

Standard Contract
Exhibit A

Contractor: Chabot-Las Positas Community College District	Brief Title: CLPCCD	Contract #: 00591-11
Board of Supervisors Goal: Improve the Lives of Children		
H&SS Objective: Coordinate appropriate training for caregivers to create a safe and nurturing living environment for our children.		
H&SS Program Goal: Place children in the safest environment possible.		
Positive Client Outcomes: Children placed in the lowest level of care with trained and skilled caregivers.		
<u>SCOPE OF WORK</u>		

Contract Description:

As administrator of the Title IV-E training contract with Solano County, Chabot-Las Positas Community College District (CLPCCD) will provide Title IV-E training and technical assistance through contract management and subcontract management

Work Activities:

I. Overview

a. Audience

There are two types of programs funded under this contract: the first includes training for Child Welfare Workers, the second covers training for group home staff and foster care providers. Both programs benefit children in foster or adoptive care in Solano County by providing resources to those who care for them.

b. Contract Parties

The trainings offered shall fulfill the requirements for Title IV-E federally funded training programs. Chabot-Las Positas Community College District (CLPCCD), hereafter referred to as "Contractor" shall collaborate with subcontracting agencies and Solano County Health and Social Services Department, Child Welfare Services Division (SCHSS-CW), hereafter referred to as "County" to coordinate training schedules, locations and subcontracting activities.

c. Subcontractors

The Contractor shall work closely with subcontractors (Seneca Center, Fred Finch Youth Center and St. Vincent's School for Boys) to build on the accomplishments of the 2004-2010 programs in designing the 2010-11 training program. Trainings and technical assistance will be offered to group home, foster family agency staff, and other foster care providers in a coordinated and (as needed) sequential manner, ranging from a foundational knowledge of direct care; to sophisticated skills for intervening with children and families in crisis; to the design of innovative services that meet the needs of even the most challenging clients, in the least restrictive and most family-like setting possible.

II. Trainings Address Differing Needs in County

a. Child Welfare Staff Trainings

Solano County Health and Social Services Department, Child Welfare Services Division (SCHSS-CW) staff training courses will allow trainees to build on and enhance their professional competencies, as outlined by SCHSS-CW supervisory staff. Training topics, scheduling and delivery, will be coordinated between SCHSS-CW staff and Contractor. SCHSS-CW staff and Contractor will work together to establish the audiences for the trainings, as well as selecting which trainings and which instructors can best address the needs identified by the department.

b. Group Home Provider, Foster Family Agency Staff and Foster Parent Trainings

Contractor, in collaboration with its subcontractors, shall design and convene a series of training courses that shall serve as a local training resource for group home staff and foster care providers serving Solano County's federally IV-E eligible children. Trainings will be delivered at the provider's site or another location, depending on need and specificity necessary for the audience.

III. Categories of Title IV-E Allowable Trainings

a. General Trainings

These trainings provide new information and refresher courses directly related to working with court dependents and their families, and to maintain the exemplary skill level required by group home providers.

- The trainings will be offered via lecture, group discussions and interactive activities.
- General Trainings range in topic area from Child Abuse Reporting and Family Dynamics to Suicide Prevention in Youth.
- General Trainings include more advanced trainings that include those mandated for the staff working with foster children.
- The majority of Title IV-E trainings qualify under the General Trainings category

b. Organizational Trainings

These trainings provide health and safety and other administrative needs not related to hands-on care for foster children.

- The trainings will be offered via lecture, group discussions and interactive activities.
- Organizational Trainings topics range from CPR/First Aid and supervisory and employee skills, such as Conflict Resolution, Hiring and Retention of Staff, and Computer Training.
- A small portion of Title IV-E trainings qualify as Organizational Trainings.

IV. Scheduling:

- a. Courses start July 2010 and are delivered as needed until June 30, 2011.
- b. Contractor will work with SCHSS-CW Deputy Director or her designee to receive authorization of training topics and training schedule. Contractor will maintain schedules of trainings.
- c. Cancellations-both Contractor and County retain the right to cancel any class that is offered under this Agreement no later than 7 days before the first meeting of the class. However, if there are less than three (3) registrants for a scheduled class, the class may be canceled at Contractor's discretion for lack of interest.

V. Evaluation and Post-Testing Requirements:

- a. Following all trainings, participants will be requested to fill out a course evaluation to assist the program coordinators with assessing the effectiveness of the instructor, materials, and information offered in the training. Changes will be made to those courses not delivering a quality, engaging educational experience.
- b. Trainings that meet regulatory/licensing requirements shall require a post-test. 75% of the class shall pass the post-test with 75% score or better. If majority of class does not pass post-test, instructor and curriculum shall be reviewed and steps taken to assure success in subsequent trainings, and additional training shall be provided to students who did not pass the post-test to assure their comprehension of the material. County reserves the right to review and approve the content of post-test material for appropriate level of difficulty.

VI. Reporting Requirements:

- a. Invoices shall have supporting documentation for each training invoiced, including:
 - Breakdown of types of participants in training by month:
 - Number of subcontractor staff
 - Number of other agencies' or probation group home staff
 - Number of current and prospective foster and adoptive parents
 - Number of SCHSS-CW staff
 - Participant sign-in sheet
 - Outline/summary of training (if not previously submitted)
 - Summary of each class' evaluations (number submitted, average "grade" on each evaluation point, overall grade for training, comments as necessary)
 - Summary of each class' post-tests (if applicable – see §5.b. above)

Invoicing (continued):

- Contractor shall be responsible for maintaining raw data to back-up monthly summary reports, to be made readily available to county or federal employees as required for auditing purposes.
- b. Annual Report shall be submitted by September 30, 2011, reflecting the contract year's activities, including:
 - Overview of program
 - Forward-looking discussion of how to improve or build upon successes
 - Training detail
 - Training topics delivered
 - Total number of hours delivered
 - Total number of individuals participating in each training topic
 - Total match provided, budget detail of match
 - Total reimbursement amount
 - Breakdown of types of participants in training for the year
 - Number of subcontractor staff
 - Number of other agencies' or probation group home staff
 - Number of current and prospective foster and adoptive parents
 - Number of SCHSS-CW staff

VII. Certification/Licensure:

- a. Contractor represents that it is a public post-secondary educational institution with the capability and the experience to provide services in the subject area specified herein. If any class offered under this contract is for college credit, the instructor employed to teach this class will hold or qualify for a valid Faculty Service Area (FSA) authorizing instruction at the post-secondary level in the subject area specified.
- b. Contractor and subcontractors will maintain all licensures and certifications as required by regulatory statute and standard for each agency's operations. Subcontracted agencies will maintain and keep current all licenses granted through the State Department of Social Services and the accreditation granted through the California Alliance of Services to Children and Families.

VIII. Marketing Requirements:

In an effort to make trainings available to as many providers who serve foster children as possible, the following steps shall be taken:

- a. One of the subcontractors for this agreement, Seneca Center, maintains a website of all courses available to county agencies. The listings can be found at www.senecacenter.org.
- b. SCHSS-CW will be responsible for marketing other SCHSS-CW training classes and workshops to staff members.

IX. Service Area: County of Solano

X. Service Delivery Sites:

Most training will be offered at our subcontractors' training centers; however, trainings for individual agencies may be delivered at the provider's site. SCHSS-CW trainings will be delivered primarily at county facilities or at other public areas convenient to staff members. Other venues may be used as necessary to accommodate larger audiences or special needs.

XI. Instructor Qualification Criteria:

Contractor shall choose instructors by their ability to fulfill instruction requirements in specific topics, including subject matter expertise and training experience.

XII. Training Topics:

The following is a list of sample topics to be covered as part of available trainings, divided by training type. Topics will be revised to reflect changing needs and resources as necessary (e.g. new regulations).

General Training Topics

- Behavior Basics
- Boundaries and Good Practice with Youth in Out of Home Care
- Chemical Dependency: Demystifying Drugs and Alcohol
- Community Care Licensing Regulations for Group Homes
- Conflict Resolution
- Developing a Multicultural Perspective When Working with Youth and Families
- Direct Communication with Youth and Families
- Discipline Techniques
- Effective Customer Service
- Family Dynamics
- Foster Care Program Activity Planning
- Foster Care Program Governance
- Foster Care Program Quality Improvement
- Helping Children Cope: The Impact of Trauma
- Helping Foster Youth Navigate Multi-stressed Family Systems
- Helping Youth Cope with the Impact of Domestic Violence
- HIV/AIDS
- How to Address the Health Needs of Severely Emotionally Disturbed Youth
- How to Recognize and Help Foster Youth Cope with Learning Disabilities
- How to Talk with Youth About Human Sexuality
- How Youth Respond to Conflict: With, Toward, and Away

- Impact of Separation and Loss on Youth
- Medication Training Content and Practical Skills
- Nutrition, Fitness and Special Diets
- Physically & Sexually Abused Children/ Abuse Identification, Prevention, and Treatment
- PROAct: Dangers of Restraint & Seclusion/Physical
- Sexual Harassment Prevention
- Spanish for English-speaking Managers
- The Impact of Placement Instability on Youth in Out-of-Home Care
- Understanding the Value of Healthy Childhood Attachments to Adults
- Water Safety for Foster Children
- Youth Safety: Preventing Self Injurious Behavior

Organizational Training Topics

- Active Listening
- Automated External Defibrillator (AED)
- Basic Illness/Injury Triage
- Blood-borne Pathogens
- Building Effective Teams
- CPR/First Aid
- Emergency Preparedness for Managers
- Human Resource Compliance
- Legal Issues in Management
- Microsoft Suite
- Skills of a Supervisor
- Vehicle Safety

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EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

Invoicing Procedures

- I. **Solano County's Contract Amount:** Maximum contract amount (payment to contractor): \$683,811
- II. **Maximum amount to be reimbursed:** \$ 683,811.
- III. **Minimum match amount (provided by Contractor):** 44.75% of total training costs, or \$ 553,856 if entire contract is utilized at General Training rate.
- IV. **Total Training Costs (payment + match):** \$1,237,667.
- V. **Terms and Conditions of Payment:** Contractor's payment amount shall not exceed the total amount of \$ 683,811 for the term of this agreement. It is the obligation of the Contractor to progressively monitor all expenditures and take appropriate corrective preventive measures including the timely notification of Solano County Health and Social Services Department, Child Welfare Services Division (SCHSS-CWS) if stoppage of services becomes the necessary measure to prevent the over-expenditure of contract funds. Prior approval from the Deputy Director or an authorized designee and Contractor's signatory or an authorized designee shall be required to alter or change the terms and conditions of this agreement.
- VI. **Payment for Services Rendered Only:** Contractor shall only be paid for services rendered and invoiced to County. County is not obligated to pay for any part of contract amount that does not reflect services rendered with documentation of such services provided.
- VII. **Funding Availability:** Funding of this contract is subject to the availability of authorized funds. If expected or actual federal or state funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this contract, or any subsequent amendment, the County of Solano may, upon written notice to the Contractor, terminate this contract in whole or in part.
- VIII. **Subcontracts:** Contractor will be developing subcontracts with Seneca Center, Lincoln Child Center, Fred Finch Youth Center and St. Vincent's School for Boys to deliver instruction. Other subcontracts may be developed to deliver trainings, if appropriate.
- IX. **Cost Reimbursement:** All trainings to be invoiced on a Cost Reimbursement basis. Reimbursement is dependent on 1.) The type of training being delivered and 2.) Whether the cost of the training falls within the usual and average costs, or if it exceeds average costs and therefore is reimbursed at a direct Fee-For-Service basis.

- X. Types of Trainings:** Trainings will be divided into two categories: General Trainings and Organizational Trainings.
- a. General Trainings increase the ability of staff to provide support and assistance to foster and adoptive children; and include trainings for managers and supervisors who manage child care workers, as well as trainings that increase the general skill level of employees.
 - b. Organizational Trainings include trainings that do not benefit the foster children directly, but give employees the tools to better perform at their jobs.
- XI. Federal Financial Participation (FFP) rate for Solano County (73.67%):**
- a. Direct Training costs of General Trainings will be reimbursed at the rate of 75% FFP (or, 55.25% at the current FFP). Administrative costs of General Trainings will be reimbursed at the rate of 50% FFP (or, 36.84% at the current FFP).
 - b. All costs of Organizational Trainings are considered to be Administrative, and will be reimbursed at the rate of 50% FFP (or, 36.84% at the current FFP).
- XII. Rate:** Hourly trainings will be invoiced at an average rate \$526.84 per hour. Based on the Federal Financial Participation rate of 73.67%, General Trainings will be reimbursed 55.25%, or \$291.08 and the Organizational Trainings will be reimbursed at 36.84%, or \$194.09 per hour.
- XIII. Fee for Service Trainings:** For ease of processing, an average hourly cost of \$291.08 will be used as a basis for invoicing for most training. Trainings that have costs exceeding average hourly costs will be billed as a Fee for Service (FFS) training. A pool of \$108,373 of the total contract amount is to be set aside for those trainings which have costs exceeding the average hourly rate. These trainings are often delivered by outside experts, usually for multiple group home providers, often at a conference site.
- XIV. Match:** Contractor will provide a minimum of 44.75% of the total costs incurred as in-kind match. Match amount for this contract is figured at a 73.67% Federal Financial Participation rate (currently Solano County's rate). Actual in-kind amount is dependent on the reimbursement received. If the entire contract is utilized at the General Trainings rate, minimum in-kind match to be provided by Contractor for this contract will be \$553,856.
- XV. Invoicing Procedures:** The initial request for payment will be submitted after the end of the third fiscal quarter (March 2011), and will include all training expenses from July 1, 2010 through February 28, 2011. Subsequent requests for payment will be submitted on a monthly basis. Monthly billable activities will be subtotaled by series:
- o Contractor's (CLPCCD) Trainings (includes SCHSS-CW staff trainings)
 - o General Trainings
 - o Organizational Trainings
 - o Subcontractors' Trainings
 - o Fee for Service Trainings
 - o Current month's billable activities total, broken down by type of training, and reimbursement rate breakdown for each type of training
 - o Monthly total
 - o Year-to-date invoiced
 - o Remaining balance

- Match: current month's match
- Total amount to be billed by Solano County to the State (billable total + match)
- Invoices shall require the original signature of the District Executive Director, Economic Development/Contract Education, Vice Chancellor of Business Services, or an official designee.

XVI. An Annual Report will be due on September 30, 2011.

XVII. Contractor shall send or deliver originally signed invoices to:
Solano County Health & Social Services Department
Attn: Contracts Bureau
275 Beck Avenue, 5-220
Fairfield, CA 94533

Termination Provisions:

I. Termination for Cause: If County determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, County shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain undisbursed by County to Contractor pursuant to this Agreement or from whatever remains due Contractor by County from any other contract between Contractor and County).

II. Termination Without Cause: County shall have the right to terminate this Agreement without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.

III. Termination By Mutual Agreement: County and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

Training Budget Detail

<u>Contract Revenue</u>			
Federal Participation			\$683,811.00
CLPCCD - Minimum Match (44.75%) if Contract Fully Utilized			\$553,856.00
Total Contract			\$1,237,667.00
<u>Contract Fund Distribution</u>			
Trainings delivered on a Fee for Service basis			\$108,373.00
Hourly reimbursement trainings			\$575,438.00
<u>Category</u>	<u>Average Actual Cost per Hour</u>	<u>Reimbursement for General (discounted 75%)</u>	<u>Reimbursement for Organizational (discounted 50%)</u>
<i>Rate</i>		$73.67 \times 75\% = 55.25\%$	$73.67 \times 50\% = 36.84\%$
Personnel			
Instructor Costs	\$140.00	\$77.35	\$51.58
Staff Costs	\$65.00	\$35.91	\$23.95
<i>Personnel Subtotal</i>	<u>\$205.00</u>	<u>\$113.26</u>	<u>\$75.52</u>
Other Expenses			
Materials and Postage	\$35.00	\$19.34	\$12.89
Facilities	\$115.00	\$63.54	\$42.37
Indirect Costs (<i>reimbursed at 50% for all trainings</i>)	\$171.84	\$63.31	\$63.31
<i>Other Expenses Subtotal</i>	<u>\$321.84</u>	<u>\$146.18</u>	<u>\$118.57</u>
Hourly Cost of Training	\$526.84	\$259.44	\$194.09
<u>Contract Summary</u>			
Reimbursement Maximum:			\$683,811.00
Fee for Services Trainings		\$108,373.00	
Hourly Reimbursement Trainings		\$575,438.00	
Hourly Distribution			
	Reimbursement	CLPCCD Match	
General Trainings	\$259.44	\$267.40	
Organizational Trainings	\$194.09	\$332.75	
Minimum Match (if contract fully utilized)			\$553,856.00
Contract Total			\$1,237,667.00
Based on federal financial participation ratio of 73.67% for Solano County.			

Training Budget Breakdown

CWS & Probation Trainings	<u>Hourly</u>	<u>Fee for Service</u>
Child Welfare Services Annual Retreat		
1 ½ days, facilitator		\$1,680
Venue and training supplies		\$4,000
U.C. Davis Child Protection (September) Conference		
10 CWS participants		
\$400 registration fee (each)		\$4,000
Travel costs		\$1,000
Statewide Professional Conferences		
Includes CWLA		
4 events, 5 participants		
Registration fees		
20 participants @ \$130 each		\$2,600
Travel reimbursement for participants		
20 participants @ \$200 each		\$4,000
California Permanency for Youth Program		
Keynote speaker for kick-off		\$1,500
Venue and training supplies		\$4,000
Foster/Kinship Care Conference		
CPR 125 foster parents, @ \$102 each		\$12,750
3 workshops (topics TBD) @ 3 hrs each	9	\$4,800
Putting the "Parent" Back in Foster Parenting		
2 groups @ 4 hrs each	8	
U C Davis Trainings		
Meth Use and Families in CWS		
2 days of training @ 8 hrs each	16	
Forensic Interviewing		
3 days of training @ 8 hrs each	24	
Sonoma State trainer preferred		
TBD topics		
3 times per year @ \$1200 each		\$3,600
Training supplies \$250 x 3		\$750
Assessment and Training Plan		
Joan & Suzanne joint project		
Review current programs, suggest new plan	26	
360° Review Wrap-Up		
Establishing next steps with managers	8	
Strategic Plan Review		

Professional development unit, quarterly	16	
Managers unit, quarterly	16	
Training for Transitional Employees		
From orientation to practice		
Months 2-12, once/mo. @ 3 hrs each		
4 cohorts (one/quarter)	120	
Joint Training for Social Workers and Foster Parents		
Topic TBD		
1 group, 8 hours	8	
Adoptions		
Helping adoptive families make the transition from foster care		
1 group, two 8-hr days	16	
Adoptions Coaching		
Case review & consultation for adoptions staff		
4 hours per month	48	
One on One Coaching		
6 people, 10 hours per person	60	
PRIDE meetings		
Caregiver trainings 9 wks x 2 per wk @ 3 hrs ea	54	
Social wkr salary offset 6 grps, 9 wks, 3 hr ea @ \$30 per hr		\$4,860
TBD topics for caregivers 1/mo x 4 hrs	48	
Training materials for meetings		\$2,206
Purchase PRIDE (or similar) curriculum		\$10,000
NREFM meetings		
TBD topics, 1/mo, twice per topic @ 4 hrs ea	48	
Quality Assurance/Improvement Compliance (outside vendor)		
Set up system	15	
Produce quarterly reports	8	
Probation Department Trainings		
Overview	4	
Exploring Abuse	4	
Independent Living	4	
Community Transition for Foster Youth	4	
Training materials		\$1,000
Professional Development Trainings for CWS Staff		
Motivational Interviewing	32	
Challenges of Being a CWS Supervisor		
Moving from line worker to supervisor		
How to fit into big picture		
Ethical issues		
Role differentiation		
New supervisor challenges		
3 sessions @ 4 hrs each	12	

"Reasonable Effort" and other Legal Issues		
Child welfare workers		
4 groups @ 4 hrs each	16	
Safety Training for CWS Workers		
Business Writing for Social Service Workers		
4 groups @ 3 hrs each	12	
Facilitator Skills for Effective Meetings		
Theory and practice		
Supervisors and work groups		
4 groups, 2 sessions each, 2 hrs per session	16	
Developing Ethnic Self-Identification in Foster Youth		
Curriculum, video already available		
2 groups @ 8 hrs each	16	
Case Management Techniques,		
3 groups @ 4 hours each	12	
Time/Stress Management & Self Care		
3 groups @ 4 hours each	12	
How to Identify Substance Abuse in Foster Care Youth		
1 group @ 6 hours	6	
Computer Skills		
8 participants		
4 classes @ 4 hrs each	16	
CWS & Probation Trainings Subtotals		
Hourly	714	
Fee for Service		\$62,746

Group Home Agency Trainings		
CLPCCD	241	\$0
St. Vincent's School for Boys	100	\$6,027
Seneca Center	660	\$24,000
Fred Finch Youth Center	503	\$15,600
Group Home Agency Subtotals		
Hourly	1504	
Fee for Service		\$45,627

Combined Contract Budget Totals:	
Hourly: 2218 hours @ \$259.44	\$575,438
Fee for Service: \$62,746 (CWS) + \$45,627 (Agencies)	\$108,373
	\$683,811
Training Dollars (Reimbursement) for 2010-11 Title IVE Contract	\$683,811
Match Dollars Required for 2010-11 Title IVE Contract (~44.75% of Total)	\$553,856
Total Contract Amount, Including Reimbursement and Match	\$1,237,667

I. Method of Payment

Upon submission of an invoice by Contractor, and upon review and approval of County's representative, County will pay Contractor monthly in arrears for fees and expenses incurred the prior month, or upon demonstrated completion of deliverables, as applicable, up to the maximum amount provided for on the Standard Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges. Contractor must document all expenses submitted to County for payment under this Contract by maintaining complete and accurate records of all financial transactions related to the services performed under this Contract including, but not limited to, invoices, receipts, time sheets, itemized cost lists, and other official documentation that sufficiently support all charges under this Contract.

II. Compensation

County shall reimburse Contractor for allowable costs in accordance with the Contract Budget. Contractor shall bill actual expenses incurred each month and may make transfers between budget line items, providing the transfer is less than 10% of the total budget and transfer does not reduce Personnel expenses. Contractor shall promptly notify County in writing of such transfer. Transfers between budget line items totaling more than 10% of the budget or involving changes to Personnel expenses may be made only upon prior written approval of County. The maximum amount of compensation under the Contract may not exceed the amount listed on Section 3 of the Standard Contract.

Contractor will use a cost allocation method for personnel and indirect costs. Contractor's cost allocation method must be supported by a cost allocation plan with a quantifiable methodology validating the basis for paying such expenditures. The cost allocation plan should be prepared within the guidelines set forth under Exhibit C, Section 13B.

III. Personal Property

Purchase of personal property using funds from this contract must have prior written approval from the County, as follows:

- a. Purchases of computer, software, and printers regardless of cost
- b. Purchases of other personal property over \$1,500

Contractor shall develop and maintain a system to track such tangible personal property and submit an annual accounting of all property purchased with County funds. Contractor shall ensure adequate safeguards are in place to protect such assets and shall exercise reasonable care over such assets to protect against theft, damage or unauthorized use. Contractor shall return such assets to the County upon Contract termination, unless the depreciated value of the asset is \$0, based on a straight line method of depreciation (refer to 2 CFR Part 225).

IV. Financial Statements and Audits

- a. Contractor shall submit verification of non-profit status.
- b. Contractor shall conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended.
- c. Contractor agrees to submit an annual audited financial statement to the County 120 days after termination/completion of contract.
- d. Contractor agrees to furnish all records and documents within a reasonable time, in the event that the County, State or Federal Government requests an audit.

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