickly respond to the needs of site coordinators, DPH/DBH staff, and RAB senior management.
3002	Printing/Postage	150	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	1,800	Program supplies are usually games, paper, crayons, markers, etc for the kids.
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	250	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	480	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	2,000	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		16,852	
6001	Administrative Overhead	16,727	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added per DBH at 2,285 dollars.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	125	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS			1,725	
	7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	1,725	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data. Customer satisfaction surveys will be generated using this software provider as well.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (Specify)	-	
	7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 163,004

**Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2022-2023 | 07/01/2022 - 06/30/2023**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.01	113		\$ 113
1102	Project Coordinator	0.75		28,470	28,470
1103	Childcare Site Coordinator	2.00		64,480	64,480
1104	Childcare Site Aide	0.60		19,032	19,032
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.36	\$ 113	\$ 111,982	\$ 112,095
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 5	\$ 3,718.00	\$ 3,723
1202	Worker's Compensation		\$ 1	\$ 908.00	909
1203	Health Insurance		\$ 18	\$ 14,872.00	14,890
1204	Other (Specify)		\$ -	\$ -	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 24	\$ 19,498	\$ 19,522
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 7	\$ 6,943.00	\$ 6,950
1302	FICA/MEDICARE		\$ 2	\$ 1,624.00	1,626
1303	SUI		\$ 278	\$ 946	1,224
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 286	\$ 9,513.40	\$ 9,799.59
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 423	\$ 140,993	\$ 141,416

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 384
3002	Printing/Postage	150
3003	Office, Household & Program Supplies	1,800
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	250
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	480
3010	Food	2,000
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,064

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount

5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 16,987.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 17,112

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 1,725
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 1,725

TOTAL PROGRAM EXPENSES		\$ 165,317
-------------------------------	--	-------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports	MHSA - Supervised Child Care	\$ 165,317
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 165,317

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 165,317
---------------------------------------	-------------------

NET PROGRAM COST:	\$ -
--------------------------	-------------

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2022-2023 | 07/01/2022 - 06/30/2023 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		141,416	
Employee Salaries		112,095	
1101	Data Analyst/Performance Analyst	113	Data Analyst/Performance Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to develop the new digital tools the sites will use. These tools include an online attendance system, which will have the added capacity to track referrals for the family if they are interested. The data analyst will also develop and assist the project coordinator in monitoring the customer satisfaction surveys families complete after receiving services.
1102	Project Coordinator	28,470	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	64,480	The Childcare Site Coordinator will be the FT staff member assigned to one of the sites. The site coordinator will be responsible for overseeing the PT staff aide at the site and also ensuring the project coordinator's instructions and recommendations are carried out. A consistent FT site coordinator will help the sites build rapport with returning families.
1104	Childcare Site Aide	19,032	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		19,522	
1201	Retirement	3,723	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	909	Worker's Compensation Insurance
1203	Health Insurance	14,890	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		9,800	
1301	OASDI	6,950	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	1,626	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,224	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,064	
3001	Telecommunications	384	Cellphone service based on the FTE of the project coordinator. By providing the project coordinator with program funded cell service, the project coordinator will be able to more quickly respond to the needs of site coordinators, DPH/DBH staff, and RAB senior management.
3002	Printing/Postage	150	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	1,800	Program supplies are usually games, paper, crayons, markers, etc for the kids.
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	250	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	480	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	2,000	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		17,112	
6001	Administrative Overhead	16,987	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added per DBH at 2,339 dollars.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	125	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS			1,725	
	7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	1,725	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data. Customer satisfaction surveys will be generated using this software provider as well.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (Specify)	-	
	7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 165,317

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2023-2024 | 07/01/2023 - 06/30/2024

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.01	100		\$ 100
1102	Project Coordinator	0.75		29,110	29,110
1103	Childcare Site Coordinator	2.00		65,141	65,141
1104	Childcare Site Aide	0.60		19,344	19,344
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.36	\$ 100	\$ 113,595	\$ 113,695
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 4	\$ 3,771.00	\$ 3,775
1202	Worker's Compensation		\$ 1	\$ 921.00	922
1203	Health Insurance		\$ 16	\$ 15,081.00	15,097
1204	Other (Specify)		\$ -	-	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 21	\$ 19,773	\$ 19,794
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 6	\$ 7,043.00	\$ 7,049
1302	FICA/MEDICARE		\$ 1	\$ 1,648.00	1,649
1303	SUI		\$ 278	\$ 946	1,224
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 285	\$ 9,637	\$ 9,923
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 406	\$ 143,005	\$ 143,411

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 384
3002	Printing/Postage	150
3003	Office, Household & Program Supplies	1,800
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	250
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	480
3010	Food	2,000
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,064

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 17,297.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 17,422

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 1,800
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 1,800

TOTAL PROGRAM EXPENSES		\$ 167,697
-------------------------------	--	-------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports	MHSA - Supervised Child Care	\$ 167,697
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 167,697

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:			\$ 167,697
---------------------------------------	--	--	-------------------

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2023-2024 | 07/01/2023 - 06/30/2024 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		143,411	
Employee Salaries		113,695	
1101	Data Analyst/Performance Analyst	100	Data Analyst/Performance Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to develop the new digital tools the sites will use. These tools include an online attendance system, which will have the added capacity to track referrals for the family if they are interested. The data analyst will also develop and assist the project coordinator in monitoring the customer satisfaction surveys families complete after receiving services.
1102	Project Coordinator	29,110	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	65,141	The Childcare Site Coordinator will be the FT staff member assigned to one of the sites. The site coordinator will be responsible for overseeing the PT staff aide at the site and also ensuring the project coordinator's instructions and recommendations are carried out. A consistent FT site coordinator will help the sites build rapport with returning families.
1104	Childcare Site Aide	19,344	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		19,794	
1201	Retirement	3,775	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	922	Worker's Compensation Insurance
1203	Health Insurance	15,097	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		9,923	
1301	OASDI	7,049	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	1,649	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,224	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,064	
3001	Telecommunications	384	Cellphone service based on the FTE of the project coordinator. By providing the project coordinator with program funded cell service, the project coordinator will be able to more quickly respond to the needs of site coordinators, DPH/DBH staff, and RAB senior management.
3002	Printing/Postage	150	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	1,800	Program supplies are usually games, paper, crayons, markers, etc for the kids.
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	250	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	480	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	2,000	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		17,422	
6001	Administrative Overhead	17,297	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added per DBH at 2,450 dollars.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	125	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS			1,800	
	7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	1,800	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data. Customer satisfaction surveys will be generated using this software provider as well.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (Specify)	-	
	7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 167,697

**Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2024-2025 | 07/01/2024 - 06/30/2025**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.01	100		\$ 100
1102	Project Coordinator	0.75		29,446	29,446
1103	Childcare Site Coordinator	2.00		66,144	66,144
1104	Childcare Site Aide	0.60		19,656	19,656
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.36	\$ 100	\$ 115,246	\$ 115,346
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 4	\$ 3,824.00	\$ 3,828
1202	Worker's Compensation		\$ 1	\$ 934.00	935
1203	Health Insurance		\$ 16	\$ 15,295.00	15,311
1204	Other (Specify)		\$ -	\$ -	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 21	\$ 20,053	\$ 20,074
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 6	\$ 7,146.00	\$ 7,152
1302	FICA/MEDICARE		\$ 1	\$ 1,672.00	1,673
1303	SUI		\$ 278	\$ 946	1,224
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 285	\$ 9,764	\$ 10,050
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 406	\$ 145,064	\$ 145,470

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 384
3002	Printing/Postage	150
3003	Office, Household & Program Supplies	1,800
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	250
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	480
3010	Other: Food	2,000
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,064

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 17,461.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 17,586

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 1,800
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 1,800

TOTAL PROGRAM EXPENSES		\$ 169,920
-------------------------------	--	-------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ (0)
REALIGNMENT TOTAL		\$ (0)

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports	MHSA - Supervised Child Care	\$ 169,920
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 169,920

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:			\$ 169,920
---------------------------------------	--	--	-------------------

Supervised Childcare Services
Reading and Beyond | DBH Budget
FY 2024-2025 | 07/01/2024 - 06/30/2025 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		145,470	
Employee Salaries		115,346	
1101	Data Analyst/Performance Analyst	100	Data Analyst/Performance Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to develop the new digital tools the sites will use. These tools include an online attendance system, which will have the added capacity to track referrals for the family if they are interested. The data analyst will also develop and assist the project coordinator in monitoring the customer satisfaction surveys families complete after receiving services.
1102	Project Coordinator	29,446	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	66,144	The Childcare Site Coordinator will be the FT staff member assigned to one of the sites. The site coordinator will be responsible for overseeing the PT staff aide at the site and also ensuring the project coordinator's instructions and recommendations are carried out. A consistent FT site coordinator will help the sites build rapport with returning families.
1104	Childcare Site Aide	19,656	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		20,074	
1201	Retirement	3,828	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	935	Worker's Compensation Insurance
1203	Health Insurance	15,311	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		10,050	
1301	OASDI	7,152	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	1,673	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,224	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,064	
3001	Telecommunications	384	Cellphone service based on the FTE of the project coordinator. By providing the project coordinator with program funded cell service, the project coordinator will be able to more quickly respond to the needs of site coordinators, DPH/DBH staff, and RAB senior management.
3002	Printing/Postage	150	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	1,800	Program supplies are usually games, paper, crayons, markers, etc for the kids.
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	250	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other: Livescan, TB Test, Background Check	480	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Other: Food	2,000	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		17,586	
6001	Administrative Overhead	17,461	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added per DBH at 2,408 dollars.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	125	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS			1,800	
	7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	1,800	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data. Customer satisfaction surveys will be generated using this software provider as well.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (Specify)	-	
	7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 169,920

DBH Budget (7/1/2020 to 6/30/2025)	FY1	FY2	FY3	FY4	FY5
Employee Salaries & Benefits Expense Category					
Employee Salaries					
Data Analyst/Performance Analyst	\$750	\$200	\$113	\$100	\$100
Project Coordinator	\$28,236	\$28,470	\$28,470	\$29,110	\$29,446
Childcare Site Coordinator	\$62,920	\$63,057	\$64,480	\$65,141	\$66,144
Childcare Site Aide	\$18,233	\$18,720	\$19,032	\$19,344	\$19,656
Employee Salaries Total	\$110,139	\$110,447	\$112,095	\$113,695	\$115,346
Employee Benefits					
Retirement	\$3,677	\$3,670	\$3,723	\$3,775	\$3,828
Worker's Compensation	\$893	\$895	\$909	\$922	\$935
Health Insurance	\$14,705	\$14,677	\$14,890	\$15,097	\$15,311
Accrued Time Off	\$0	\$0	\$0	\$0	\$0
Employee Benefits Total	\$19,275	\$19,242	\$19,522	\$19,794	\$20,074
Payroll Taxes & Expenses					
OASDI	\$6,830	\$6,848	\$6,950	\$7,049	\$7,152
FICA/MEDICARE	\$1,598	\$1,602	\$1,626	\$1,649	\$1,673
SUI	\$1,224	\$1,224	\$1,224	\$1,224	\$1,224
Payroll Taxes & Expenses Total	\$9,651	\$9,674	\$9,800	\$9,923	\$10,050
Employee Salaries & Benefits Expense Category Total	\$139,065	\$139,363	\$141,416	\$143,411	\$145,470
Operating Expenses Category					
Telecommunications	\$384	\$384	\$384	\$384	\$384
Printing/Postage	\$150	\$150	\$150	\$150	\$150
Office, Household & Program Supplies	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
Staff Mileage	\$250	\$250	\$250	\$250	\$250
Livescan, TB Test, Background Check	\$480	\$480	\$480	\$480	\$480
Food	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Operating Expenses Category Total	\$5,064	\$5,064	\$5,064	\$5,064	\$5,064
Administrative Expense Category					
Administrative Overhead	\$16,701	\$16,727	\$16,987	\$17,297	\$17,461
Insurance (Specify): General, Auto., Cyber	\$125	\$125	\$125	\$125	\$125
Administrative Expense Category Total	\$16,826	\$16,852	\$17,112	\$17,422	\$17,586
Fixed Assets Expense Category					
Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	\$2,250	\$1,725	\$1,725	\$1,725	\$1,800
Fixed Assets Expense Category Total	\$2,250	\$1,725	\$1,725	\$1,725	\$1,800
Total Program Expenses	\$163,205	\$163,004	\$165,317	\$167,622	\$169,920

**Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2020-2021 | 07/01/2020 - 06/30/2021**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.00	-		\$ -
1102	Project Coordinator	0.05		1,882	1,882
1103	Childcare Site Coordinator	0.00		-	-
1104	Childcare Site Aide	0.46		13,874	13,874
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		0.51	\$ -	\$ 15,756	\$ 15,756
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ -	\$ 75.00	\$ 75
1202	Worker's Compensation		\$ -	\$ 128.00	128
1203	Health Insurance		\$ -	\$ 300.00	300
1204	Other (Specify)		\$ -	\$ -	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ -	\$ 503	\$ 503
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ 976.00	\$ 976
1302	FICA/MEDICARE		\$ -	\$ 228.00	228
1303	SUI		\$ -	\$ 167	167
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ -	\$ 1,371	\$ 1,371
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ -	\$ 17,630	\$ 17,630

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ -
3002	Printing/Postage	25
3003	Office, Household & Program Supplies	-
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	25
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	60
3010	Food	250
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 360

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other: PM Laptop	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 1,845.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 1,845

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	\$ 250
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 250

TOTAL PROGRAM EXPENSES		\$ 20,085
-------------------------------	--	------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DPH Funding Source	20,085
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ 20,085

TOTAL PROGRAM FUNDING SOURCES:			\$ 20,085
---------------------------------------	--	--	------------------

Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2020-2021 | 07/01/2020 - 06/30/2021 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		17,630	
Employee Salaries		15,756	
1101	Data Analyst/Performance Analyst	-	
1102	Project Coordinator	1,882	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	-	
1104	Childcare Site Aide	13,874	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		503	
1201	Retirement	75	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies. FT employees are eligible.
1202	Worker's Compensation	128	Worker's Compensation Insurance
1203	Health Insurance	300	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		1,371	
1301	OASDI	976	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	228	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	167	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		360	
3001	Telecommunications	-	
3002	Printing/Postage	25	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	-	
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	25	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	60	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	250	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other: PM Laptop	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
--------	-----------	-----	---

5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		1,845	
6001	Administrative Overhead	1,845	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added to Admin per DBH in the amount of \$47
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		250	
7001	Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	250	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 20,085

Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2021-2022 | 07/01/2021 - 06/30/2022

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.00			\$ -
1102	Project Coordinator	0.05		1,901	1,901
1103	Childcare Site Coordinator	0.00		-	-
1104	Childcare Site Aide	0.46		14,352	14,352
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		0.51	\$ -	\$ 16,253	\$ 16,253
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ -	\$ 76.00	\$ 76
1202	Worker's Compensation		\$ -	\$ 132.00	132
1203	Health Insurance		\$ -	\$ 304.00	304
1204	Other (Specify)		\$ -	\$ -	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ -	\$ 512	\$ 512
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ 1,008.00	\$ 1,008
1302	FICA/MEDICARE		\$ -	\$ 236.00	236
1303	SUI		\$ -	\$ 167	167
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ -	\$ 1,411	\$ 1,411
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ -	\$ 18,176	\$ 18,176

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ -
3002	Printing/Postage	\$ 25
3003	Office, Household & Program Supplies	\$ -
3004	Advertising	\$ -
3005	Staff Development & Training	\$ -
3006	Staff Mileage	\$ 25
3007	Subscriptions & Memberships	\$ -
3008	Vehicle Maintenance	\$ -
3009	Livescan, TB Test, Background Check	\$ 60
3010	Food	\$ 250
3011	Other (Specify)	\$ -
3012	Other (Specify)	\$ -
OPERATING EXPENSES TOTAL:		\$ 360

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 1,901.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 1,901

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s)]	\$ 250
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 250

TOTAL PROGRAM EXPENSES		\$ 20,687
-------------------------------	--	------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DPH Funding Source	20,687
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ 20,687

TOTAL PROGRAM FUNDING SOURCES:			\$ 20,687
---------------------------------------	--	--	------------------

Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2021-2022 | 07/01/2021 - 06/30/2022 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		18,176	
Employee Salaries		16,253	
1101	Data Analyst/Performance Analyst	-	
1102	Project Coordinator	1,901	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	-	
1104	Childcare Site Aide	14,352	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		512	
1201	Retirement	76	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies. FT employees are eligible.
1202	Worker's Compensation	132	Worker's Compensation Insurance
1203	Health Insurance	304	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		1,411	
1301	OASDI	1,008	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	236	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	167	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		360	
3001	Telecommunications	-	
3002	Printing/Postage	25	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	-	
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	25	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	60	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	250	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		1,901	
6001	Administrative Overhead	1,901	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added to Admin per DBH in the amount of \$48
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		250	
7001	Computer Equipment & Software: Apricot Software [License for Site(s)]	250	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 20,687

**Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2022-2023 | 07/01/2022 - 06/30/2023**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.00	-	-	\$ -
1102	Project Coordinator	0.05	-	1,929	1,929
1103	Childcare Site Coordinator	0.00	-	-	-
1104	Childcare Site Aide	0.46	-	14,820	14,820
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		0.51	\$ -	\$ 16,749	\$ 16,749
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ -	\$ 77.00	\$ 77
1202	Worker's Compensation		\$ -	\$ 136.00	136
1203	Health Insurance		\$ -	\$ 308.00	308
1204	Other (Specify)		\$ -		-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ -	\$ 521	\$ 521
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ 1,038.00	\$ 1,038
1302	FICA/MEDICARE		\$ -	\$ 243.00	243
1303	SUI		\$ -	\$ 167	167
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ -	\$ 1,448.00	\$ 1,448.00
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ -	\$ 18,718	\$ 18,718

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ -
3002	Printing/Postage	25
3003	Office, Household & Program Supplies	-
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	25
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	60
3010	Food	250
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 360

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 1,955.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 1,955

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 275
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 275

TOTAL PROGRAM EXPENSES		\$ 21,308
-------------------------------	--	------------------

PROGRAM FUNDING SOURCES				
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -
8100 - SUBSTANCE USE DISORDER FUNDS				
Acct #	Line Item Description			Amount
8101	Drug Medi-Cal			\$ -
8102	SABG			\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL				\$ -
8200 - REALIGNMENT				
Acct #	Line Item Description			Amount
8201	Realignment			\$ 0
REALIGNMENT TOTAL				\$ 0
8300 - MENTAL HEALTH SERVICE ACT (MHSA)				
Acct #	MHSA Component	MHSA Program Name		Amount
8301	CSS - Community Services & Supports			\$ -
8302	PEI - Prevention & Early Intervention			-
8303	INN - Innovations			-
8304	WET - Workforce Education & Training			-
8305	CFTN - Capital Facilities & Technology			-
MHSA TOTAL				\$ -
8400 - OTHER REVENUE				
Acct #	Line Item Description			Amount
8401	Client Fees			\$ -
8402	Client Insurance			-
8403	DPH Funding Source			21,308
8404	Other (Specify)			-
8405	Other (Specify)			-
OTHER REVENUE TOTAL				\$ 21,308
TOTAL PROGRAM FUNDING SOURCES:				\$ 21,308

**Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2022-2023 | 07/01/2022 - 06/30/2023 Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		18,718	
Employee Salaries		16,749	
1101	Data Analyst/Performance Analyst	-	
1102	Project Coordinator	1,929	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	-	
1104	Childcare Site Aide	14,820	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		521	
1201	Retirement	77	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies. FT employees are eligible.
1202	Worker's Compensation	136	Worker's Compensation Insurance
1203	Health Insurance	308	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		1,448	
1301	OASDI	1,038	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	243	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	167	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		360	
3001	Telecommunications	-	
3002	Printing/Postage	25	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	-	
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	25	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	60	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	250	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		1,955	
6001	Administrative Overhead	1,955	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added to Admin per DBH in the amount of \$48
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		275	
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	275	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 21,308

**Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2023-2024 | 07/01/2023 - 06/30/2024**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.00	-		\$ -
1102	Project Coordinator	0.05		1,953	1,953
1103	Childcare Site Coordinator	0.00		-	-
1104	Childcare Site Aide	0.46		14,947	14,947
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		0.51	\$ -	\$ 16,900	\$ 16,900
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ -	\$ 78.00	\$ 78
1202	Worker's Compensation		\$ -	\$ 137.00	137
1203	Health Insurance		\$ -	\$ 313.00	313
1204	Other (Specify)		\$ -		-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ -	\$ 528	\$ 528
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ 1,048.00	\$ 1,048
1302	FICA/MEDICARE		\$ -	\$ 245.00	245
1303	SUI		\$ -	\$ 167	167
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ -	\$ 1,460	\$ 1,460
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ -	\$ 18,889	\$ 18,889

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ -
3002	Printing/Postage	25
3003	Office, Household & Program Supplies	-
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	25
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	60
3010	Food	250
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 360

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 1,973.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 1,973

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 275
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 275

TOTAL PROGRAM EXPENSES		\$ 21,497
-------------------------------	--	------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ (0)
REALIGNMENT TOTAL		\$ (0)

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DPH Funding Source	21,497
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ 21,497

TOTAL PROGRAM FUNDING SOURCES:			\$ 21,497
---------------------------------------	--	--	------------------

Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2023-2024 | 07/01/2023 - 06/30/2024 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		18,889	
Employee Salaries		16,900	
1101	Data Analyst/Performance Analyst	-	
1102	Project Coordinator	1,953	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	-	
1104	Childcare Site Aide	14,947	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		528	
1201	Retirement	78	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies. FT employees are eligible.
1202	Worker's Compensation	137	Worker's Compensation Insurance
1203	Health Insurance	313	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		1,460	
1301	OASDI	1,048	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	245	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	167	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		360	
3001	Telecommunications	-	
3002	Printing/Postage	25	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	-	
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	25	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	60	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	250	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		1,973	
6001	Administrative Overhead	1,973	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added to Admin per DBH in the amount of \$49
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		275	
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	275	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 21,497

**Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2024-2025 | 07/01/2024 - 06/30/2025**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Data Analyst/Performance Analyst	0.00	-	-	\$ -
1102	Project Coordinator	0.05	-	2,110	2,110
1103	Childcare Site Coordinator	0.00	-	-	-
1104	Childcare Site Aide	0.46	-	15,588	15,588
1105			-	-	-
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		0.51	\$ -	\$ 17,698	\$ 17,698
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ -	\$ 84.00	\$ 84
1202	Worker's Compensation		\$ -	\$ 143.00	143
1203	Health Insurance		\$ -	\$ 337.00	337
1204	Other (Specify)		\$ -	-	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ -	\$ 564	\$ 564
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ 1,097.00	\$ 1,097
1302	FICA/MEDICARE		\$ -	\$ 257.00	257
1303	SUI		\$ -	\$ 167	167
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ -	\$ 1,521	\$ 1,521
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ -	\$ 19,784	\$ 19,784

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ -
3002	Printing/Postage	35
3003	Office, Household & Program Supplies	-
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	36
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Livescan, TB Test, Background Check	75
3010	Food	300
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 446

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ -

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ -

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 2,076.00
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto., Cyber	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 2,076

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	\$ 300
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 300

TOTAL PROGRAM EXPENSES		\$ 22,606
-------------------------------	--	------------------

PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ (0)
REALIGNMENT TOTAL		\$ (0)

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DPH Funding Source	22,606
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ 22,606

TOTAL PROGRAM FUNDING SOURCES:			\$ 22,606
---------------------------------------	--	--	------------------

Supervised Childcare Services
Reading and Beyond | DPH Budget
FY 2024-2025 | 07/01/2024 - 06/30/2025 Budget Narrative

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		19,784	
Employee Salaries		17,698	
1101	Data Analyst/Performance Analyst	-	
1102	Project Coordinator	2,110	Project Coordinator: RAB will allocate a project coordinator to this program. The project coordinator will be responsible for the supervision of all program staff, including the site coordinator and part-time staff. The project coordinator will also be available to meet with DBH/DPH staff in order to ensure that the sites are assisting the departments in satisfactorily serving the departments' clients. The project coordinator will also be allocating most of his or her time to direct service by supervising children at either of the sites.
1103	Childcare Site Coordinator	-	
1104	Childcare Site Aide	15,588	The PT site aide will be allocated to either site depending on site needs. PT staff will work during hours where the sites are expected to be busier or when the departments have requested extra coverage.
1105	0	-	
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		564	
1201	Retirement	84	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies. FT employees are eligible.
1202	Worker's Compensation	143	Worker's Compensation Insurance
1203	Health Insurance	337	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		1,521	
1301	OASDI	1,097	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	257	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	167	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (Specify)	-	
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		446	
3001	Telecommunications	-	
3002	Printing/Postage	35	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst/performance and project coordinator.
3003	Office, Household & Program Supplies	-	
3004	Advertising	-	
3005	Staff Development & Training	-	Training will be provided in-house by Project Coordinator expensed under their salary at Zero cost under this line item
3006	Staff Mileage	36	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst/performance analyst and project coordinator in support of the program. Examples of this type of travel include periodic visits to the staff at their sites and attending meetings with department analysts and managers. The project coordinator will also be responsible for transporting program supplies. The allocation for this category also represents staff travel to offices in order to ensure coverage, the project manager traveling to department sites and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Livescan, TB Test, Background Check	75	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Food	300	Nutritious snacks and clean water will be provided to children at the sites. This will lead to increased customer satisfaction and ensure children and families wish to return to the sites.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		-	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5000: SPECIAL EXPENSES		-	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		2,076	
6001	Administrative Overhead	2,076	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees. Accrued time off added to Admin per DBH in the amount of \$53
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto., Cyber	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		300	
7001	Computer Equipment & Software: Apricot Software [License for Site(s) and PC]	300	RAB will purchase three licenses from Social Solutions (Apricot) in order for one login per site to track attendance and referrals and also for the project coordinator to oversee the program's data.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 22,606

DPH Budget (7/1/2020 to 6/30/2025)	FY1	FY2	FY3	FY4	FY5
Employee Salaries & Benefits Expense Category					
Employee Salaries					
Data Analyst/Performance Analyst	\$0	\$0	\$0	\$0	\$0
Project Coordinator	\$1,882	\$1,901	\$1,929	\$1,953	\$2,110
Childcare Site Coordinator	\$0	\$0	\$0	\$0	\$0
Childcare Site Aide	\$13,874	\$14,352	\$14,820	\$14,947	\$15,588
Employee Salaries Total	\$15,756	\$16,253	\$16,749	\$16,900	\$17,698
Employee Benefits					
Retirement	\$75	\$76	\$77	\$78	\$84
Worker's Compensation	\$128	\$132	\$136	\$137	\$143
Health Insurance	\$300	\$304	\$308	\$313	\$337
Accrued Time Off	\$0	\$0	\$0	\$0	\$0
Employee Benefits Total	\$503	\$512	\$521	\$528	\$564
Payroll Taxes & Expenses					
OASDI	\$976	\$1,008	\$1,038	\$1,048	\$1,097
FICA/MEDICARE	\$228	\$236	\$243	\$245	\$257
SUI	\$167	\$167	\$167	\$167	\$167
Payroll Taxes & Expenses Total	\$1,371	\$1,411	\$1,448	\$1,460	\$1,521
Employee Salaries & Benefits Expense Category Total	\$17,630	\$18,176	\$18,718	\$18,889	\$19,784
Operating Expenses Category					
Telecommunications	\$0	\$0	\$0	\$0	\$0
Printing/Postage	\$25	\$25	\$25	\$25	\$35
Office, Household & Program Supplies	\$0	\$0	\$0	\$0	\$0
Staff Mileage	\$25	\$25	\$25	\$25	\$36
Livescan, TB Test, Background Check	\$60	\$60	\$60	\$60	\$75
Food	\$250	\$250	\$250	\$250	\$300
Operating Expenses Category Total	\$360	\$360	\$360	\$360	\$446
Administrative Expense Category					
Administrative Overhead	\$1,845	\$1,901	\$1,955	\$1,973	\$2,076
Insurance (Specify): General, Auto., Cyber	\$0	\$0	\$0	\$0	\$0
Administrative Expense Category Total	\$1,845	\$1,901	\$1,955	\$1,973	\$2,076
Fixed Assets Expense Category					
Computer Equipment & Software: Apricot Software [Licenses] and 2 tablets	\$250	\$250	\$275	\$275	\$300
Fixed Assets Expense Category Total	\$250	\$250	\$275	\$275	\$300
Total Program Expenses	\$20,085	\$20,687	\$21,308	\$21,497	\$22,606

NOTICE OF CHILD ABUSE REPORTING LAW

The undersigned hereby acknowledges that Penal Code section 11166 and the contractual obligations between County of Fresno (COUNTY) and CONTRACTOR related to the provision of **Supervised Child Care Services**, require that the undersigned report all known or suspected child abuse or neglect to one or more of the agencies set forth in Penal Code (PC) section (§) 11165.9.

For purposes of the undersigned’s child abuse reporting requirements, “child abuse or neglect” includes physical injury inflicted by other than accidental means upon a child by another person, sexual abuse as defined in PC §11165.1, neglect as defined in PC §11165.2, willful cruelty or unjustifiable punishment as defined in PC §11165.3, and unlawful corporal punishment or injury as defined in PC §11165.4.

A child abuse report shall be made whenever the undersigned, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the undersigned knows or reasonably suspects has been the victim of child abuse or neglect. (PC §11166.) The child abuse report shall be made to any police department or sheriff’s department (not including a school district police or security department), or to any county welfare department, including Fresno County Department of Social Services’ 24 Hour CARELINE. (See PC §11165.9.)

For purposes of child abuse reporting, a “reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. The pregnancy of a child does not, in and of itself, constitute a basis for reasonable suspicion of sexual abuse. (PC §11166(a)(1).)

Substantial penalties may be imposed for failure to comply with these child abuse reporting requirements.

Further information and a copy of the law may be obtained from the department head or designee.

I have read and understand the above statement and agree to comply with the child abuse reporting requirements.

SIGNATURE _____ DATE _____

**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) (d) 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: _____

(Printed Name & Title)

(Name of Agency or Company)

DISCLOSURE OF OWNERSHIP AND CONTROL INTEREST STATEMENT

I. Identifying Information

Name of entity		D/B/A		
Address (number, street)		City	State	ZIP code
CLIA number	Taxpayer ID number (EIN)	Telephone number ()		

II. Answer the following questions by checking "Yes" or "No." If any of the questions are answered "Yes," list names and addresses of individuals or corporations under "Remarks" on page 2. Identify each item number to be continued.

- | | YES | NO |
|---|--------------------------|--------------------------|
| A. Are there any individuals or organizations having a direct or indirect ownership or control interest of five percent or more in the institution, organizations, or agency that have been convicted of a criminal offense related to the involvement of such persons or organizations in any of the programs established by Titles XVIII, XIX, or XX? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are there any directors, officers, agents, or managing employees of the institution, agency, or organization who have ever been convicted of a criminal offense related to their involvement in such programs established by Titles XVIII, XIX, or XX? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are there any individuals currently employed by the institution, agency, or organization in a managerial, accounting, auditing, or similar capacity who were employed by the institution's, organization's, or agency's fiscal intermediary or carrier within the previous 12 months? (Title XVIII providers only) | <input type="checkbox"/> | <input type="checkbox"/> |

III. A. List names, addresses for individuals, or the EIN for organizations having direct or indirect ownership or a controlling interest in the entity. (See instructions for definition of ownership and controlling interest.) List any additional names and addresses under "Remarks" on page 2. If more than one individual is reported and any of these persons are related to each other, this must be reported under "Remarks."

NAME	ADDRESS	EIN

- B. Type of entity: Sole proprietorship Partnership Corporation
 Unincorporated Associations Other (specify) _____

C. If the disclosing entity is a corporation, list names, addresses of the directors, and EINs for corporations under "Remarks."

- D. Are any owners of the disclosing entity also owners of other Medicare/Medicaid facilities? (Example: sole proprietor, partnership, or members of Board of Directors) If yes, list names, addresses of individuals, and provider numbers.

NAME	ADDRESS	PROVIDER NUMBER

YES NO

- IV. A. Has there been a change in ownership or control within the last year?
 If yes, give date. _____
- B. Do you anticipate any change of ownership or control within the year?.....
 If yes, when? _____
- C. Do you anticipate filing for bankruptcy within the year?.....
 If yes, when? _____
- V. Is the facility operated by a management company or leased in whole or part by another organization?.....
 If yes, give date of change in operations. _____

VI. Has there been a change in Administrator, Director of Nursing, or Medical Director within the last year?.....

VII. A. Is this facility chain affiliated?

(If yes, list name, address of corporation, and EIN.)

Name		EIN	
Address (number, name)	City	State	ZIP code

B. If the answer to question VII.A. is NO, was the facility ever affiliated with a chain?

(If yes, list name, address of corporation, and EIN.)

Name		EIN	
Address (number, name)	City	State	ZIP code

Whoever knowingly and willfully makes or causes to be made a false statement or representation of this statement, may be prosecuted under applicable federal or state laws. In addition, knowingly and willfully failing to fully and accurately disclose the information requested may result in denial of a request to participate or where the entity already participates, a termination of its agreement or contract with the agency, as appropriate.

Name of authorized representative (typed)	Title
Signature	Date

Remarks

Fresno County Mental Health Plan

Grievances

Fresno County Mental Health Plan (MHP) provides beneficiaries with a grievance and appeal process and an expedited appeal process to resolve grievances and disputes at the earliest and the lowest possible level.

Title 9 of the California Code of Regulations requires that the MHP and its fee-for-service providers give verbal and written information to Medi-Cal beneficiaries regarding the following:

- How to access specialty mental health services
- How to file a grievance about services
- How to file for a State Fair Hearing

The MHP has developed a Consumer Guide, a beneficiary rights poster, a grievance form, an appeal form, and Request for Change of Provider Form. All of these beneficiary materials must be posted in prominent locations where Medi-Cal beneficiaries receive outpatient specialty mental health services, including the waiting rooms of providers' offices of service.

Please note that all fee-for-service providers and contract agencies are required to give their clients copies of all current beneficiary information annually at the time their treatment plans are updated and at intake.

Beneficiaries have the right to use the grievance and/or appeal process without any penalty, change in mental health services, or any form of retaliation. All Medi-Cal beneficiaries can file an appeal or state hearing.

Grievances and appeals forms and self-addressed envelopes must be available for beneficiaries to pick up at all provider sites without having to make a verbal or written request. Forms can be sent to the following address:

Fresno County Mental Health Plan
P.O. Box 45003
Fresno, CA 93718-9886
(800) 654-3937 (for more information)
(559) 488-3055 (TTY)

Provider Problem Resolution and Appeals Process

The MHP uses a simple, informal procedure in identifying and resolving provider concerns and problems regarding payment authorization issues, other complaints and concerns.

Informal provider problem resolution process – the provider may first speak to a Provider Relations Specialist (PRS) regarding his or her complaint or concern. The PRS will attempt to settle the complaint or concern with the provider. If the attempt is unsuccessful and the provider chooses to forego the informal grievance process, the provider will be advised to file a written complaint to the MHP address (listed above).

Formal provider appeal process – the provider has the right to access the provider appeal process at any time before, during, or after the provider problem resolution process has begun, when the complaint concerns a denied or modified request for MHP payment authorization, or the process or payment of a provider's claim to the MHP.

Payment authorization issues – the provider may appeal a denied or modified request for payment authorization or a dispute with the MHP regarding the processing or payment of a provider's claim to the MHP. The written appeal must be submitted to the MHP within 90 calendar days of the date of the receipt of the non-approval of payment.

The MHP shall have 60 calendar days from its receipt of the appeal to inform the provider in writing of the decision, including a statement of the reasons for the decision that addresses each issue raised by the provider, and any action required by the provider to implement the decision.

If the appeal concerns a denial or modification of payment authorization request, the MHP utilizes a Managed Care staff who was not involved in the initial denial or modification decision to determine the appeal decision.

If the Managed Care staff reverses the appealed decision, the provider will be asked to submit a revised request for payment within 30 calendar days of receipt of the decision

Other complaints – if there are other issues or complaints, which are not related to payment authorization issues, providers are encouraged to send a letter of complaint to the MHP. The provider will receive a written response from the MHP within 60 calendar days of receipt of the complaint. The decision rendered by the MHP is final.



Department of Behavioral Health

Policy and Procedure Guide

PPG 1.2.4

Section: Administration, DBH Policies & Procedures

Effective Date: 11/01/2010

Revised Date: 12/03/2018

Policy Title: Incident Reporting and Intensive Analysis

Approved by: Dawan Utecht (Director of Behavioral Health), Elizabeth Vasquez (Compliance Officer), Kannika Toonnachat (Division Manager - Technology and Quality Management)

POLICY:

The Fresno County Department of Behavioral Health (DBH) requires all of its county-operated and contracted providers (through the Mental Health Plan (MHP) and Substance Use Disorder (SUD) services) to complete a written report of any incidents compromising the health and safety of clients, employees, or community members. The incident report must include a thorough description of: the incident itself, client information, type of event, location, people directly involved, action taken, and outcome (if known). The written report must be signed and submitted to the Department of Behavioral Health Incident Reporting email address DBHIncidentReporting@co.fresno.ca.us within **24 hours** of the incident or knowledge of the incident. An amendment to the original incident report may be submitted if all the required information is not readily available within the 24 hour reporting requirement. The Intensive Analysis Committee (IAC) will review selected incidents. Incidents that occur within the six months following discharge must also be reported.

PURPOSE:

To ensure employees identify, document and report incidents consistently and promptly. To review incidents and recommend system, policy, and protocol changes. To increase best practice and safety in the provision of behavioral health care and substance use disorder services.

REFERENCE:

California Evidence Code 1157, 1157.5, 1157.6 and 1157.7., Welfare and Institutions Code on Privileged Information**, [DMH Letter 1995-04, page 7-12](#), Fresno County Management Directive, Chapter 1700, Subject 1750, Mental Health Plan, Policy No. RSK 100.0. MHP Contract boilerplate, Exhibit H. [Fresno County DBH Incident Report](#), [MHRC 24-Hour Unusual Occurrence Report-DHCS form](#), [PSD-RM 301 Report](#), [PHF 24-Hour Unusual Occurrence Report-DHCS form](#), [Unusual Occurrence Report](#).

****Note: California Evidence Code 1157 does not guarantee that all committee discussions, reports and records are protected from discovery and disclosure in all cases.**

MISSION STATEMENT

DBH, in partnership with our diverse community, is dedicated to providing quality, culturally responsive, behavioral health services to promote wellness, recovery, and resiliency for individuals and families in our community.

Template Review Date 3/28/16



Department of Behavioral Health Policy and Procedure Guide

Section: Administration, DBH Policies & Procedures

Effective

PPG 1.2.4

Policy Title: Reporting Incidents and Unusual Occurrences

DEFINITIONS:

24 Hours – 24 clock hours

Department of Behavioral Health Incident Reporting email address (DBH Incident Reporting)-
DBHIncidentReporting@co.fresno.ca.us

Department of Health Care Services- DHCS

Fresno County Department of Behavioral Health- DBH

Intensive Analysis Committee – IAC

Mental Health Plan- MHP

Mental Health Rehabilitation Center- MHRC

Psychiatric Health Facility- PHF

Quality Improvement Committee- QIC

Substance Use Disorder - SUD

Unusual Occurrence Report- UOR

An Incident is any event which jeopardizes the health and/or safety of clients, employees, or members of the community.

Incidents include, but are not limited to:

- All client deaths
- Attempted suicide (resulting in serious injury)
- Homicide or attempts at homicide
- Injury connected to services or at a service site (self-inflicted or by accident)
- Medical Emergency connected to services or at a service site
- Other (i.e. Clients escaping from a locked facility, medication errors)
- Violence, Abuse or Assault connected to services or at a service site (toward client, others or property; resulting in serious injury)

The Fresno County DBH Incident Report, MHRC/PHF 24-hour Unusual Occurrence Report, PSD-RM 301 and/or Unusual Occurrence Report are all confidential reports and are not to be part of the client's medical record.

- *DO NOT file a copy of or transcribe the Fresno County DBH Incident Report, MHRC/PHF 24-hour Unusual Occurrence Report, PSD-RM 301 and/or Unusual Occurrence Report in to the client's medical record.*
- *DO NOT document in the medical record that a Fresno County DBH Incident Report, MHRC/PHF 24-hour Unusual Occurrence Report, PSD-RM 301 and/or Unusual Occurrence Report was filed.*
- *Details of the incident that are relevant to clinical treatment may be documented in the client's medical record by the appropriate practitioner.*



Department of Behavioral Health

Policy and Procedure Guide

Section: Administration, DBH Policies & Procedures

Effective

PPG 1.2.4

Policy Title: Reporting Incidents and Unusual Occurrences

PROCEDURE:

- I. Employees having knowledge of an incident will follow the appropriate process listed in sections II or III below:
- II. DBH County Operated Programs
 - A. Employees involved in or first aware of an incident shall complete and submit encrypted Form PSD-RM 301-Incident Report: Non-Employee to a supervisor and/or Division Manager.
 1. Supervisor and/or Division Manager shall review the report for completeness and gather any further information needed. Supervisor, Division Manager, or designee sends the encrypted report to the DBH Incident Reporting email address, Division Manager and DBH Human Resources email address within 24 hours of an incident or knowledge of an incident.
 2. Intensive Analysis Chair or designated committee member will review the PSD-RM 301-Incident Report and request further information if needed.
- III. Contracted Providers
 - A. All contracted providers shall complete the Fresno County DBH Incident Report.
 1. The report shall be completed and signed by the employee involved in or first aware of an incident, reviewed and signed by a supervisor and/or Program Director and the encrypted Incident Report will be sent to the DBH Incident Reporting email address and designated Contract Staff Analyst within 24 hours of an incident or knowledge of an incident.
 2. Intensive Analysis Chair or designated committee member will review the DBH Incident Report. If further information is needed, designated Contract Staff Analyst shall assist in gathering requested information and provide the information to Intensive Analysis Chair or designated committee member.
 - B. In addition to completing the Fresno County DBH Incident Report under item III-A, Mental Health Rehabilitation Centers (MHRC) and Psychiatric Health Facilities (PHF) must also complete the respective below report.
 1. MHRC shall complete the DHCS MHRC 24-Hour Unusual Occurrence Report.
 - a. Report shall be completed and signed by staff involved in or first aware of an incident, reviewed and signed by a supervisor and/or



Department of Behavioral Health

Policy and Procedure Guide

Section: Administration, DBH Policies & Procedures

Effective

PPG 1.2.4

Policy Title: Reporting Incidents and Unusual Occurrences

Program Director and submitted to DHCS via fax: (916) 440-5600 or encrypted email to the DHCS designated reporting contact (per form instructions), Contract Staff Analyst and the DBH Incident Reporting email address within 24 hours of an incident or knowledge of an incident.

2. PHF shall complete the DHCS PHF 24-Hour Unusual Occurrence Report.
 - a. Report shall be completed and signed by staff involved in or first aware of an incident, reviewed and signed by a supervisor and/or Program Director and submitted to DHCS via fax: (916) 440-5600 or encrypted email to the DHCS designated reporting contact (per form instructions), Contract Staff Analyst and the DBH Incident Reporting email address within 24 hours of an incident or knowledge of an incident.

IV. Unusual Occurrence Reporting to DHCS

- A. Unusual Occurrences may include but are not limited to physical injury and death. The MHP will report Unusual Occurrences to DHCS as determined necessary. The Unusual Occurrence Report (UOR) shall include:
 1. A written description of the incident and outcome of the incident
 2. List of persons directly involved/having direct knowledge of the incident
 3. Report of providers investigation and conclusion.
- B. If a reported incident is determined to be an Unusual Occurrence, the UOR shall be completed and signed by a Division Manager or a designated IAC member. Contracted Providers (not licensed directly by the state) who have determined an incident to be an Unusual Occurrence may elect to submit their own UORs in lieu of a DBH Division Manager or IAC member. The UOR shall be emailed encrypted to the DHCS designated reporting contact (per DHCS instructions), Contract Staff Analyst (if applicable) and the DBH Incident Reporting email address within five (5) calendar days of an incident or knowledge of an incident. MHRC's and PHF's will continue to follow reporting guidelines detailed above in Section III, B1 and B2.
- C. UORs sent to DHCS may be subject to further investigation and/or information requested by DHCS, such as: Site Reviews and Plan(s) of Correction. All correspondence between contracted provider and DHCS regarding UORs shall also be sent to the Contract Staff Analyst and the DBH Incident Reporting email address for informational purposes.
- D. Site visits by DBH may be conducted as needed.



Department of Behavioral Health

Policy and Procedure Guide

Section: Administration, DBH Policies & Procedures

Effective

PPG 1.2.4

Policy Title: Reporting Incidents and Unusual Occurrences

- E. DBH may request contracted providers attest that an Intensive Analysis or similar (i.e. incident review, possible cause) has occurred. DBH may request additional analysis or information when necessary.
- V. The IAC will review incidents and recommend system, policy, and protocol changes, as needed, based on its findings. The IAC can conduct a case review with the employees involved to determine possible cause. The IAC shall track and trend incidents and report to the Quality Improvement Committee (QIC). The DBH Incident Reporting email address shall be monitored by the Intensive Analysis Chair, with supportive monitoring by the Quality Improvement Coordinator, Division Managers and Compliance Officer.
- A. The IAC will be comprised of the following:
1. Intensive Analysis Chair – Chair shall be a Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, Psychologist, or Psychiatrist
 2. Deputy Director
 3. Quality Improvement Coordinator
 4. Division Manager from Clinical Operations
 5. Compliance Officer
 6. Quality Improvement Licensed Mental Health Clinician(s)
 7. Medical Director
 8. Other subject matter experts as deemed necessary
 9. +Case specific staff
- B. The IAC shall review incidents and identify those that require further review to determine possible cause.
- C. The IAC shall meet at least quarterly unless there are no incidents during the quarter. The IAC may meet more frequently as needed.
- D. The IAC shall make recommendations for changes in policy, procedure and practice.
- E. When necessary, the IAC may report personnel concerns to the appropriate HR department; the IAC does not make or take disciplinary actions but may be obligated to share employee concerns.
- F. Copies of Incident Reporting forms received and committee notes related to action items will be maintained by the IAC for 10 years.
- G. The IAC will report aggregate data and system recommendations at QIC.

Incident Reporting (Attachment A)

Fresno County Department of Behavioral Health-Incident Report

Send completed forms to dbhincidentreporting@co.fresno.ca.us and designated contract analyst within 24 hours of an incident or knowledge of an incident. **DO NOT COPY OR REPRODUCE/NOT** part of the medical record.

Client Information

Last Name: Click or tap here to enter text. First Name: Click or tap here to enter text. Middle Initial: Click or tap here to enter text.
 Date of Birth: Click or tap here to enter text. Client ID#: Click or tap here to enter text. Gender: Male Female
 County of Origin: Click or tap here to enter text.
 Client Address: Click or tap here to enter text. Client phone number: Click or tap here to enter text.
 Name of Reporting Party: Click or tap here to enter text. Name of Facility: Click or tap here to enter text.
 Facility Address: Click or tap here to enter text. Facility Phone Number: Click or tap here to enter text.

Incident (check all that apply)

Homicide/Homicide Attempt Attempted Suicide(resulting in serious injury) Death of Client Medical Emergency
 Injury (self-inflicted or by accident) Violence/Abuse/Attempts to Assault (toward others, client and/or property)
 Other- Specify (i.e. medication errors, client escaping from locked facility, fire, poisoning, epidemic outbreaks, other catastrophes/events that jeopardize the welfare and safety of clients, staff and /or members of the community): Click or tap here to enter text.

Date of Incident: Click or tap here to enter text. Time of Incident: Click or tap here to enter text. am pm
 Location of Incident: Click or tap here to enter text.

Description of the Incident (Attach additional sheet if needed): Click or tap here to enter text.
 Key People Directly Involved in Incident (witnesses, staff): Click or tap here to enter text.

Action Taken (check all that apply)

Consulted with Physician Called 911/EMS First Aid/CPR Administered Law Enforcement Contacted
 Client removed from building Parent/Legal Guardian Contacted Other (Specify): Click or tap here to enter text.

Description of Action Taken: Click or tap here to enter text.
 Outcome of Incident (If Known): Click or tap here to enter text.

Form Completed by: _____
Printed Name Signature Date

Reviewed by Supervisor/Program Manager: _____
Printed Name Signature Date

For Internal Use only:

Report to Administration Report to Intensive Analysis Committee for additional review Request Additional Information
 No Action Unusual Occurrence Other: Click or tap here to enter text.

Revised 12 /2017

FRESNO COUNTY MENTAL HEALTH PLAN
INCIDENT REPORTING
(Attachment B)

**ADDITIONAL PROTOCOL FOR COMPLETION OF
INCIDENT REPORT**

- The Incident Report must be completed for all incidents involving clients. The staff person who becomes aware of the incident completes this form, and the supervisor co-signs it.
- When more than one client is involved in an incident, a separate form must be completed for each client.

Where the forms should be sent - within 24 hours from the time of the incident or first knowledge of the incident:

- Incident Report should be sent to:

DBHincidentreporting@fresnocountyca.gov and designated Contract Analyst

DBH is currently working on rolling out an electronic Incident Reporting Portal for all Fresno County MHP providers which will be updated in the Incident Reporting and Analysis PPG above. Once the Incident Reporting Portal is fully implemented all providers will be transitioned to electronic Incident Reporting.

PROGRAM SERVICE OUTCOMES

Reporting Requirements

Closely monitor the utilization of the services provided at each site, including, but not limited to:

- Number of children supervised on an hourly, daily, weekly and monthly basis;
- Demographic breakdown of children supervised;
- Number of children turned away due to capacity limitations;
- And referring clinician.

Closely monitor the success of the services provided, including, but not limited to:

- parent/guardian satisfaction;
- clinician satisfaction;
- And any additional data showing bidder's progress with meeting objectives.

All data collected will be submitted to the County in monthly reports. Contractor will work closely with the County to analyze the data and make necessary adjustments to service delivery and reporting requirements before the start of each new fiscal year.

Annual and monthly reports requested by the County and utilized by the Contractor to measure program goals/success are to be developed by the County and Contractor and approved by the Department of Behavioral Health (DBH) Director or designee.

Additional program outcomes developed by Contractor will be established and approved by DBH prior to commencement of program operations.

STATE MENTAL HEALTH REQUIREMENTS

1. CONTROL REQUIREMENTS

The 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

CONTRACTOR shall conform to and COUNTY shall monitor compliance with all State of California and Federal statutes and regulations regarding confidentiality, including but not limited to confidentiality of information requirements at 42, Code of Federal Regulations sections 2.1 *et seq*; California Welfare and Institutions Code, sections 14100.2, 11977, 11812, 5328; Division 10.5 and 10.6 of the California Health and Safety Code; Title 22, California Code of Regulations, section 51009; and Division 1, Part 2.6, Chapters 1-7 of the California Civil Code.

4. NON-DISCRIMINATION

A. Eligibility for Services

CONTRACTOR shall prepare and make available to COUNTY and to the public all eligibility requirements to participate in the program plan set forth in the Agreement. No person shall, because of ethnic group identification, age, gender, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political belief or sexual preference be excluded from participation, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal or State of California assistance.

B. Employment Opportunity

CONTRACTOR shall comply with COUNTY policy, and the Equal Employment Opportunity Commission guidelines, which forbids discrimination against any person on the grounds of race, color, national origin, sex, religion, age, disability status, or sexual preference in employment practices. Such practices include retirement, recruitment advertising, hiring, layoff, termination, upgrading, demotion, transfer, rates of pay or other forms of compensation, use of facilities, and other terms and conditions of employment.

C. Suspension of Compensation
If an allegation of discrimination occurs, COUNTY may withhold all further funds, until CONTRACTOR can show clear and convincing evidence to the satisfaction of COUNTY that funds provided under this Agreement were not used in connection with the alleged discrimination.

D. Nepotism
Except by consent of COUNTY's Department of Behavioral Health Director, or designee, no person shall be employed by CONTRACTOR who is related by blood or marriage to, or who is a member of the Board of Directors or an officer of CONTRACTOR.

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.

STATE CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the non-discrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 111 02) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California

Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. **DOMESTIC PARTNERS**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. **GENDER IDENTITY**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST**: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

9. INSPECTION and Audit of Records and access to Facilities.

The State, CMS, the Office of the Inspector General, the Comptroller General, and their designees may, at any time, inspect and audit any records or documents of CONTRACTOR or its subcontractors, and may, at any time, inspect the premises, physical facilities, and equipment where Medicaid-related activities or work is conducted. The right to audit under this section exists for 10 years from the final date of the contract period or from the date of completion of any audit, whichever is later.

Federal database checks

Consistent with the requirements at § 455.436 of this chapter, the State must confirm the identity and determine the exclusion status of CONTRACTOR, any subcontractor, as well as any person with an ownership or control interest, or who is an agent or managing employee of CONTRACTOR through routine checks of Federal databases. This includes the Social Security Administration's Death Master File, the National Plan and Provider Enumeration System (NPPES), the List of Excluded Individuals/Entities (LEIE), the System for Award Management (SAM), and any other databases as the State or Secretary may prescribe. These databases must be consulted upon contracting and no less frequently than monthly thereafter. If the State finds a party that is excluded, it must promptly notify the CONTRACTOR and take action consistent with § 438.610(c).

The State must ensure that CONTRACTOR with which the State contracts under this part is not located outside of the United States and that no claims paid by a CONTRACTOR to a network provider, out-of-network provider, subcontractor or financial institution located outside of the U.S. are considered in the development of actuarially sound capitation rates.



Department of Behavioral Health

Policy and Procedure Guide

PPG 1.3.4 V#: 3

Section: Administration

Effective Date: 08/01/2004

Revised Date: 11/28/2018

Policy Title: Code of Conduct

Approved by: Dawan Utecht (Director of Behavioral Health), Elizabeth Vasquez (Compliance Officer)

POLICY:

Fresno County is firmly committed to full compliance with all applicable laws, regulations, rules, and guidelines that apply to its behavioral health operations and services. At the core of this commitment are Fresno County's employees, contractors (including contractor's employees/subcontractors), volunteers and students, also referred to as "Covered Persons", and the manner in which they conduct themselves. To assure that Fresno County's commitment is shared by all Covered Persons, this Code of Conduct (the "Code") has been established. All Covered Persons will be required to acknowledge and certify their compliance with this Code.

PURPOSE:

To provide specific conduct standards prescribed by the Fresno County Mental Health Plan/Drug Medi-Cal Organized Delivery System (DMC-ODS) Compliance Program designed to detect and prevent fraud, waste, and abuse. This Code of Conduct is maintained in addition to the County's Code of Ethics already in effect.

REFERENCE:

Fresno County Department of Behavioral Health Compliance Plan; 42 CFR 438.608.

DEFINITIONS:

Covered Persons – All employees, contractors (including contractor's employees and subcontractors), volunteers, interns, and students working in behavioral health programs.

Excluded/Ineligible Person – Any Covered Person who is or may become suspended, excluded, or ineligible from participation in any Federal healthcare program.

PROCEDURE:

- I. A copy of the Code of Conduct (Attachment I) will be provided to all Covered Persons at the time of their initial compliance training which must be provided within 30 business days of hire or contract effective date. This Code will also be provided during the annual General Compliance training or within 30 business days after any revision is finalized.
- II. Upon initial receipt and review of the Code, Covered Persons shall certify their intention to abide with it by signing the Acknowledgement and Agreement form,

MISSION STATEMENT

DBH, in partnership with our diverse community, is dedicated to providing quality, culturally responsive behavioral health services to promote wellness, recovery, and resiliency for individuals and families in our community.

Template Review Date 11/29/18



Department of Behavioral Health Policy and Procedure Guide

Section: Administration

Revised Date: 11/28/2018

PPG 1.3.4 V#: 3

Policy Title: Code of Conduct

which is provided by the Compliance Office at the time of training. The Compliance Office will retain these signed forms. Covered Persons shall certify within 30 business days after distribution of a revised Code.

- III. The Compliance Office will track these certifications and regularly report to the Compliance Committee and the Director of the Department of Behavioral Health regarding progress towards 100% certification by all Covered Persons.
- IV. The Code will be prominently posted in all Fresno County facilities and Behavioral Health Contractor sites.
- V. This Code is not intended to be an exhaustive list of all standards by which Covered Persons are to be governed. Rather, it is intended to convey the County's commitment to the high standards set forth by the County.

Fresno County Mental Health Plan - (Attachment I) Compliance Program

CODE OF CONDUCT:

All Fresno County Behavioral/Mental Health Employees, Contractors (including Contractor's Employees/Subcontractors), Volunteers and Students will:

1. Read, acknowledge, and abide by this Code of Conduct.
2. Be responsible for reviewing and understanding Compliance Program policies and procedures including the possible consequences for failure to comply or failure to report such non-compliance.
3. NOT engage in any activity in violation of the County's Compliance Program, nor engage in any other conduct which violates any applicable law, regulation, rule, or guideline. Conduct yourself honestly, fairly, courteously, and with a high degree of integrity in your professional dealings related to their employment/contract with the County and avoid any conduct that could reasonably be expected to reflect adversely upon the integrity of the County and the services it provides.
4. Practice good faith in transactions occurring during the course of business and never use or exploit professional relationships or confidential information for personal purposes.
5. Promptly report any activity or suspected violation of this Code of Conduct, the policies and procedures of the County, the Compliance Program, or any other applicable law, regulation, rule or guideline. All reports may be made anonymously. Fresno County prohibits retaliation against any person making a report. Any person engaging in any form of retaliation will be subject to disciplinary or other appropriate action by the County.
6. Comply with not only the letter of Compliance Program and mental health policies and procedures, but also with the spirit of those policies and procedures as well as other rules or guidelines adopted by the County. Consult with your supervisor or the Compliance Office regarding any Compliance Program standard or other applicable law, regulation, rule or guideline.
7. Comply with all laws governing the confidentiality and privacy of information. Protect and retain records and documents as required by County contract/standards, professional standards, governmental regulations, or organizational policies.
8. Comply with all applicable laws, regulations, rules, guidelines, and County policies and procedures when providing and billing mental health services. Bill only for eligible services actually rendered and fully documented. Use billing codes that accurately describe the services provided. Ensure that no false, fraudulent, inaccurate, or fictitious claims for payment or reimbursement of any kind are prepared or submitted. Ensure that claims are prepared and submitted accurately and timely and are consistent with all applicable laws, regulations, rules and guidelines. Act promptly to investigate and correct problems if errors in claims or billings are discovered.
9. Immediately notify your supervisor, Department Head, Administrator, or the Compliance Office if you become or may become an Ineligible/Excluded Person and therefore excluded from participation in the Federal health care programs.

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).

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