

1 2. OBLIGATIONS OF THE COUNTY

2 A. Provide referrals for participants to receive contracted services, as described in
3 the Scope of Work, Exhibit A.

4 B. COUNTY shall compensate CONTRACTOR in accordance with Section 5,
5 "COMPENSATION/INVOICING," of this Agreement.

6 3. TERM

7 The term of this Agreement shall be for a period of three (3) years, commencing on February 1,
8 2021, through and including January 31, 2024. This Agreement may be extended for two (2) additional
9 consecutive twelve (12) month periods upon written approval of both parties no later than thirty (30) days
10 prior to the first day of the next twelve (12) month extension period. The Chief Probation Officer or his or
11 her designee is authorized to execute such written approval on behalf of COUNTY based on
12 CONTRACTOR'S satisfactory performance.

13 4. TERMINATION

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

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

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

24 In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach
25 of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither shall such
26 payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default.
27 The COUNTY shall have the right to demand of the CONTRACTOR the repayment to the COUNTY of any
28 funds disbursed to the CONTRACTOR under this Agreement, which in the judgment of the COUNTY were

1 not expended in accordance with the terms of this Agreement. The CONTRACTOR shall promptly refund
2 any such funds upon demand.

3 C. Without Cause - Under circumstances other than those set forth above, this
4 Agreement may be terminated by COUNTY upon the giving of thirty (30) days advance written notice of an
5 intention to terminate to CONTRACTOR.

6 5. COMPENSATION/INVOICING: COUNTY agrees to pay CONTRACTOR and
7 CONTRACTOR agrees to receive maximum annual compensation in accordance with the Cost Summary,
8 attached as Exhibit B, and incorporated by this reference. CONTRACTOR shall submit monthly invoices in
9 triplicate to the County of Fresno Probation Department, 3333 E. American Avenue, Suite B, Fresno, CA
10 93725 or ProbationInvoices@fresnocountyca.gov. COUNTY shall pay CONTRACTOR within forty-five (45)
11 days of receipt of an approved invoice.

12 In no event shall compensation paid with AB 109 funding for services performed exceed Two
13 Hundred Seventy-One Thousand, Four Hundred and Eleven Dollars (\$271,411) annually, and Eight
14 Hundred Fourteen Thousand, Two Hundred and Thirty-Three Dollars (\$814,233) during the initial three-
15 year term. In no event shall compensation paid with ARPP JAG funding exceed Sixty-Nine Thousand, Two
16 Hundred and Thirty-Seven Dollars (\$69,237) annually, and Two Hundred Seven Thousand, Seven
17 Hundred and Eleven Dollars (\$207,711) during the initial three-year term. In the event this Agreement is
18 extended for an additional fourth year, total compensation paid for services performed shall not exceed One
19 Million, Eighty-Five Thousand, Six Hundred and Forty-Four Dollars (\$1,085,644) in AB 109 funding, and
20 Two Hundred Seventy-Six Thousand, Nine Hundred and Forty-Eight Dollars (\$276,948) in ARPP JAG
21 Funding. In the event this Agreement is extended for an additional fifth year, compensation paid for
22 services performed shall not exceed One Million, Three Hundred Fifty-Seven Thousand, and Fifty-Five
23 Dollars (\$1,357,055) in AB 109 funding, and Three Hundred Forty-Six Thousand, One Hundred and Eighty-
24 Five Dollars (\$346,185) in ARPP JAG funding during the total possible 5-year term of this Agreement. It is
25 understood that all expenses incidental to CONTRACTOR'S performance of services under this Agreement
26 shall be borne by CONTRACTOR.

27 6. INDEPENDENT CONTRACTOR: In performance of the work, duties and obligations
28 assumed by CONTRACTOR under this Agreement, it is mutually understood and agreed that

1 CONTRACTOR, including any and all of the CONTRACTOR'S officers, agents, and employees will at all
2 times be acting and performing as an independent contractor, and shall act in an independent capacity and
3 not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY.

4 Furthermore, COUNTY shall have no right to control or supervise or direct the manner or method by which
5 CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer
6 this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the
7 terms and conditions thereof.

8 CONTRACTOR and COUNTY shall comply with all applicable provisions of law and the rules and
9 regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

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

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

19 8. NON-ASSIGNMENT: Neither party shall assign, transfer or sub-contract this Agreement
20 nor their rights or duties under this Agreement without the prior written consent of the other party.

21 9. HOLD HARMLESS: CONTRACTOR agrees to indemnify, save, hold harmless, and at
22 COUNTY'S request, defend the COUNTY, its officers, agents, and employees from any and all costs and
23 expenses (including attorney's fees and costs), damages, liabilities, claims, and losses occurring or
24 resulting to COUNTY in connection with the performance, or failure to perform, by CONTRACTOR, its
25 officers, agents, or employees under this Agreement, and from any and all costs and expenses (including
26 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm,
27 or corporation who may be injured or damaged by the performance, or failure to perform, of
28 CONTRACTOR, its officers, agents, or employees under this Agreement.

1 The provisions of this Section 9 shall survive termination or expiration of this Agreement.

2 10. INSURANCE

3 Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third
4 parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance
5 policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or
6 Joint Powers Agreement (JPA) throughout the term of the Agreement:

7 A. Commercial General Liability

8 Commercial General Liability Insurance with limits of not less than Two Million Dollars
9 (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This
10 policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including
11 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal
12 liability or any other liability insurance deemed necessary because of the nature of this contract.

13 B. Automobile Liability

14 Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars
15 (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should include any auto
16 used in connection with this Agreement.

17 C. Professional Liability

18 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in
19 providing services, Professional Liability Insurance with limits of not less than One Million Dollars
20 (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. CONTRACTOR
21 agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years
22 following the termination of this Agreement, one or more policies of professional liability insurance with the
23 limits of coverage as specified herein.

24 D. Worker's Compensation

25 A policy of Worker's Compensation insurance as may be required by the California Labor
26 Code.

27 E. Molestation

28 Sexual abuse / molestation liability insurance with limits of not less than One Million Dollars

1 (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. This policy shall be
2 issued on a per occurrence basis.

3 Additional Requirements Relating to Insurance

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

11 CONTRACTOR hereby waives its right to recover from COUNTY, its officers, agents, and
12 employees any amounts paid by the policy of worker's compensation insurance required by this
13 Agreement. CONTRACTOR is solely responsible to obtain any endorsement to such policy that may be
14 necessary to accomplish such waiver of subrogation, but CONTRACTOR's waiver of subrogation under
15 this paragraph is effective whether or not CONTRACTOR obtains such an endorsement.

16 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,
17 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the
18 foregoing policies, as required herein, to the County of Fresno, Probation Business Office, 3333 E.
19 American Avenue, Suite B, CA 93725, stating that such insurance coverage have been obtained and are in
20 full force; that the County of Fresno, its officers, agents and employees will not be responsible for any
21 premiums on the policies; that for such worker's compensation insurance the CONTRACTOR has waived
22 its right to recover from the COUNTY, its officers, agents, and employees any amounts paid under the
23 insurance policy and that waiver does not invalidate the insurance policy; that such Commercial General
24 Liability insurance names the County of Fresno, its officers, agents and employees, individually and
25 collectively, as additional insured, but only insofar as the operations under this Agreement are concerned;
26 that such coverage for additional insured shall apply as primary insurance and any other insurance, or
27 self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only and not
28 contributing with insurance provided under CONTRACTOR's policies herein; and that this insurance shall

1 not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to
2 COUNTY.

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

6 All policies shall be issued by admitted insurers licensed to do business in the State of California,
7 and such insurance shall be purchased from companies possessing a current A.M. Best, Inc. rating of A-
8 FSC VII or better.

9 11. AUDITS AND INSPECTIONS: The CONTRACTOR shall at any time during business
10 hours, and as often as the COUNTY may deem necessary, make available to the COUNTY for examination
11 all of its records and data with respect to the matters covered by this Agreement. The CONTRACTOR
12 shall, upon request by the COUNTY, permit the COUNTY to audit and inspect all of such records and data
13 necessary to ensure CONTRACTOR'S compliance with the terms of this Agreement.

14 If this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to
15 the examination and audit of the California State Auditor for a period of three (3) years after final payment
16 under contract (Government Code Section 8546.7).

17 12. NOTICES: The persons and their addresses having authority to give and receive notices
18 under this Agreement include the following:

19 COUNTY

20 COUNTY OF FRESNO
21 Chief Probation Officer
3333 E. American Ave. Suite B
Fresno, CA, 93725

CONTRACTOR

BI Inc., bda BI Correctional Services, Inc.
Vice President, Reentry Services
4955 Technology Way
Boca Raton, FL 33431

22 All notices between the COUNTY and CONTRACTOR provided for or permitted under this
23 Agreement must be in writing and delivered either by personal service, by first-class United States mail, by
24 an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by
25 personal service is effective upon service to the recipient. A notice delivered by first-class United States
26 mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid,
27 addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one
28 COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid,

1 with delivery instructions given for next day delivery, addressed to the recipient. A notice delivered by
2 telephonic facsimile is effective when transmission to the recipient is completed (but, if such transmission is
3 completed outside of COUNTY business hours, then such delivery shall be deemed to be effective at the
4 next beginning of a COUNTY business day), provided that the sender maintains a machine record of the
5 completed transmission. For all claims arising out of or related to this Agreement, nothing in this section
6 establishes, waives, or modifies any claims presentation requirements or procedures provided by law,
7 including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code,
8 beginning with section 810).

9 13. GOVERNING LAW: Venue for any action arising out of or related to this Agreement shall
10 only be in Fresno County, California.

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

13 14. DISCLOSURE OF SELF-DEALING TRANSACTIONS

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

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

25 15. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the
26 CONTRACTOR and COUNTY with respect to the subject matter hereof, and supersedes all previous
27 Agreement negotiations, proposals, commitments, writings, advertisements, publications, and
28 understanding of any nature whatsoever unless expressly included in this Agreement.

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

BI., Incorporated, dba BI
Correctional Services, Inc.

(Authorized Signature)

Derrick D. Schofield, VP

Print Name & Title

4955 Technology Way

Boca Raton, FL 33431

Mailing Address

COUNTY OF FRESNO

Steve Brandau, Chairman of the Board
of Supervisors of the County of Fresno

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

By: Jose Cruz
Deputy

FOR ACCOUNTING USE ONLY:

Fund:0001

Subclass:10000

ORG:34300390

Account:7295

Fund: 0001

Subclass:10000

ORG:34321975

Account:7295

Exhibit A

SCOPE OF WORK

CONTRACTOR understands the County's need to provide reentry employment programs and services to offenders who are being released from custody. In alignment with the County's commitment to provide a continuum of employment services in-custody and post-release, CONTRACTOR will deliver evidence-based services that improve participants' successful reentry into society, promote public safety, and decrease rates of recidivism while increasing participant employment and improving prosocial behaviors.

The requested Reentry Employment Readiness Services will be implemented at CONTRACTOR's stand-alone location within the community. Assistance in addressing employment and the barriers to employment will be provided for each participant according to a customized assessment-based plan. This will increase the employability of offenders while assisting the County in adhering to AB 109 funding requirements and Fresno County CCP guidelines. CONTRACTOR will collaborate with the County to provide these services in the jail. CONTRACTOR will ensure the program will be a seamless and structured continuum of in-custody and community-based services. The program features an individualized approach to employment services and case management. CONTRACTOR will provide program and support services to all participants using CONTRACTOR's three-track system. These tracks are focused on community-based employment and vocational services in-person and using virtual technologies.

Organizational Readiness

CONTRACTOR's local California management team will provide ongoing oversight and support to ensure program success. In addition, CONTRACTOR's in-house Continuum of Care Training Institute will provide all staff with comprehensive training for the implementation and delivery of services. Combined with CONTRACTOR's robust Quality Assurance Measures, an internally developed case management system, and an in-house contract compliance team, these factors will ensure CONTRACTOR's program will provide the highest quality services—delivered with integrity and fidelity. With experience in both in-custody and post-release services, CONTRACTOR is well-versed in the challenges of implementing and maintaining reentry services throughout the State of California. CONTRACTOR's experience overcoming operational challenges has allowed us to refine processes, establish standard operating procedures, and implement quality assurance measures that ensure CONTRACTOR can apply CONTRACTOR's successful reentry model in Fresno County to participants. Below is a summary of CONTRACTOR's service model:

Table 1 Program Model		
Service	Programming Tool	Key Factors
Orientation	<ul style="list-style-type: none">• Program Overview	<ul style="list-style-type: none">• Make a determination as to whether the Participant is able to work constructively in the program• Opportunity for questions and answers• Creating connections between participants and staff

Assessment	<ul style="list-style-type: none"> • Offender Needs Guide (ONG) • ACT Tessa Workforce Assessment • O*Net (optional) 	<ul style="list-style-type: none"> • Identifying criminogenic risk and need • Pinpointing employment deficits and identifying barriers • Identifying participant interests, strengths, and talents
Case Planning	<ul style="list-style-type: none"> • Individual Employment Plan (IEP) 	<ul style="list-style-type: none"> • One-on-one with staff • SMART goals • Job coaching • Develop a plan of action to address deficits and barriers
Employment Readiness Track	<ul style="list-style-type: none"> • The Change Companies Employment Readiness Group 	<ul style="list-style-type: none"> • Employment Readiness groups
	<ul style="list-style-type: none"> • Cognitive Behavioral Intervention for Employment (CBI-EMP) 	<ul style="list-style-type: none"> • Modified closed group • Flexibility across various service settings • Focus on skill building activities
Vocational Track	<ul style="list-style-type: none"> • Computer Programming 	<ul style="list-style-type: none"> • Hi-SET Academy Online interactive tutoring program • Spartan Culinary, Hospitality, Serv Safe and OSHA certifications
Placement Track	<ul style="list-style-type: none"> • Reentry Resource Website 	<ul style="list-style-type: none"> • Links to local resource providers • Employment Search Assistance • Placement for participants who displayed readiness and motivation to work

All participants will undergo intake and assessment to include orientation, assessment, and an individualized employment plan (IEP) based on assessment results.

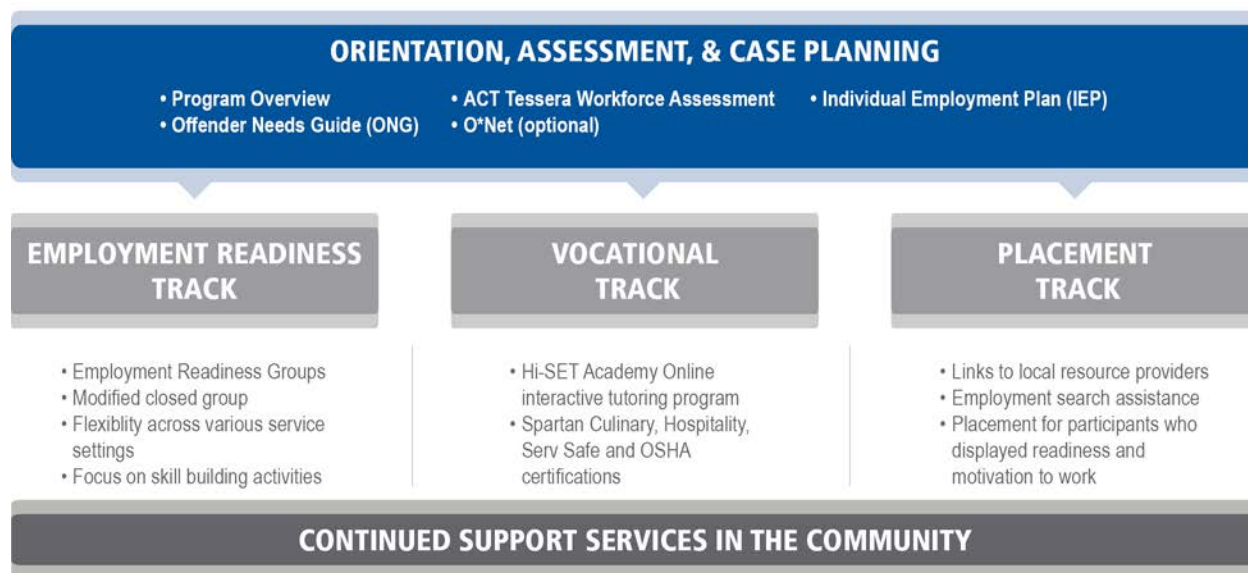
When referred to CONTRACTOR's program, each participant will have the option to complete the following three tracks:

- ☐ **Employment Readiness Track**—Designed to equip participants with the skills necessary to obtain and retain employment.
- ☐ **Vocational Track**—Designed to connect participants with vocational training to achieve industry-specific certification.
- ☐ **Placement Track**—Designed to place participants into a job to begin earning wages and establishing a sense of accountability and pride in their work, motivating them to continue engaging in programming services to refine their skills and, potentially, advance their careers.

Participants who are ready for work may bypass these tracks and go directly into seeking employment. All participants may choose to partake in one track, or they have the option to complete all the tracks CONTRACTOR provides. In addition, if more than one track is sought, the

participant is able to attend all tracks simultaneously. This allows them to develop “soft skills” and access additional vocational training if needed.

Below is the program flowchart from Orientation to program completion through the individual tracks.



Orientation, Assessment, and Case Planning

Orientation.

During this orientation, participants will be introduced to the program and the idea of becoming qualified for long-term employment opportunities. Working with staff, participants will begin to identify their individual needs and interests; build the motivation needed for employment; and work through computer-based modules, described in further detail in the following sections.

Assessment.

To match participants with the best resources and programming based on needs, staff will administer assessments to determine the programming dosage for each participant. CONTRACTOR's staff will match specialized services and activities to the protective factors, risk level, and needs identified by the assessments—thereby reducing participant risk in each identified area.

Program assessments include:

- ❑ **Offender Needs Guide (ONG)**—An evidence-based risk and needs assessment and supervision/case planning system for adult offenders. Consisting of 70 questions, the ONG identifies the unique risk factors of offenders classified as high risk.
- ❑ **ACT Tessaera Workforce**—Using multiple evidence-based methods, this assessment measures a participant's social and emotional skills that are considered essential in determining educational and job readiness. The ACT Tessaera Workforce Playbook, an additional component of the assessment, provides activities for skill development.
- ❑ **O*NET**—For program participants needing additional help identifying a career pathway, the

O*NET tool will be used to assist the participant in identifying career options and work-related interests to better match employment options with the skills they possess.

Case Planning.

CONTRACTOR will use a case planning process that will help the participant explore and recognize specific needs for employment and keep them engaged in the program. This will be documented in each participant's Individualized Employment Plan (IEP).

The IEP is a step-by-step plan for obtaining employment and developing a lasting career. Created after completion of an assessment, IEPs will document participant progress on identified goals and help address gender specific issues/needs, childcare responsibilities, current home situation, history/current experience with abuse, etc.. to address barriers as they relate to employability. CONTRACTOR will meet regularly with participants on an individual basis to review the progress made on attaining stated goals and the IEP is updated accordingly. In accordance with the academic or vocational support needed to pursue career goals, participants will be connected to local, community-based providers.

For a list of local education services providers, CONTRACTOR works with in Fresno see Table 2 *Education Resources in the Community*.

Table 2 Education Resources in the Community		
Need	Community Resources	Benefits to Participants
Education Services	California Department of Rehabilitation Central California Educational Opportunity Center, CSU Fresno (TRIO) Fresno Education Opportunities Commission (EOC) / Local Conservation Group (LCC) Fresno County Office of Education (COE) Clovis Adult School California Health Collaborative / Lock it up Central Learning Adult School Site (C.L.A.S.S.) Fresno County Public Library Fresno City College / EOPS Fresno Adult School	Education services—such as GED assistance, higher education, or vocational training programs—provide program participants with the ability to develop their skills and employability, resulting in an increased likelihood of securing sustainable employment.

Once the participant gains employment, CONTRACTOR staff will update the IEP to include goals and action items that support employment retention and advancement. IEPs will be reviewed on a regular basis to ensure appropriate goals are clearly outlined, are updated to reflect completion of goals, and the development of new milestones documented. Program participation metrics will be measured to gauge participant engagement in the program and CONTRACTOR's Program Supervisor will review these metrics with the Area Manager on a monthly basis to determine job readiness. Participants who are ready for employment can immediately start the process of obtaining a job. Those who need additional assistance will proceed to enrollment in the program tracks.

1. Employment Readiness Track

To address the essential needs identified within the participants assessment and to establish skills that promote long-term employment, CONTRACTOR will provide the following programming services within this track:

- Employment Readiness Groups
 - *Employment Skills* curriculum from The Change Companies®
 - *Cognitive Behavioral Interventions-Employment (CBI-EMP)* curriculum

Employment Readiness Group.

The Employment Readiness group will focus on the employment education process. Using behavioral change practices, the group will first target participant attitudes and values about work and will teach skills for workplace success. The group incorporates research proven practices such as structured/expressive writing, cognitive behavioral interventions, and Motivational Interviewing (MI) to help participants build motivation for work, obtain needed skills and learn financial responsibility.

The group allows CONTRACTOR to guide participants through exercises that include – but are not limited to – job hunting, résumé creation, job application completion, mock interviews, business etiquette, networking, and problem-solving. Using the *Employment Skills* curriculum from The Change Companies, participants will learn about the career planning process, examine their willingness to learn, identify areas of interest, and evaluate their skill sets; which helps participants in their preparations for the job application and interviewing process. CONTRACTOR will conduct mock interviews to help refine and apply skills which participants have learned in groups.

Cognitive Behavioral Interventions for Employment (CBI-EMP).

The CBI-EMP curriculum is a computer-based Cognitive Behavioral Therapy session designed to provide employment-focused behavioral programming to help participants recognize and modify patterns of thinking and actions that hamper positive outcomes. Consisting of 31-sessions, CBI-EMP is flexible across various settings and can be used for various lengths of intervention. It teaches participants about coping methods to high-risk situations and advises them on “soft” workplace skills, such as clear communication, work habits, business ethics, customer service, and on-the-job etiquette which helps to renew and expand skills users may already have, learn new skills, and express these skills in typical job situations. By changing participant attitudes and habits in relation to work, the participant is more likely to retain steady employment.

2. Vocational Track

To reinforce skills learned during the *Employment Readiness Track* or skills already acquired prior to program entry, participants use this track to obtain certifications and additional vocational training.

Onsite or Remote Computer-Based Programming.

Participants will participate in supervised onsite computer lab groups or remote, self-directed computer-based programming. The curriculum provides web-based vocational training including: GED preparation through the HiSET Academy and vocational skills such as Spartan Culinary, Hospitality, Serv Safe and OSHA certifications.

3. Placement Track

After identifying a participant’s individual strengths, interests, and capabilities, CONTRACTOR’s Job Developers work with the participant to secure appropriate employment. This track includes:

- ☐ Job coaching
- ☐ Employment search assistance
- ☐ Links to local resource providers
- ☐ Placement for participants who display readiness and motivation to work

Job Coaching.

By following the participant's *IEP* CONTRACTOR will track job searches, assign action items, and maintain a job log that is updated weekly. CONTRACTOR will take each participant through problem-solving exercises on employment-related issues. Role play will be used to assist participants to understand job expectations and include assistance with specific issues such as employer expectations, dress codes, personal hygiene, calling in sick, and conflict resolution. If the participant has lost their job, CONTRACTOR will help analyze the chain of events that led to the job loss, behaviors that affected employment, and potential ways to mitigate job loss in the future.

Employment Search Assistance.

As part of this effort, CONTRACTOR Job Developers cultivate and maintain relationships with prospective employers (employers more likely to hire an ex- offender in the future). Once identified, high-ranking prospective employers are regularly contacted. CONTRACTOR will use these opportunities to introduce employers to the program services (including CONTRACTOR's ability to pre-screen participants as potential job candidates); obtain information on job openings; and refer participants for interviews.

CONTRACTOR's Job Developers will create a list of each employer's location(s) and share this information with participants. Job Developers shall ensure participants register with applicable job opportunity websites. Based on their assessment results and individual set of job skills, each participant decides where to apply. CONTRACTOR shall work with each participant to ensure any needed resources (e.g., transportation, childcare, interview clothes) are in place prior to job interviews.

Job Assistance and Placement Referrals.

When connecting participants to employment opportunities and resources, CONTRACTOR will, as needed, sit with participants to assess what may be needed to apply for a potential job, assist in filling out the application, help gather documentation that may be requested, and work with the participant to develop a corresponding transportation plan.

See Table 3 for a list of employment resources leveraged by CONTRACTOR.

Table 3 Employment Resources in the Community		
Need	Community Resources	Benefits to Participants

Employment	<ul style="list-style-type: none"> • Aerotek • Fresno Plumbing & Heating, Inc. • In Home Supportive Services • Workforce Connection, Manchester Mall • Employment Development Department • Army • Hope Now 4 Youth • Manpower Temporary Services • Select Staffing • 211 United Way 	CONTRACTOR's goal for the program is to ensure participants have the tools they need to secure and maintain employment. Stable employment provides the ability to satisfy essential needs and ensure participants can maintain the prosocial lifestyles they design for themselves while in CONTRACTOR's program.
Ongoing Employment Opportunities	<ul style="list-style-type: none"> • Foster Farms • Cargill • NetaFim • OK Produce • Salvation Army • Amazon 	Ongoing employment opportunities provide participants with additional motivation to continue their prosocial lives by allowing them to envision a future path that they can work on while in the program and after program completion.
Temporary Employment Services	<ul style="list-style-type: none"> • People Ready • Spherion • Center for Employment Opportunities (CEO) 	Temporary employment services are critical for program participants who must meet essential needs for themselves and their families before engaging in programming and working towards educational, vocational, and long-term career goals

Rewards Program.

CONTRACTOR's approach includes a robust rewards program for participants and underlying support. CONTRACTOR's staff will plan for and reward desired behaviors on a daily and intermediate basis through the use of positive reinforcements, earned privileges, and prizes with monetary or tangible value. Items of value include bus passes, hygiene kits, gift cards, business attire or other essential items. Completing programming goals, accomplishing a vocational certificate, gaining employment or even arriving on time and dressed appropriately are all causes for celebration.

Community Connections.

In addition to connecting participants to resources in the community through referrals, participants will be offered the opportunity to attend Community Connection events at the Fresno DRC. During these events, local employers and educational or vocational training providers visit the DRC and

provide presentations and information to participants to help make them aware of options in the community that may assist them in locating employment or encourage them to seek additional education or training to advance their careers.

Reentry Resource Website.

CONTRACTOR strives to deliver innovative and future-driven solutions to change behavior and change lives. In addition to the connections and referrals made by local staff, CONTRACTOR's website is accessible at www.georeentryconnect.com as a resource for individuals transitioning to the community. The site offers a comprehensive suite of valuable tools to assist probationers and reentrants post-release. Available 24/7, the key features include a reentry resource database, employment toolbox, education and vocational information, and general tips and guidance to connect individuals with valuable information. CONTRACTOR's local staff will update and maintain the resources in the Fresno County area. The site is interactive, compatible with desktop, tablet, and mobile devices, and features downloadable content. This resource is available to all Fresno County probationers.

Through the use of program components such as ACT Tessaera Workforce, CONTRACTOR's model is able to identify the participants interests, risks, and job readiness as it relates to work. The knowledge gained from such tools will then assist CONTRACTOR in providing tailored programming that consists of activities, exercises and training designed to help participants develop job skills needed for long-term success..

To provide participants with the services they most need, the program will focus on the following key elements:

Stabilizing the participant to increase motivation and engagement	Matching participants to a plan that suits their individualized needs
Assisting participants in obtaining employment to meet immediate needs or to advance toward future goals	Providing ongoing support throughout the program and after program completion
Extensive data collection, analysis, and reporting through CONTRACTOR's proprietary case management system	

1. Stabilizing Participants

CONTRACTOR will first address essential needs to stabilize the participant. Accordingly, the approach will include administering an assessment that identifies any housing, food, childcare, or transportation barriers that may prevent a participant from successfully securing and maintaining employment. CONTRACTOR will work with participants to identify their essential needs that must be satisfied and develop action items to ensure participants satisfy these needs. The Individual Employment Plan (IEP) will outline steps the participant must take to successfully address the identified factors.

CONTRACTOR's staff are trained in connecting participants with local providers in the community to obtain basic resources such as housing, food, clothing, childcare, medical care, etc. Please see Table 6 Essential Needs Resources found on the end of the document, for a list of community partners that can provide program participants with resources to satisfy their essential needs and provide stabilization within the community to ensure participants can focus on finding, securing, and maintaining a job..

2. Matching Participants to a Plan or Job that Fits Their Goals.

The most effective way to address employment-specific needs is by first identifying where the participant is in their educational, vocational, or career development. At program intake some participants may need additional education or vocational training before they can secure a job in their chosen field. Participants have the choice to complete additional training to address identified weaknesses; if this is a step that they are willing to take, CONTRACTOR will assist them in addressing this goal. Selecting to take additional training does not preclude immediate placement into a potential job. It does however affect the nature of the IEP in that additional steps may be included within the plan, which the participant must complete prior to employment placement.

Placement into a job is not just about matching participants to any open opportunity; its relevance to individual goals must be considered to keep up motivation. If a participant is not interested in their job, they will be less likely to maintain any pro-social investment in employment. Placement into jobs that can assist the participant in obtaining certification or allows them to acquire a trade they are interested in opens possible long-term goals such as starting his/her own plumbing business. Appropriate employment plans allow participants to see the benefits of continued participation in the work or programming.

3. Assisting Participants to Obtain a Job to Meet Immediate Needs and Advancement Toward Future Goals.

To meet the goals identified in the IEP, participants and staff will collaborate to use assessment results and the participant's established skillsets to decide which employers to approach for possible employment opportunities. Opportunity options available to participants within the program include:

- ***Immediate Entry-Level Job Opportunities***—CONTRACTOR has connections with a wide range of employers immediately able to employ job-seeking participants in various industries including agriculture, meat processing, retail, and service industries.
- ***Transitional Work Opportunities***—CONTRACTOR collaborates with multiple transitional work programs including AmeriCorps/Local Conversation Corps, What's Cooking Fresno, WorkForce Connection Young Adult Services, and CEO.
- ***Apprenticeships***—CONTRACTOR is partnered with a successful California-based career training and job placement organization, Career Expansion Inc. Participants will be enrolled in the Multi-Core Craft Curriculum (MC3) program, a five-week apprenticeship training that provides instruction to individuals interested in joining a union. The curriculum used is not specific to one union and teaches a broad knowledge of all unions to determine which area of employment the participant will be best suited for. The training teaches hands-on experience and knowledge of safety precautions for the participant to be successful in this field. Once training is complete, CONTRACTOR's Job Developer in coordination with the Career Expansion Job Placement Coordinator will work with the established network of employers to place participants in sustainable jobs. The training is online and is approved by the State of California Department of Rehabilitation (DOR) as well as funded by DOR and federal grants.
- ***Career-Oriented Job Placements***—CONTRACTOR's network of potential employers includes opportunities for participants to obtain placements with trade- industry jobs. Additionally, CONTRACTOR partners with CareerSafe to provide Occupational Safety and Health Administration (OSHA) 10-Hour Programs, which are entry level training courses

designed for all workers to have a foundation of safety in fields such as: construction, agriculture, healthcare, manufacturing, automotive, culinary, and cosmetology industries.

- **Career Development Opportunities**—CONTRACTOR's Job Developers will, through individual career counseling, work with participants to create an Education and Career Plan with a goal towards sustainable employment at a higher wage. This plan may leverage educational and vocational training resources in the community to help the participant advance in their career path as referenced in Table 2, *Education Resources in the Community*.
- **Entrepreneurship**—Program participants can leverage services and programs provided at CONTRACTOR's Fresno County DRC to make connections with other entrepreneurs in the community to provide mentorship and arrange introductions to other entrepreneurs and employers.

4. Ongoing Support.

CONTRACTOR will provide ongoing job coaching after initial placement for up to one (1) year, at a minimum of ninety (90) day intervals, to assist in job retention and any career change or additional certifications needed for more stable employment. In addition, CONTRACTOR has an open-door policy for participants to come back for additional assistance.

Ongoing support services include:

Continued case management through individual meetings and counseling	Refinement of skills learned in the program including life skills, job searching, job interviewing, follow up, and resume writing
Support and referrals for continued education	Referral to CONTRACTOR's network of partners providing employment related or other support services
Access to the Fresno DRC's Community Connections Program	Free 24/7 access to CONTRACTOR's Reentry Resource Website
Mentorship and support for entrepreneurial pursuits	Assistance in finding and enrolling in programs to develop new skills

5. Data Collection and Reporting.

CONTRACTOR has the internal resources to engage in extensive data collection and provide corresponding reports for County personnel. CONTRACTOR will utilize in-house technical expertise and financial resources to develop process improvements. CONTRACTOR has designed the GEOtrack digital data collection and management system; a proprietary, secure, web-based system designed to capture and accurately document participant accountability

information track metrics, and give authorized users access to participant status and progress.

As an integral part of documenting program effectiveness, CONTRACTOR will maintain participant accountability through thorough and accurate reporting mechanisms. Program staff will electronically enter all assessment, personal, and program data for each participant in GEOtrack®. Staff will update this information to reflect individual participant progress through the program including assessment results; appearance for scheduled activities (groups, individual meetings, etc.); including significant events and staff observations; participation in meeting programming requirements; education status and employment status. CONTRACTOR will provide the County a variety of reports about the participant population and program outcomes regarding public safety, assistance with positive re-entry and reduced recidivism. If additional tracking is requested, CONTRACTOR will provide the County the corresponding reports.

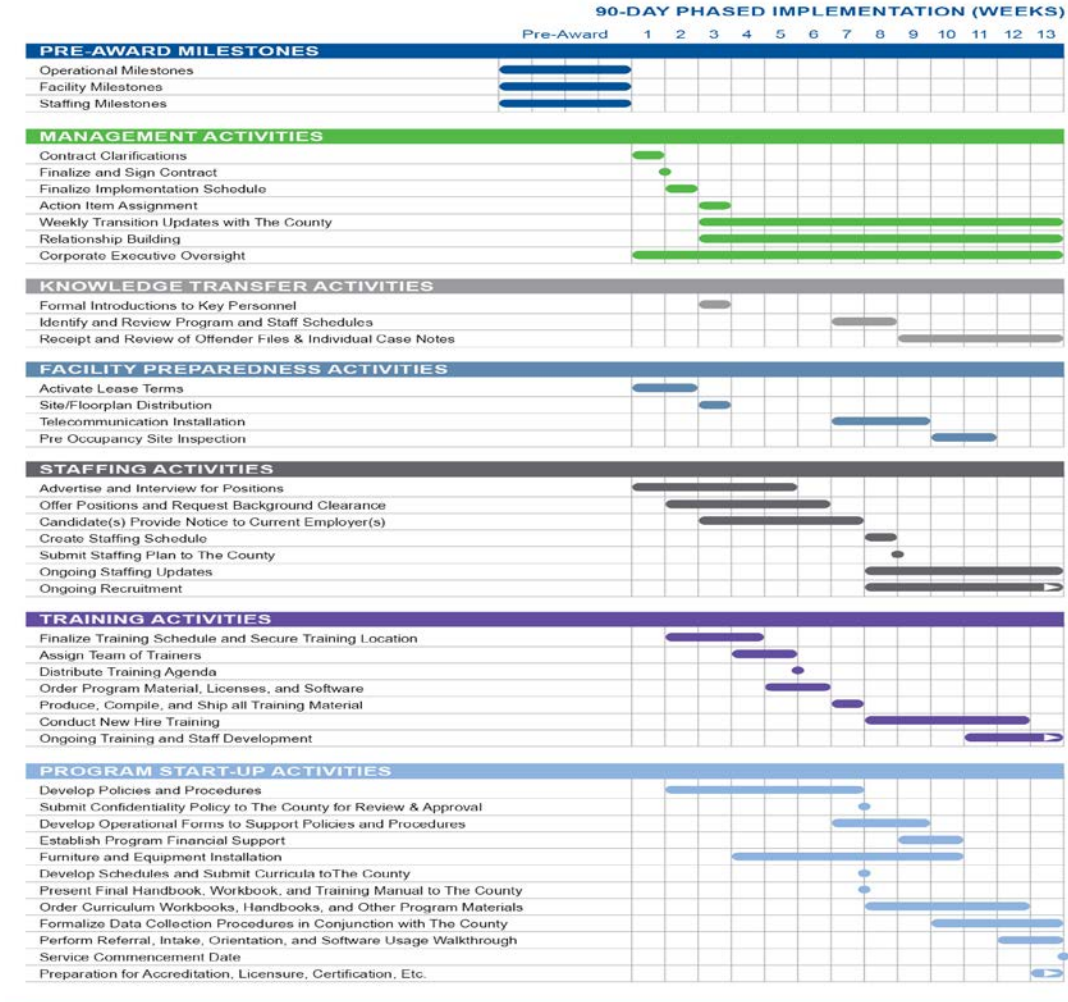
Implementation Plan

CONTRACTOR will utilize corporate and individual resources including dedicated programming, research, construction, design, real estate, human resources, employee training, accounting, IT, contract compliance, and management departments, needed to provide services for there-entry employment readiness contract to be operational within 90 days of contract award notification. CONTRACTOR will execute projects in a seamless, timely, and efficient manner to successfully implement the contract while maintaining contract fidelity throughout the life of the contract.

The *Implementation Plan* assumes a notification of contract award of December 10, 2020. CONTRACTOR clearly defines functions, deliverables, and milestones for staff who will maintain responsibility for each activity, please see *Sample Implementation Schedule* Emphasis will be placed on continuous coordination and communication between all team members and Fresno County personnel to report progress and challenges. The actual implementation schedule for Fresno County will be adjusted to meet the County's timeline and schedule upon award.

SAMPLE IMPLEMENTATION SCHEDULE

Phased Start-Up Activities



CONTRACTOR will employ the staff outlined below. This is a general staffing matrix that can be scaled up or down, dependent on the total number of inmates enrolled in the program, and in accordance with CONTRACTOR best practices.

Table 4 Summary of Staffing Level	
Job Title	Number of FT Employees
Program Supervisor	1
Job Developer	2
Total	3

CONTRACTOR invests heavily in the strengths and abilities of CONTRACTOR's staff to achieve strong outcomes and have an impact on recidivism reduction. CONTRACTOR understands the inherent challenges in working with inmate populations and therefore employs a dedicated training department for CONTRACTOR's employees. Staff are required to complete a minimum of 40 hours

of training on an annual basis. All CONTRACTOR staff will start their employment with robust training on core correctional skills, EBP and program specific procedures. CONTRACTOR's Continuum of Care Training Institute provides CONTRACTOR's Program Supervisor an array of advanced learning opportunities to improve basic skills and develop in-depth expertise of staff.

CONTRACTOR's Research Department will provide staff training curriculum to include Cognitive Behavioral Interventions (CBI), Employment Lab, and other program specific components at the time of hire with ongoing training throughout the life of the contract. CONTRACTOR ensures that staff providing direct services meet all applicable licensing standards and minimum certification requirements for the State of California.

Attracting highly professional and accountable staff is critical to the success of the program and CONTRACTOR will strive to hire employees who reflect the culturally diverse demographics of the participant population to be served. CONTRACTOR will follow an established *Staffing Strategy* (see below) to fill staffing requirements. This process will be implemented to build and maintain appropriate staffing levels throughout the life of the contract.

To manage all aspects of reentry employment support, safeguards are taken at every step as depicted on the following page.

STAFFING STRATEGY



1. Define Operational Structure—CONTRACTOR has aligned its organizational structure to ensure every level of the reentry program has responsive support. CONTRACTOR possesses a defined leadership, regional, and program-based structure to support the County at all levels of the organization.

2. Determine Organizational Staffing Needs—Established processes ensure appropriate staffing to provide continuous program operations. CONTRACTOR's staffing plan recruits and selects employees based on education, job qualifications, credentials, and experience. CONTRACTOR is an equal opportunity employer and will recruit and select employees without regard to race, creed, color, sexual orientation, religion, national origin, ancestry, age, marital status, disability and veteran status.

3. Recruit and Hire Staff—Detailed pre-employment practices ensure staff meet County requirements. CONTRACTOR will recruit employees through all major online forums, reward employees through referral programs, and participate in military and diversity hiring initiatives. CONTRACTOR will evaluate candidates to ensure they are U.S. citizens, provide detailed job requirements and information, apply behavioral interviewing techniques and use an independent employment-screening agency to conduct background investigations; administer pre-employment drug screens; and check state, county criminal records, motor vehicle records, and central

registries.

4. Train Staff—Program staff attend thorough training sessions to ensure an understanding of the critical nature of providing services to justice-involved participants. CONTRACTOR's personnel receive security and confidentiality training during new hire and ongoing training. CONTRACTOR will employ a dedicated training department for employees and will have a training specialist/quality assurance professional dedicated to reentry employment readiness program operation. All training activities will be supported by CONTRACTOR's Continuum of Care Training Institute. This corporate division of CONTRACTOR will provide its employees the following training sessions:

- **Basic Training**—Four weeks of training sessions—with each week consisting of 40 hours of training. This will include sessions on topics such as: Personnel policies and procedures, Core Correctional Practices, Motivational Interviewing, Assessment Interpretation, Criminogenic Needs, Case management, Individual Employment Plans (IEPs), and Documentation. Basic Training may incorporate in-person classroom sessions, role playing, and on-the-job training to enhance the staff's learning experience and elicit evidence of learned skills.
- **Refresher Training**—Staff are required to complete at least 40 hours of Refresher Training each year. Examples of refresher courses include curriculum specific refreshers, cultural and ethnic sensitivity, and connecting participants with employment or education opportunities that fit their current and future needs.
- **Skill Set Certifications**—Evidence-based programming and practices used within the program require specific training. CONTRACTOR will require that staff be trained before providing these services and be certified on an annual basis. The primary Skill Set Certifications offered to personnel will focus on Motivational Interviewing, Trauma-Informed Care, Gender-Responsiveness, and Group Facilitation techniques and practices.

5. Retain Staff—Experienced, tenured staff enhance CONTRACTOR's ability to provide responsive services. A major factor in CONTRACTOR's successful operation of in-custody and community-based programs is CONTRACTOR's established staffing plan that includes industry-best hiring and retention practices. These practices will be supported by CONTRACTOR's regional Human Resource Manager that will specialize in hiring program staff. CONTRACTOR's programs and facilities typically have low turnover—which promotes increased program stability—and CONTRACTOR's recruitment, selection, training, and retention programs ensure this program will meet or exceed all requirements. CONTRACTOR's reputation, salaries, benefits, training and career opportunities allow us to recruit and retain individuals with the skills, education and drive to keep CONTRACTOR at the forefront of modern reentry program operations and keep us in full compliance with all governmental regulatory requirements relating to employment and personnel practices.

Outcomes

To ensure a high rate of return on investment, CONTRACTOR will continue to develop, implement and regulate evidence-based programs that incorporate cultural sensitivity and individualization, with the support of industry experts, in-house training and research teams to increase employability and job retention.

CONTRACTOR will hold itself accountable, and measure the impact of the investment and contribution to community public safety with:

Intermediate Outcomes—CONTRACTOR will measure impact on employment rates. by measuring the volume of services offered and the results of individual participants. The chart below defines CONTRACTOR's program benchmarks which will be used to gauge performance not only by the quantity of program interventions made, but also by the impact on the life of participants. Accordingly, CONTRACTOR will track and present the County with various data items regarding changes in criminal thinking, attendance rates and employment gains, included in Table 5, *Process and Outcome Indicators*. Pre and Post-test measure around workplace attitudes will also be conducted, and CONTRACTOR will track any additional data requested by the County.

Reports

CONTRACTOR will provide the County with monthly reports, and with the COUNTY reserving the right to negotiate the type and frequency of reports. CONTRACTOR will work with the COUNTY to design and produce monthly reports in addition to providing any ad-hoc requests.

Table 5 Process and Outcome Indicators	
Process Indicators	Outcome Benchmarks (annually)
<ul style="list-style-type: none"> Number of Intakes 	<ul style="list-style-type: none"> 240 Intakes
<ul style="list-style-type: none"> Number of Risk/Need Assessments Completed 	<ul style="list-style-type: none"> 200 assessments
<ul style="list-style-type: none"> Number of IEPs developed 	<ul style="list-style-type: none"> 200 IEP's
<ul style="list-style-type: none"> Number of Participants employed 	<ul style="list-style-type: none"> 120 participants after 30 days in the program 60% of those still employed after both 60- & 90-day intervals
<ul style="list-style-type: none"> Number of Participants enrolled in educational or vocational training 	<ul style="list-style-type: none"> 80 participants 80 completing a vocational certification course, Employment Readiness and/or CBI-Employment
<ul style="list-style-type: none"> Number of referrals to community-based programs 	<ul style="list-style-type: none"> 200 referred to community resources based on assessed need
<ul style="list-style-type: none"> Number of employment assessments completed 	<ul style="list-style-type: none"> 200 assessments completed
<ul style="list-style-type: none"> Pre and Post Program measures 	<ul style="list-style-type: none"> 120 displaying improvements in employment attitudes such as Work Ethic, Resilience, Creativity, Leadership, Integrity & Collaboration

CONTRACTOR staff will electronically enter all assessment, personal, and case management data for each participant in CONTRACTOR's GEOtrack case management database. GEOtrack case management system provides enhanced evidence- based practices tracking mechanisms. CONTRACTOR will track programming dosage and prompting CONTRACTOR staff to identify each participant's criminogenic driver during the case planning process and weekly case notes. CONTRACTOR will update this information to reflect daily participant progress including assessment results; appearance for scheduled activities (groups, individual meetings, etc.); case notes, including

significant events and staff observations; participation and progress; employment and education status; and the number of community referrals made. Data collected includes participant information and demographics, criminogenic risk and employability results. CONTRACTOR will ensure data collection and reporting is in accordance with the COUNTY's requirements and CONTRACTOR policies and procedures.

CONTRACTOR will use GEOtrack to electronically schedule and track onsite programming, as well as approved off-site activities, such as employment, educational courses, or vocational training. Each day, GEOtrack automatically generates a listing of scheduled services and also generates alerts for unauthorized absences. This allows CONTRACTOR to quickly begin investigating the absence, take any required corrective actions, and report the incident to the COUNTY in accordance with predetermined procedures. Participants will sign a roster for specific appointments and group sessions when held in person. CONTRACTOR will upload these rosters into GEOtrack to further help track and verify attendance. CONTRACTOR will share this program data with the COUNTY on a regular basis.

Employment Tracking—When a participant obtains an employment placement, CONTRACTOR will contact the employer to offer support services and follow up with the employer after 30, 60, and 90 days. This will help CONTRACTOR verify participant accountability; assess participant job performance; build good will for the Re-Entry Employment Readiness Services Program; and further develop employment opportunities for other participants. CONTRACTOR will document all employer contact in the participant's case plan and share this data with COUNTY as needed and required.

Increase in Employment Rate—CONTRACTOR will document each participant's employment status upon intake and program completion with the expectation of an increase in employment rates. The CONTRACTOR's administration of The Re-Entry Employment Readiness Program will improve participants' ability to find and maintain full-time and part-time jobs and encourage them to continue prosocial behaviors that reduce the risk of recidivism.

Number of Successful Program Completions—CONTRACTOR will record and evaluate the rate of participants successfully discharging from the program in GEOtrack.

Criminal Justice Involvement—CONTRACTOR projects an overall decrease in criminal justice involvement for program participants. It is the experience; employment readiness programs have resulted in lower recidivism rates for participants in comparison to offenders not enrolled in a CONTRACTOR program.

Accountability

Fidelity Audits—CONTRACTOR will conduct formalized field visits to assess the programs' adherence to EBP. These in-person fidelity reviews will measure and improve the program's application of EBP in 11 key areas: actuarial risk/needs, intrinsic motivation, targeted interventions, skills training, contingency management, community support, measurement practices, providing feedback, leadership, treatment team, and participant satisfaction. CONTRACTOR Quality Assurance personnel will observe service delivery and conduct interviews with staff and participants to obtain a well-rounded view of program operations and create a report that includes actionable recommendations for CONTRACTOR to make enhancements to the program.

Location

CONTRACTOR will conduct the program services from an office located at 3636 North 1st Street, Suite 121 in Fresno. Located near public transportation, the Fresno airport, retail, and service industry employment opportunities, this is an ideal site from which CONTRACTOR will provide the services. The HVAC units were recently replaced, and the complex was re-roofed between 2016 and 2018, which will minimize costs for the life of the contract. CONTRACTOR offices will be open Monday through Friday from 8:00 AM to 5:00 PM. The office space provides CONTRACTOR

sufficient room to accommodate program participants meeting with Job Developers There is abundant parking as well as additional street parking available along Redlands Avenue, and the Fresno County DRC, located at 2212 North Winery Avenue, Suite 122, in Fresno, is three (3) miles from the program site, enabling program participants to leverage DRC staff knowledge, expertise, and additional support services. The Fresno DRC shares a suite with Probation and has excellent relationships with County and Probation personnel and CONTRACTOR's organization looks forward to continuing to expand upon these positive partnerships.

A. Alternative Solutions

As an essential service provider for a vulnerable population, CONTRACTOR will keep vocational programs and supportive services available while maintaining responsible practices.

Providing participant services that enhance public safety in Fresno County is CONTRACTOR's top priority. CONTRACTOR will leverage virtual technologies at the stand-alone site which can also be adapted for participant use at home, if needed. In response to the uncertainty of the national COVID-19 pandemic, staff at CONTRACTOR's Fresno DRC have developed and implemented creative program modifications to enable continuous and uninterrupted services. These practices and modifications as detailed below, will be an option for the program if in-person services are not feasible.

- ***Socially Distant Intake and Assessment Practices***—CONTRACTOR will complete intake and assessment through teleconference. This practice establishes a baseline for creating a plan designed to address participant risk and needs while limiting in-person COVID-19 transmission.
- ***Remote Programming***—In instances where on-site treatment activities are suspended, CONTRACTOR will schedule phone calls and video conferences with participants to lead groups remotely and make referrals to needed community resources.

In-Custody Expansion Services

If the County wishes to resume the solicitation of reentry employment programming and services to offenders within the Fresno County Jail, CONTRACTOR will work with the County to modify program services. To reach participants while they are in-custody, CONTRACTOR will provide services through an additional option:

- ***Mobile Computer Lab***—CONTRACTOR will make available laptop computers to in-custody participants to provide access to digital content including programming for employment readiness, vocational courses, job searching, and resume building.

List of Community Partners

Table 6. Essential Needs Resources		
Need	Community Partners	Benefits to Participants

<p>Family/Housing</p>	<ul style="list-style-type: none"> • Aspiranet • Decision Home of Fresno • Fresno Rescue Mission • Poverello Home • Samaritan Women • Child Protective Services • Fresno County Social Services • Fresno Housing Authority • Naomi's House • Fresno County (EOC), Sanctuary Transitional Shelter 	<p>CONTRACTOR's Fresno DRC staff have partnered with various support services organizations in the Fresno community. Employment Readiness Program participants will benefit from an existing list of available resources in the area to ensure participants have housing and help them stabilize their home lives.</p> <p><i>Appropriate housing and support for family-related needs helps ensure participants can focus on programming and meeting IEP milestones, improving their chances of successfully obtaining and maintaining employment.</i></p>
<p>Food Assistance</p>	<ul style="list-style-type: none"> • Catholic Charities • Cornerstone Church • Community Food Bank • Salvation Army 	<p><i>Ensuring program participants have access to basic needs such as food helps them focus on building employment and life skills.</i> For example, participants seeking vocational training for certification can work towards their goals without worrying about having the money to feed themselves or their families.</p>
<p>Medical Services</p>	<ul style="list-style-type: none"> • Clinica Sierra Vista • Fresno Community Regional Medical Center / MISPP • Planned Parenthood • Tzu Chi Medical Outreach • Wal-Mart: Vision Center 	<p>CONTRACTOR has identified local medical services providers that can offer participants free or low-cost medical, vision, dental, and other necessary medical services.</p> <p><i>Program participants with health-related barriers to employment can seek treatment prior to increase their chances for program success prior to beginning programming or being placed in track.</i></p>

Mental Health	<ul style="list-style-type: none"> • Fresno County Department of Behavioral Health / Exodus Wellness Center / Crisis Stabilization Center / Indigent Mental Health Services • Turning Point Mental Health Services, First Street Center • Fresno County Behavioral Health • Psychological Services Center—Alliant International University 	<p>Many participants present with mental health risk/needs that must be addressed to ensure program success. <i>Participants benefit from CONTRACTOR's referrals to mental health services providers in the Fresno County community to ensure they receive the appropriate treatment and increase their chances of program success.</i></p>
Sobriety Support	<ul style="list-style-type: none"> • Alcoholics Anonymous (AA) • Narcotics Anonymous (NA) • Celebrate Recovery • Fresno New Connections 	<p>Preserving sobriety is crucial to an individual's ability to secure and maintain employment. <i>Sobriety support services in the area that are easily accessible to participants from their homes, CONTRACTOR's offices, or their places of employment helps increase the likelihood that they will attend support groups and receive the necessary education, treatment, and support they need to maintain sobriety.</i></p>
Transportation	<ul style="list-style-type: none"> • Fresno Area Express (FAX) 	<p>CONTRACTOR's staff are trained to familiarize themselves with local public transportation systems and routes. <i>Program participants benefit from staff support in developing transportation plans to ensure any transportation-related barriers to employment are removed, increasing their chances for program success and ability to maintain employment.</i></p>

Exhibit B- Summary for AB 109 Funding

Organizaiton/Agency

BI Incorporated

Program/Service Description

Employee Readiness (AB 109)

Total Requested Budget For Years 1 through 5

\$ 1,357,055.00

Number and type of positions funded (e.g., Correctional Officer (2))

Title/Classification & number of positions

Program Supervisor (0.8)

Employment Education Coordinator (1.6)

Organization/Agency:		BI Incorporated									
Program/Service:		Employee Readiness (AB 109)									
SALARIES & BENEFITS	Year 1	Funding	Year 2	Funding	Year 3	Funding	Year 4	Funding	Year 5	Funding	Notes/Comments/Description
	Request		Request		Request		Request		Request		
Regular Salaries	\$	109,824	\$	114,417	\$	116,713	\$	119,062	\$	121,432	
Overtime		2,371		2,419		2,467		2,517		2,567	
Holiday OT		2,918		2,977		3,037		3,098		3,160	
Unemployment Insurance		1,176		1,176		1,176		1,176		1,176	Federal and State Unemployment
Retirement Contribution		988		1,030		1,050		1,071		1,093	Employer matching contribution
OASDI Contribution		8,974		9,340		9,527		9,718		9,912	Payroll taxes
Workers Comp Contribution		2,097		2,183		2,227		2,272		2,317	
Health Insurance Contribution		10,656		10,656		10,656		10,656		10,656	
Life & Disability Insurance		525		525		525		525		525	
Benefits Administration											
Other (describe)											
Object Total	\$	139,529	\$	144,723	\$	147,378	\$	150,095	\$	152,838	
SERVICES and SUPPLIES	Year 1	Funding	Year 2	Funding	Year 3	Funding	Year 4	Funding	Year 5	Funding	Notes/Comments/Description
	Request		Request		Request		Request		Request		
Mobile Communication		1,440		1,440		1,440		1,440		1,440	Cell phone for supervisor
Telephone Charges		2,400		2,400		2,400		2,400		2,400	Phone system for facility
Liability Insurance		3,519		3,662		3,736		3,811		3,886	General liability, calculated as a % of payroll costs
Insurance - Other											
Office Expense		29,440		29,440		29,440		29,440		29,440	Rent, Janitorial Service, Printer/Copier Lease, Office Supplies
Books and Publications		4,831		4,831		4,831		4,831		4,831	Participant Curriculum
Prof & Specialized Services		7,200		7,200		7,200		7,200		7,200	Participant Transportation
Publications & Legal Notices											
Education & Training		5,216		5,240		5,265		5,291		5,316	Hours for employee training and the cost of any associated travel
Utilities		6,400		6,400		6,400		6,400		6,400	
Other (describe)		2,880		2,880		2,880		2,880		2,880	Participant Incentives/Snacks, Recruitment Costs
Object Total	\$	63,326	\$	63,493	\$	63,592	\$	63,693	\$	63,793	
FIXED ASSETS											
(add description - e.g., vehicle)	\$	12,800	\$	12,800	\$	12,800	\$	12,800	\$	12,800	Staff Laptops, Participant Computer Lab, FF&E, Facility Renovations
Object Total	\$	12,800	\$	12,800	\$	12,800	\$	12,800	\$	12,800	
INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization											
Object Total	\$	55,756	\$	50,395	\$	47,641	\$	44,823	\$	41,980	
TOTAL BUDGET	\$	271,411	\$	271,411	\$	271,411	\$	271,411	\$	271,411	

Exhibit B - Summary for JAG Funding

Organizaiton/Agency

BI Incorporated

Program/Service Description

Employee Readiness (JAG)

Total Requested Budget For Years 1 through 5

\$	346,185.00
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Number and type of positions funded (e.g., Correctional Officer (2)

Title/Classification & number of positions

Program Supervisor (0.2)

Employment Education Coordinator (0.4)

Organization/Agency:		BI Incorporated										
Program/Service:		Employee Readiness (JAG)										
SALARIES & BENEFITS		Year 1 Request	Funding	Year 2 Request	Funding	Year 3 Request	Funding	Year 4 Request	Funding	Year 5 Request	Funding	Notes/Comments/Description
Regular Salaries		\$	27,456	\$	28,604	\$	29,178	\$	29,766	\$	30,358	
Overtime			593		604		617		630		642	
Holiday OT			730		744		759		775		789	
Unemployment Insurance			294		294		294		294		294	Federal and State Unemployment
Retirement Contribution			247		258		263		268		273	Employer matching contribution
OASDI Contribution			2,244		2,335		2,382		2,430		2,478	Payroll taxes
Workers Comp Contribution			525		546		502		457		412	
Health Insurance Contribution			2,664		2,664		2,664		2,664		2,664	
Life & Disability Insurance			131		131		131		131		131	
Benefits Administration												
Other (describe)												
Object Total		\$	34,884	\$	36,180	\$	36,790	\$	37,415	\$	38,041	
SERVICES and SUPPLIES		Year 1 Request	Funding	Year 2 Request	Funding	Year 3 Request	Funding	Year 4 Request	Funding	Year 5 Request	Funding	Notes/Comments/Description
Mobile Communication			360		360		360		360		360	Cell phone for supervisor
Telephone Charges			600		600		600		600		600	Phone system for facility
Liability Insurance			880		916		934		953		972	General liability, calculated as a % of payroll costs
Insurance - Other												
Office Expense			7,360		7,360		7,360		7,360		7,360	Rent, Janitorial Service, Printer/Copier Lease, Office Supplies
Books and Publications			9,663		9,663		9,663		9,663		9,663	Participant Curriculum
Prof & Specialized Services			1,800		1,800		1,800		1,800		1,800	Participant Transportation
Publications & Legal Notices												
Education & Training			1,304		1,310		1,317		1,323		1,330	Hours for employee training and the cost of any associated travel
Utilities			1,600		1,600		1,600		1,600		1,600	
Other (describe)			720		720		720		720		720	Participant Incentives/Snacks, Recruitment Costs
Object Total		\$	24,287	\$	24,329	\$	24,354	\$	24,379	\$	24,405	
FIXED ASSETS												
(add description - e.g., vehicle)		\$	3,200	\$	3,200	\$	3,200	\$	3,200	\$	3,200	Staff Laptops, Participant Computer Lab, FF&E, Facility Renovations
Object Total		\$	3,200	\$	3,200	\$	3,200	\$	3,200	\$	3,200	
INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization												
Object Total		\$	6,866	\$	5,528	\$	4,893	\$	4,243	\$	3,591	
TOTAL BUDGET		\$	69,237	\$	69,237	\$	69,237	\$	69,237	\$	69,237	

Exhibit B - Salary and Benefit Detail By Position

[illegible]

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).

Exhibit C

(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:	