

SUPPORTIVE SERVICES AGREEMENT

(First 5 Fresno County – County of Fresno)

THIS SERVICES AGREEMENT (this “Agreement”) is made and entered into this October 22, 2020 (the “Effective Date”), by and between the CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY, a California public entity established in accordance with the California Children and Families Act of 1998 (the “Commission”), and the County of Fresno, a political subdivision of the State of California (“Contractor”). The Commission and Contractor are collectively referred to herein as the “Parties” or singularly by their individual names or as a “Party.”

RECITALS:

A. The Commission, which was created pursuant to the California Children and Families Act of 1998, funds programs for children aged zero to five and their families.

B. The Commission requires an independent contractor to enhance the referral system across Fresno County home visitation providers, helping to create a more sustainable, unified system that supports families with the home visiting services they need and maximizes available funding. This agreement is funded through the First 5 California Home Visitation Coordination Funding for which the Commission is the lead fiscal agency.

C. Contractor acknowledges that it possesses the qualifications and resources required to provide said services.

D. The Commission desires to retain Contractor to provide the services described herein, pursuant to the terms and subject to the conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the recitals set forth above, which are hereby incorporated by this reference, and the mutual promises contained herein, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. **Scope of Work.** The Commission hereby engages Contractor to perform the work as specified in **Exhibit “A,”** attached hereto and incorporated herein by this reference (the “Services”). Notwithstanding anything to the contrary in this Agreement, including Exhibit A, Contractor will begin providing services no earlier than when this Agreement is fully executed by the parties.

2. **Term.** This Agreement shall commence on the Effective Date and ends on June 30, 2022 unless sooner terminated pursuant to Section 5 of this Agreement (the “Term”).

3. **Compensation.** Compensation by the Commission to Contractor for completion of the Services shall be at the rates also set forth in **Exhibit “A”** (the “Services Fee”), based on the approved First 5 California Home Visitation Coordination Funding budget. Notwithstanding any provision of this Agreement to the contrary, the Services Fee shall not, under any circumstances, exceed one hundred fifty thousand dollars (\$150,000) (the “Maximum Services Fee”), nor shall the Commission, under any circumstances, be obligated to pay Contractor any amount in excess of the Maximum Services Fee, except as may be mutually agreed in writing.

4. **Payment.** Contractor shall send the Commission quarterly invoices, which itemize actual expenses incurred by Contractor in providing the Services. Invoices shall be submitted by the 1st day of each month, and shall be itemized to identify the tasks undertaken to provide the Services. The Commission shall, at the rates specified under the Services Fee, pay charges due for Services satisfactorily performed within thirty (30) calendar days after its receipt of invoices from Contractor. All payments by Commission to Contractor during the Term of this Agreement shall be made via electronic funds transfer ("EFT"). Contractor shall submit all forms necessary to facilitate EFT, including, but not limited to, the EFT authorization form. The EFT policy is contained in the Commission's Funded Partner Manual, as amended, a current version of which is available on our website, www.first5fresno.org/forms-docs/, and incorporated by reference (the "Manual"). The Commission reserves the right to withhold or reject payment in the event that, in the Commission's sole reasonable determination, Contractor has improperly performed a Service. The Commission shall have the right to demand of Contractor the repayment of funds to the Commission of any funds disbursed to Contractor under this Agreement, which in the Commission's reasonable determination were not expended in accordance with the terms of this Agreement. Contractor shall promptly refund any such funds upon demand.

5. **Termination.**

(a) **Event of Non-Appropriation or Reduction of Funding.** The terms of this Agreement are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this Agreement at any time by giving Contractor thirty (30) days prior written notice.

(b) **Termination For Cause.** Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notification to the breaching Party. Termination shall be effective immediately upon receipt of the notice, or three (3) days from mailing of the notice, whichever occurs first. For the purposes of this Paragraph, material breach of this Agreement shall include, but not be limited to, the following:

- (1) Failure of the Commission to pay Contractor in accordance with Paragraph 4 of this Agreement and not cure such failure within thirty (30) days of delinquency;
- (2) Contractor's submission to the Commission of an incorrect or incomplete invoice; or
- (3) Failure of Contractor to perform the Services in a timely manner and to the satisfaction of the Commission, in the Commission's sole discretion.

In no event shall any payment to Contractor by the Commission constitute a waiver by the Commission of any breach of this Agreement or any default which may then exist on the part of Contractor. Such payment shall neither impair nor prejudice any remedy available to the Commission with respect to the breach or default.

(c) **Termination Without Cause.** Either party may, at its sole discretion, terminate this Agreement without cause for any reason not otherwise covered in this Section 5, upon giving the other party thirty (30) days prior written notice.

6. **Independent Contractor.** Contractor is an independent contractor. All persons employed to furnish the Services under this Agreement are employees of Contractor and not of the Commission.

(a) In performance of the work, duties and obligations assumed by Contractor under this Agreement, the Parties mutually understand and agree that Contractor, including any and all of Contractor's owners, officers, agents, employees, and independent contractors, will at all times be acting and performing as an independent contractor, and shall act in its independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the Commission. Furthermore, the Commission shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its obligations under this Agreement. However, the Commission shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions of this Agreement.

(b) Contractor shall have the sole obligation to provide its employees with all legally required notices and postings, as well as all employee wages and benefits, and will withhold there from all Social Security and other withholdings required by applicable Federal or state laws and regulations.

7. **Defense, Indemnity, and Hold Harmless.** Contractor agrees to indemnify, save, hold harmless, and at the Commission's request, defend the Commission, its officers, agents, and employees from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to the Commission in connection with the performance, or failure to perform, by Contractor, its officers, agents, or employees under this Agreement, and from any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents, or employees under this Agreement.

8. **Licensure.** Contractor shall maintain in full force and effect all applicable licenses and certificates required for the provision of the Services pursuant to the terms and conditions of this Agreement. The Commission reserves the right to demand and inspect Contractor's licenses and certificates. Contractor shall provide the Commission copies of such records within five (5) days of such demand.

9. **Insurance.** No later than thirty (30) days following the Commission Chair signature date, Contractor shall furnish to the Commission satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Contractor's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by the Commission, at least thirty (30) days prior to the effective date of such cancellation or change. Such required insurance shall include:

(a) **General Liability.** Comprehensive general liability coverage of at least one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately or the general aggregate limit shall be twice the required occurrence limit (i.e., \$2,000,000). Contractor shall list the Commission, its directors, officers, employees, independent contractors, authorized volunteers and consultants as additional insureds.

(b) **Professional Liability (Errors and Omissions).** In the event Contractor employs or contracts with licensed professional staff in providing the Services, professional liability (errors and omissions) insurance with limits of not less than one million dollars (\$1,000,000).

(c) **Automobile Liability.** Comprehensive automobile liability coverage with a combined single limit of at least one million dollars (\$1,000,000) per accident for bodily injury and property damage on all vehicles operated under Contractor's authority, whether or not owned by Contractor. Contractor shall list the Commission, its directors, officers, employees, independent contractors, authorized volunteers and consultants as additional insureds.

(d) **Worker's Compensation.** Workers' compensation insurance in accordance with the California Labor Code.

(e) **Fidelity Bond/Crime Insurance.** Upon the Commission's request, an Employee Dishonesty Bond (also known as crime insurance) or a Fidelity Bond of at least one million dollars (\$1,000,000), including coverage for theft or loss of Commission property.

10. **Audits and Inspections.** Contractor shall at any time during normal business hours, and as often as the Commission may deem necessary, make available to the Commission for examination all of its records and data with respect to the matters covered by this Agreement. Contractor shall, upon request by the Commission, permit the Commission to inspect all such records and data necessary to ensure the Contractor's compliance with this Agreement.

11. **General.**

(a) **Commission Representatives.** The Executive Director of the Commission and his or her duly appointed representative(s) shall administer this Agreement, and shall have authority to act on behalf of the Commission.

(b) **Entire Agreement.** This Agreement, together with all exhibits attached hereto, constitutes the entire agreement between the Parties relating to the Services described herein, and supersedes all prior and contemporaneous agreements, representations, and understandings of the Parties with regard thereto.

(c) **Modification.** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing.

(d) **Notices.** All notices required or permitted by this Agreement or applicable law shall be in writing and may be delivered in person (by hand or by courier) or may be sent by regular, certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, by facsimile transmission, or by electronic transmission (email) and shall be deemed sufficiently given if served in a manner specified in this Subparagraph (e). The addresses and addressees noted below shall be that Party's designated address and addressee for delivery or mailing of notices. Any Party may by written notice to the other specify a different address for notice. Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, three (3) days after the postmark thereon. If sent by regular mail the notice shall be deemed given forty-eight (48) hours after the same is addressed as required herein and mailed with postage prepaid. Notices delivered by United States Express Mail or overnight courier that guarantee next day delivery shall be deemed given twenty-four (24) hours after delivery of the same to the Postal Service or courier. Notices transmitted by facsimile transmission or similar means (including email) shall be deemed delivered upon telephone or similar confirmation of delivery (confirmation report from fax machine is sufficient), provided a copy is also delivered via personal delivery or mail. If notice is received after 4:30 p.m. or on a Saturday, Sunday or legal holiday it shall be

deemed received on the next business day:

To the Commission:

Fabiola González, Executive Director
CHILDREN & FAMILIES COMMISSION OF
FRESNO COUNTY
2405 Tulare Street, Suite 200
Fresno, California 93721
Email: fgonzalez@first5fresno.org

To Contractor:

David Pomaville, Director
County of Fresno, Department of Public Health
1221 Fulton Street
Fresno, CA 93721
Email: dpomaville@fresnocountyca.gov

(e) **Non-Discrimination and Equal Opportunity.** Contractor shall comply with all applicable laws providing equal employment opportunities. Contractor shall not discriminate against any person on the grounds of race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, pregnancy, citizenship status, military or veteran status, or any other characteristic made unlawful by federal, state, or local laws. These non-discrimination and equal opportunity requirements shall apply, without limitation, to 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.

(f) **Assignment and Binding Effect.** Contractor shall not assign all or any part of this Agreement, or any obligation or interest hereof, or any monies due or which may become due hereunder, without the prior written consent of the Commission, which consent may be withheld in the Commission's sole discretion. Subject to the provisions of the preceding sentence, this Agreement shall be binding upon, and inure to the benefit of, the respective heirs, executors, administrators, successors and assigns of the Parties.

(g) **Headings.** The subject headings of the sections and paragraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

(h) **Construction.** All words used in this Agreement shall be construed to include the plural as well as the singular number, and vice versa; words used in this Agreement in the present tense shall include the future as well as the present; and words used in this Agreement in the masculine gender shall include the feminine and neuter genders, whenever the context so requires.

(i) **Costs and Expenses.** Each Party shall pay all costs and expenses incurred, or to be incurred, by it in negotiating and preparing this Agreement and all exhibits to this Agreement, and in closing an carrying out the transactions contemplated by this Agreement, including, without limitation, its attorneys', paralegals', and other professionals' fees and costs.

(j) **Attorneys' Fees.** If an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorneys', paralegals' and other professionals' fees and costs in addition to any other reasonable relief to which it may be entitled.

(k) **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that venue for any dispute or litigation arising under this Agreement shall be in the County of Fresno, State of California, if instituted in the State courts, or the Eastern District of California (Fresno), if instituted in the Federal courts.

(l) **Waiver.** A waiver of any breach of this Agreement by the Parties to this Agreement shall not constitute a continuing waiver, or a waiver of any subsequent breach of the same, or any breach of another provision of this Agreement.

(m) **Partial Invalidity.** If any provision of this Agreement, or any portion thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement, including, without limitation, the portions thereof not held to be invalid, void or unenforceable, shall nevertheless continue to be in full force and effect without being impaired or invalidated in any way.

(n) **Time.** Time is of the essence of this Agreement and all of its provisions.

(o) **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall be deemed to be an original instrument, all of which together shall constitute one and the same instrument.

(p) **Dispute Resolution.** If a dispute arises during the Term, then within three (3) business days after a written request by either Party, the Commission's representative and Contractor's representative, or a person designated by either such representative, shall confer to resolve the issue. If the Parties' representatives or the designated person, as the case may be, cannot resolve the dispute or either Party determines they are not making progress toward resolution of the issue within twenty (20) business days after their initial conference, then the Parties reserve the right to resolve such dispute in any manner provided by law.

(q) **Breastfeeding Friendly Policy.** Contractor shall comply with the Commission's Breastfeeding Friendly ("BFF") Policy, whereby Contractor, among other things, agrees to indicate its awareness and support for a mother's right to breastfeed in public. The BFF Policy is contained in the Manual.

(r) **Faith-based Funding Policy.** Contractor shall comply with the Commission's Faith-based Funding Policy, whereby Contractor, among other things, acknowledges the right of individuals to participate in Commission funded programs without coercion or unsolicited exposure to faith. Therefore, the Commission will not fund/support religious activities and/or activities that appear to promote a particular religious belief over others by way of its funding practices. The Faith-based Funding Policy is contained in the Manual.

(s) **Supplanting Policy.** Contractor shall comply with the Commission's Supplanting policy, whereby Contractor, among other things, acknowledges that no Commission funds shall be used to supplant (take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally or privately funded programs. The Supplanting policy is contained in the Manual.

(t) **Tobacco Policy.** Contractor shall comply with the Commission's Tobacco Policy, whereby Contractor, among other things, acknowledges the importance of protecting the health and safety of children, families, employees, visitors and others, and has adopted a Tobacco Policy requiring a tobacco-free provision be present in any agreement between the Commission and Contractor's funded by the Commission. The Tobacco Policy is contained in the Manual.

12. **Subcontracts**

(a) **Contractor's Responsibility.** Contractor assumes full responsibility for the performance of the Services, whether or not directly provided by Contractor. Contractor is considered the sole point of contact regarding contractual matters, including payment of any and all charges resulting from this Agreement. Contractor is responsible to the Commission for the full and proper performance of any subcontract. Any subcontractor is subject to the same terms and conditions to which Contractor is subject under this Agreement.

(b) **Procedures for Subcontracting.** If Contractor desires to subcontract with one or more third parties to carry out a portion of the Services, any subcontract must be in writing and approved as to form and content by the Commission prior to execution and implementation. If the subcontract amount exceeds \$5,000.00, Contractor must submit, in addition to the subcontract, a budget or fee schedule for the subcontract. The Commission has the sole right to reject any proposed subcontract. Any subcontract, together with all other activities by or caused by Contractor, may not require compensation greater than the Contract Amount. Contractor must submit an executed copy of any subcontract and must receive a receipt confirmation from the Commission before any implementation.

13. **Materials Identification and Ownership**

(a) **Identification.** Contractor will acknowledge and give proper credit to the Commission as the funding source in all publications that are paid for by Commission funds or used by Contractor in providing the Services ("Information Materials"). These Information Materials include, but are not limited to, posters, press releases, brochures, and other publicity or public relations materials. To appropriately credit the Commission, Contractor must comply with the "Proper Crediting Policy" in the Manual, as amended. The Commission may elect, at its sole discretion, not to reimburse Contractor for the costs of any Information Materials for which Contractor fails to properly credit the Commission. The Commission, at its sole discretion, may elect to treat as a disallowed cost the costs of any Information Materials not properly credited to the Commission.

(b) **Ownership.** All Information Materials and records related to the Services, as defined in Section 1 above, are the property of the Commission. Contractor, at the Commission's sole discretion, must turn over all Information Materials to the Commission at the expiration of the Term or earlier termination of this Agreement. The Commission, at its sole discretion, may elect to treat as a disallowed cost the costs of any Informational Materials that Contractor fails to turn over to the Commission.

14. **Confidentiality**

(a) Contractor acknowledges that during the Term it might have access to Confidential Information required for effective coordination and delivery of services to children and their families. Contractor will ensure that all of its employees, agents, contractors, and representatives will comply with the

terms and conditions of this Agreement and all applicable laws regarding the access, use, and dissemination of Confidential Information. All confidential discussions, deliberations, and Confidential Information generated, submitted, or maintained in connection with this Agreement must be disclosed only to persons who have a specific and bona fide “need to know” and authority to access Confidential Information. Furthermore, Contractor must not disclose to third parties (i) any Confidential Information without the express written consent of the Commission, and (ii) any individually identifiable Confidential Information related to a child without the additional written authorization from the child’s parent or legally authorized representative.

(b) For purposes of this Agreement and to the extent permitted by law, “Confidential Information” includes, but is not limited to, any data, ideas, know-how, materials, products, formulas, processes, technology, computer programs, specifications, drawings, diagrams, manuals, plans, policies, software, financial information, personnel information, client information, any information entered into or contained in the Commission’s database (or other data management program used by the Commission), and other information disclosed or submitted, orally, in writing, or by any other media; provided, however, that Confidential Information shall not include information that (i) is or becomes generally available to or known by the public other than as a result of a disclosure made by the Parties; (ii) is disclosed by Contractor because such information was compelled by court order; or (iii) was available to Contractor on a nonconfidential basis prior to disclosure by the Commission or an affiliate of the Commission and prior to the Effective Date.

15. **Electronic Signatures**

(a) Each Party acknowledges and agrees that this Agreement may also be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature, electronically scanned and transmitted versions of an original signature, or an “e-signed” document (e.g. DocuSign).

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date and year first above written.

Signatures

The "Commission"

Children & Families Commission of Fresno County, a California public entity established in accordance with the California Children and Families Act of 1998

Recommended by Executive Director



Fabiola González
Date 05/20/2021

Approved as to Legal Form

By 

Kenneth Price
Legal Counsel
Date 6-3-21

By 

Brian Pacheco, Commission Chair
Date 6-4-21

"Contractor"

County of Fresno, a political subdivision of the State of California

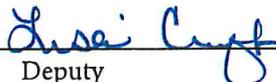
By 

Date of Signature April 27, 2021

Name Steve Brandau

Title 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: 

Deputy

Exhibit "A"

Services & Fees

Services Face Sheet Scope of Work

Agency:	County of Fresno, Department of Public Health	Contract Number:	202021-2243
Program Name:	Home Visitation Coordination - Referral Liaison	Contract Amount:	\$150,000

PROJECT OVERVIEW							
Project Name	First 5 California Home Visitation Coordination	Contract Number	202021-2243				
Agency Name	County of Fresno, Department of Public Health	Contract Amount	\$150,000				
		GL	30-8513-00				
Start Date - End Date	10/22/2020-06/30/2022	Project ID	2243-20				
Agency Notice Contact				Annual Budget			
Name	David Pomaville	FY2020-21	\$75,000	Actual	\$0	Other	\$79,909
Title	Director	FY2021-22	\$75,000	Actual	\$0	Other	\$79,909
Phone	559-600-3200	FY2022-23		Actual	\$0	Other	\$0
E-mail	dpomaville@fresnocountyca.gov	FY2023-24		Actual	\$0	Other	\$0
Commission Approval Date:	August 19, 2020	Total	\$150,000	Balance	\$150,000	Tot. Other	\$159,818

Project Description	
Briefly address what F5FC is funding and why. If applicable, describe the goals/outcomes. This may be placed on the F5FC website. (Character limit)	
<p>First 5 Fresno County serves as the lead fiscal agency for the First 5 California Home Visitation Coordination Funding project (HVC). The HVC project was designed to help counties create sustainable, unified systems that support families with the home visiting services they need and maximize available funding to serve more families. A portion of the HVC funding is subcontracted to County of Fresno, Department of Public Health to support a centralized referral screener position to improve client eligibility and enrollment workflow across home visitation programs.</p>	
Agency Information	
Phone: 559-600-3330	Mailing Address (if different from left):
Website: www.fcdph.org	N/A
Address: 1221 Fulton Street Fresno, CA 93721	
Program Contact (Operations Supervisor/Coordinator)	Finance Contact (Submits budgets, financial reports, invoices)
Name: Rose Mary Rahn	Name: Michael Chu
Title: Maternal Child and Adolescent Health Director	Title: Senior Accountant
Phone: 559-600-6340	Phone: 559-600-6426
E-mail: rahn@fresnocountyca.gov	E-mail: mchu@fresnocountyca.gov
Data Program Contact (Enters programmatic/narrative data)	Financial Contact (Submits budgets, financial reports, invoices)
Name: Christina Wyrick	Name: Aphivanh Xayavath
Title: Program Technician	Title: Staff Analyst
Phone: (559) 600-3330	Phone: 559-600-6335
E-mail: cwyrick@fresnocountyca.gov	E-mail: axayavath@fresnocountyca.gov
Data Approval (Submits programmatic/narrative data)	Financial Approval (Submits budgets, financial reports, invoices)
Name: Rose Mary Rahn	Name: Rose Mary Rahn
Title: Maternal Child and Adolescent Health Director	Title: Maternal Child and Adolescent Health Director
Phone: 559-600-6340	Phone: 559-600-6340
E-mail: rahn@fresnocountyca.gov	E-mail: rahn@fresnocountyca.gov

Services Face Sheet Scope of Work

This document will be completed with First 5 Fresno County (F5FC) staff and Service Provider during a development meeting.

Agency:	County of Fresno, Department of Public Health
Program Name:	First 5 California Home Visitation Coordination
Contract Number:	202021-2243
Contract Amount:	\$150,000

First 5 Fresno County Strategic Plan and First 5 CA Result and Service Area Alignment

Investment Area per F5FC Strategic Plan	Budget Amount			
	FY2020-21	FY2021-22	FY2022-23	FY2023-24
Systems	\$75,000.00	\$75,000.00	\$0.00	\$0.00
Strategy per F5FC Strategic Plan	FY2020-21	FY2021-22	FY2022-23	FY2023-24
Collaboration	\$75,000.00	\$75,000.00	\$0.00	\$0.00

State Result Area/Outcome	Improved Systems of Care	Refer to the Annual Report & Readiness Appendices for the Fiscal Year
State Service Area	Program and Systems Improvement Efforts	

Is this an evidence based or research based program?	Not Applicable
--	----------------

C. Deliverables

The information in the table below will remain the same for the full contract term (from one fiscal year to the next) unless otherwise specified or modified through a contract amendment request. Service Provider is required to maintain back-up documentation. Deliverable reports due Quarterly.

Deliverable	Description	Timeline	Evaluation Method	Verification Method (Documentation)
Phase #1: Mapping and Developing the home visitation referral system	<p>The initial phase of this contract is focused on mapping, understanding and building the capacity of the home visitation referral system in Fresno County before expanding the triage/referral system to link families to services. Activities during this period include, but are not limited to:</p> <ol style="list-style-type: none"> 1) Identify and secure a referral liaison, described in the budget, to complete the subsequent activities 2) Attend and participate in regularly scheduled Home Visitation Network meetings/activities 3) Support the Home Visitation Network in the development and implementation of the First 5 California Home Visitation Coordination Funding Action Plan 4) Meet with home visitation providers across the county to understand each agency's service model and referral processes 5) Develop the process and forms for expanding the triage and referral system so that families are connected to needed services 6) Identify system gaps and opportunities for increasing the capacity of the home visitation system that can be shared with the Home Visitation Network to inform the Action Plan and related activities 7) Receive training and becoming proficient in the Apricot 360 referral system to support future triage and referral across multiple agencies 8) Work with the Home Visitation Network to collect and review home visitation data (aggregated or disaggregated) to support a greater understanding of the availability of, access to and need for home visitation services across the county 	November 1, 2020 - June 30, 2021	Quarterly narrative report documenting activities related to Phase #1	Applicable time studies, draft/finalized home visitation forms, data reports
Phase #2: Mapping and Developing the home visitation referral system	<p>Phase #2 of the project is focused on referral and linkage where the referral liaison will receive and route referrals through an established triage system, utilizing Apricot 360, to connect families to home visitation services across multiple Fresno County agencies. Phase #1 will directly inform the implementation of Phase #2, which will be aligned with the First 5 California Action Plan and the related activities of the Home Visitation Network. Before June 30, 2021, First 5 Fresno County will work with DPH to identify target numbers for tracking aggregate data from the referral and triage process. During Phase #2 it is also anticipated that the referral liaison will continue some activities from Phase #1 including attending Home Visitation Network meetings and supporting with the implementation of the Action Plan.</p>	July 1, 2021-June 30, 2022 (may begin sooner based on outcomes of Phase #1 and the Action plan)	Quarterly narrative report and aggregate data	Apricot 360 reports and/or referral logs as applicable

Agency:	County of Fresno, Department of Public Health
Program Name:	First 5 California Home Visitation Coordination
Contract Number:	202021-2243
Contract Amount:	\$150,000



Direct Services Face Sheet Scope of Work

This document will be completed with First 5 Fresno County (F5FC) staff and Service Provider during a development meeting.

Agency: County of Fresno, Department of Public Health
Program Name: First 5 California Home Visitation Coordination
Contract Number: 202021-2243
Contract Amount: \$150,000

CONTRACT BUDGET						
Budget Line Items		FY2020-21	FY2021-22	Contract Actuals	Justification	
PERSONNEL EXPENSES						
Full Time Positions	Base Rate	FTE				
Public Health Nurse II	\$ 82,544.00	0.45	\$ 37,144.80	\$ 37,144.80	\$ -	Home visitation referral liaison, coordinating incoming referrals to appropriate programs
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
<i>Total Full Time Salaries</i>			\$ 37,144.80	\$ 37,144.80	\$ -	
Personnel Benefits (enter as % of FT salaries)		0.6836	\$ 25,392.19	\$ 25,392.19	\$ -	Estimated benefits rate reflect Unemployment Insurance (.00191), Retirement (.572), Health Insurance (\$8943 per FTE per year) and Benefits Administration (\$112 per FTE per year).
Taxes (enter as % of FT salaries)		0.0765	\$ 2,841.58	\$ 2,841.58	\$ -	OASDI (7.65%)
Part Time Personnel						
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
<i>Part Time Salaries</i>			\$ -	\$ -	\$ -	
PERSONNEL EXPENSES SUBTOTAL			\$ 65,378.56	\$ 65,378.56	\$ -	
OPERATING EXPENSES						
Facilities Costs			\$ -	\$ -	\$ -	
Operational/Supplies			\$ -	\$ -	\$ -	
Training/Travel			\$ -	\$ -	\$ -	
OPERATING EXPENSES SUBTOTAL			\$ -	\$ -	\$ -	
PROGRAM EXPENSES						
Materials and Supplies					\$ -	
PROGRAM EXPENSES SUBTOTAL			\$ -	\$ -	\$ -	
MISCELLANEOUS EXPENSES						
Professional Services					\$ -	
MISCELLANEOUS EXPENSES SUBTOTAL			\$ -	\$ -	\$ -	
ALL EXPENSES SUBTOTAL			\$ 65,378.56	\$ 65,378.56	\$ -	
Indirect Costs (Max 15%)	14.72%		\$ 9,621.44	\$ 9,621.44	\$ -	DPH's Indirect Cost Rate is 22.674% of Total Personnel cost; budgeting a lower rate to remain within max allowable.
TOTAL F5FC BUDGET			\$ 75,000.00	\$ 75,000.00	\$ -	
F5FC Budget Amount			\$ 75,000.00	\$ 75,000.00		
Variance			\$ 0.00	\$ 0.00		
Other Funding			\$ 79,909.00	\$ 79,909.00	\$ -	Public Health Realignment and Federal Financial Participation (Title XIX)
Total Funding (All Sources)			\$ 154,909.00	\$ 154,909.00	\$ -	

Children and Families Commission of Fresno County

Name/No.: Home Visitation Coordination - Referral Liaison 202021-2243

Fund/Subclass: 0001/10000
Organization #: 56201670
Revenue Account #: 3530