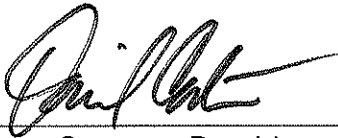


**CONTRACT BETWEEN THE COUNTY OF SANTA CLARA SOCIAL SERVICES
AGENCY AND CATHOLIC CHARITIES OF SANTA CLARA COUNTY – STEPS AHEAD /
BABY STEPS**

1. This County of Santa Clara Social Services Agency Contract is between the COUNTY and Catholic Charities of Santa Clara County (henceforth, CONTRACTOR), for the Steps Ahead / Baby Steps (SAP-BS) program.
2. The parties agree to comply with the General Terms and Conditions contained in Articles I-V of this Contract and provisions contained in Exhibit A: Program Provisions, Exhibit B: Work Plan (Contract Specifics), and Exhibit C: Budget Plan which are attached hereto and incorporated herein by this reference and made a part of this Contract.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Contract.

COUNTY OF SANTA CLARA



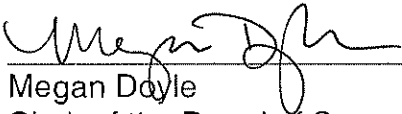
Dave Cortese, President
Board of Supervisors
Date: JUN 23 2015

CONTRACTOR



Maggie Williams, CAO / CFO
Catholic Charities of Santa Clara County
Date: 6/3/15

ATTEST:



Megan Doyle
Clerk of the Board of Supervisors
Date: JUN 23 2015

APPROVED AS TO FORM AND LEGALITY



Kristin Baker, Deputy County Counsel
Date: 6/2/15

Approved: 06/23/2015

76085

Contract General Terms and Conditions

Article I General Terms

1. **TOTALITY OF CONTRACT**

This Contract represents all of the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Contract is binding upon the parties.

2. **AMENDMENTS**

All amendments or modifications must be in writing and signed by authorized representatives of all contracting parties.

3. **CONFLICTS OF INTEREST**

a. CONTRACTOR shall comply, and require its subcontractors to comply, with all applicable (i) requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code section 1090 et. seq., the California Political Reform Act (California Government Code section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et. seq.). Failure to do so constitutes a material breach of this Agreement and is grounds for immediate termination of this Agreement by the COUNTY.

b. In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. CONTRACTOR further covenants that, in the performance of this Agreement, it will not employ any CONTRACTOR or person having such an interest. CONTRACTOR, including but not limited to CONTRACTOR's employees and subcontractors, may be subject to the disclosure and disqualification provisions of the California Political Reform Act of 1974 (the "Act"), that (1) requires such persons to disclose economic interests that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making or participating in making decisions that will foreseeably financially affect such interests.

c. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall, upon execution of this Agreement, provide the COUNTY with the names, description of individual duties to be performed, and email addresses of all individuals, including but not limited to CONTRACTOR's employees, agents and subcontractors, that could be substantively involved in "making a governmental

decision” or “serving in a staff capacity and in that capacity participating in making governmental decisions or performing duties that would be performed by an individual in a designated position,” (2 CCR 18701(a)(2)), as part of CONTRACTOR’s service to the COUNTY under this Agreement. CONTRACTOR shall immediately notify the COUNTY of the names and email addresses of any additional individuals later assigned to provide such service to the COUNTY under this Agreement in such a capacity. CONTRACTOR shall immediately notify the COUNTY of the names of individuals working in such a capacity who, during the course of the Agreement, end their service to the COUNTY.

- d. If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, CONTRACTOR shall ensure that all such individuals identified pursuant to this section understand that they are subject to the Act and shall conform to all requirements of the Act and other laws and regulations listed in subsection (A) including, as required, filing of Statements of Economic Interests within 30 days of commencing service pursuant to this Agreement, annually by April 1, and within 30 days of their termination of service pursuant to this Agreement.

4. APPLICABLE LAWS AND VENUE

This Contract has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. In the event that suit is brought by either party, the parties agree that trial of such action shall be exclusively vested in a state court in the County of Santa Clara or, if federal jurisdiction is appropriate, in the United States District Court for the Northern District of California, San Jose, California.

5. SUBCONTRACTING AND ASSIGNABILITY

This Contract cannot be subcontracted or assigned without prior written approval of COUNTY. In the event of such approval, any sub-contract or assignment is subject to the same provisions for providing service as the Contract between COUNTY and CONTRACTOR. CONTRACTOR must monitor, evaluate, and account for the sub-CONTRACTOR(s) services and operations. Any assignment of this Contract or sub-contract entered into in violation of this provision by CONTRACTOR is void and CONTRACTOR will be held legally responsible.

6. WAIVER

The waiver of any breach of the terms hereof, or of any default hereunder, is not deemed a waiver of any subsequent breach or default, whether of the same or similar nature, and does not affect the terms hereof. No waiver or modification is valid or binding unless in writing and signed by both parties.

7. INDEPENDENT CONTRACTOR STATUS

CONTRACTOR will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of COUNTY. None of the provisions of this Contract is intended to create, nor will be deemed or construed to create, any relationship between the parties other than that of independent parties contracting with each other for purpose of effecting the

provisions of this Contract. The parties are not, and will not be construed to be in a relationship of joint venture, partnership, or employer-employee. Neither party has the authority to make any statements, representations, or commitments of any kind on behalf of the other party, or to use the name of the other party in any publications or advertisements, except with the written consent of the other party or as is explicitly provided herein. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any.

8. SEVERABILITY OF PROVISIONS

If any provision(s) of this Contract are held invalid, the remainder of this Contract remains in force.

**Article II
Fiscal Accountability and Requirements**

1. AVAILABILITY AND SUBSTITUTION OF FUNDS

- a. Notwithstanding any provision herein, this Contract is valid and enforceable only if sufficient funds are available. In the event of reduction, suspension, discontinuance, or other unavailability of funds, COUNTY unilaterally may take appropriate actions including, but not limited to, reducing existing service authorization, immediate termination of the Contract, or reducing the maximum dollar amount of this Contract with no liability occurring to the COUNTY.
- b. The COUNTY may substitute State or Federal funds for funds appropriated by the Board of Supervisors for payments to be made pursuant to this Contract. CONTRACTOR will then be bound by the requirements of any State or Federal grant contracts, statutes, regulations, guidelines, or directives associated with the funds.

2. COMPENSATION TO CONTRACTOR

Compensation method shall be Cost Reimbursement

3. DISALLOWED COSTS

- a. CONTRACTOR is liable for any funds expended that are not in accordance with this Contract, including, but not limited to, disallowed costs, violation, and/or default of Contract. CONTRACTOR will repay COUNTY disallowed costs, violation and/or default amounts within ninety (90) days of discovery of these costs. This provision survives the termination of this Contract.
- b. If funding under this Contract are from Federal sources, such funds may not be used by CONTRACTOR, either directly or indirectly, as a contribution for the purpose of obtaining any Federal funds under any Federal programs. An indirect use of such funds to match Federal funds is defined as: "the allocation by CONTRACTOR of funds received under this Contract to a non-matching expenditure, thereby releasing or displacing other of its funds for the purpose of matching Federal funds."

4. **FINANCIAL RECORDS**

- a. CONTRACTOR will establish and maintain a system of financial controls and accounting in conformance with Generally Accepted Accounting Principles (GAAP).
- b. CONTRACTOR must maintain accurate and complete financial records of all costs and operating expenses in connection with this Contract including, but not limited to subcontracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank Statements, and other official documentation indicating in proper detail the nature and propriety of all costs incurred, and reimbursed by COUNTY.
- c. The financial records must show that funds received under this Contract are used for purposes consistent with the terms of this Contract.

Article III

Reporting, Records, Audit, Evaluations, and Termination

1. **INSPECTION AND AUDIT**

- a. All records, books, reports, and documentation maintained by CONTRACTOR pursuant to this Contract, or related to the CONTRACTOR's activities and expenditures under this Contract, will be open for inspection and audit by Federal, State, and County officials, or their agents, upon demand at reasonable times. Such records must be kept in the State of California for the retention period specified in this Contract. This provision survives the termination of this contract.
- b. CONTRACTOR will provide the Federal, State, or County officials, or their agents' reasonable access, through representatives of CONTRACTOR, to facilities, records, clients, and employees that are used in conjunction with the provision of contract services, except where prohibited by Federal or State laws, regulations or rules.
- c. CONTRACTOR must submit to COUNTY audited financial reports conducted by an independent certified public accountant no later than four (4) months after the end of the last month of the contract term, indicating that reported costs are actual, reasonable, necessary, allowable, and computed in accordance with GAAP and provisions stipulated in this Contract. In addition, the CONTRACTOR must submit any management letters or management advisory letters that apply to the CONTRACTOR's agency audit. COUNTY has the discretion to only require an audit report every two (2) years.
- d. COUNTY may elect to accept an audit report in accordance with GAAP conducted to meet compliance requirements of other funding entities in the event all of the above provisions are met.

2. **REPORTING REQUIREMENTS**

- a. CONTRACTOR must maintain complete and accurate records of its operation, including any and all records required by COUNTY relating to matters covered by

this Contract, including, but not limited to, financial records, supporting documents, client statistical records, personnel and all other pertinent records. COUNTY may receive copies of any and all such records upon request.

- b. CONTRACTOR must submit to COUNTY a compensation claim on forms approved by COUNTY Social Services Agency, as outlined in Article II.
- c. CONTRACTOR must assist COUNTY in meeting COUNTY's reporting requirements to the State and other agencies with respect to CONTRACTOR's work hereunder. This cooperation includes assisting COUNTY to prepare evaluations required by the State or Federal governments regarding services provided by CONTRACTOR under this Contract. CONTRACTOR must submit to COUNTY any and all reports that may be required by COUNTY concerning CONTRACTOR's performance under this Contract.
- d. Upon COUNTY's request, CONTRACTOR must provide COUNTY evidence of CONTRACTOR's capacity to perform under this Contract, its compliance with applicable statutes and regulations, and its compliance with the terms and conditions of this Contract.
- e. All records, books, reports and documentation must be retained in the State of California by CONTRACTOR for four (4) years after termination of this Contract; or until all Federal, State and County audits are completed; or until all disputes, litigation, or claims are resolved; whichever is later. All such records, books, reports and documentation must be transmitted to the COUNTY of Santa Clara, Social Services Agency in the event that CONTRACTOR goes out of business during the period in which records are required to be maintained. This provision survives the termination of this contract.
- f. CONTRACTOR must within 30 calendar days advise the COUNTY of 1) the issuance of any legal complaint by an enforcement agency, or any enforcement proceedings by any Federal, State or local agency for alleged violations of Federal, State or local rules, regulations or laws, and/or 2) the issuance of citations, court findings or administrative findings for violations of applicable Federal, State or local rules, regulations or laws.
- g. Contractor guarantees that it, its employees, contractors, subcontractors or agents are not suspended or debarred from receiving Federal fund as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration (<https://www.sam.gov/>). CONTRACTOR must within 30 calendar days advise the COUNTY if it, its employees, contractors, subcontractors or agents become suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration during the term of this Agreement.

3. RESPONSIBILITY FOR AUDIT EXCEPTIONS

CONTRACTOR accepts responsibility for receiving, replying to, and complying with

any audit exceptions by appropriate Federal, State, or County, audit agencies.

4. MONITORING AND EVALUATION

- a. COUNTY's Social Services Agency will monitor the work performed and financial operations conducted under this Contract to determine whether CONTRACTOR's operation conforms to County policy, Federal and State statutes and regulations, and to the terms of this Contract.
- b. COUNTY may conduct participant interviews to determine program compliance.
- c. CONTRACTOR agrees to participate in and cooperate with studies and surveys COUNTY deems necessary to meet its monitoring and evaluation responsibility.
- d. CONTRACTOR must furnish all data, Statements, records, information, and reports necessary for COUNTY to monitor, review, and evaluate the performance of the program and its components. Performance evaluations will examine the following five factors: 1) fiscal accountability; 2) completion of work within a given time frame; 3) ability and effort to meet the performance criteria; 4) quality of services; and 5) a recommendation for future contracting with the contractor.
- e. If, in the course of monitoring and evaluation, COUNTY discovers any practice, procedure or policy of CONTRACTOR that deviates from the terms of this Contract; that violates State or Federal statutes or regulations; that threatens the success of the program carried on pursuant to this Contract, or that jeopardizes the fiscal integrity of said program, COUNTY may impose reasonable funding restrictions upon notice specifying the nature of the restrictions(s), reasons for imposition, the corrective action that must be taken before they will be removed, time allowed for completing the corrective action, and method of requesting reconsideration.
- f. CONTRACTOR must respond in writing to any discrepancies, violations, or deficiencies identified by COUNTY within ten (10) days.

5. CORRECTIVE ACTION PROCEDURE

- a. Upon receipt by COUNTY of information regarding a failure by CONTRACTOR to comply with any provision of this Contract, COUNTY has the right to forward to CONTRACTOR a notice of COUNTY's intent to consider corrective action to enforce compliance with such provision. Such notice will indicate the nature of the issue, or issues, to be reviewed in determining the need for corrective action. CONTRACTOR may have the opportunity to respond or participate in formulating the corrective action recommendation. COUNTY has the right to require the presence of CONTRACTOR's officer(s) or employee(s) at any hearing or meeting called for the purpose of considering corrective action.
- b. After issuing such notice, and after considering CONTRACTOR's response, if any, COUNTY may forward to CONTRACTOR a set of specific corrective actions recommended and a timetable for implementing the specified corrective actions recommended. Following implementation of the corrective actions, CONTRACTOR will forward to COUNTY, within the time specified by COUNTY,

any verification required by COUNTY regarding the corrective actions.

- c. In the event CONTRACTOR does not implement the corrective actions recommended in accordance with the corrective actions timetable, COUNTY may suspend payments hereunder or immediately terminate this Contract without further notice to CONTRACTOR.

6. TERMINATION

a. Termination for Convenience

COUNTY and/or CONTRACTOR may request a termination of convenience (without cause) by notifying the other party in writing 30 days prior to the effective date of termination.

b. Termination for Cause

COUNTY may, at any time, elect to suspend or terminate this Contract or withhold payments to CONTRACTOR, in whole or in part, for cause, by giving written notice specifying the effective date and scope of such termination. Cause includes, but is not limited to the following:

- i. CONTRACTOR failure to comply with any contract provision;
- ii. CONTRACTOR fails to meet the performance criteria of this Contract;
- iii. COUNTY deems CONTRACTOR's performance unsatisfactory.
- iv. Litigation is pending with respect to the CONTRACTOR's performance under this Contract that may jeopardize or adversely affect services;
- v. CONTRACTOR is the subject of a voluntary or involuntary proceeding under the Bankruptcy Act;
- vi. CONTRACTOR submits to COUNTY any reports that are incorrect or incomplete in any material respect, or fails to file timely reports; or,
- vii. CONTRACTOR is suspended or debarred from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration.

c. Terminations

In the event of any termination, all finished or unfinished documents, data, studies, reports, and materials (Materials) prepared by the CONTRACTOR under this Contract becomes the property of the COUNTY and will be promptly delivered to the COUNTY. Upon termination, the CONTRACTOR may make and retain a copy of such Materials. CONTRACTOR may be compensated based on the completion of services provided, as solely and reasonably determined by COUNTY.

7. NON-EXCLUSIVE REMEDIES

The remedies listed in this Contract are non-exclusive, and COUNTY retains all other rights and remedies it may have under general law, including the right to terminate the Contract immediately without advance notice if CONTRACTOR becomes unable to perform its obligations under this Contract.

Article IV
Statutes, Regulations, and Policies

1. COMPLIANCE WITH STATUTES AND REGULATIONS

- a. CONTRACTOR will comply with all Federal, State and local statutes, laws, rules, regulations, codes, and ordinances, (Laws) effective at the inception of the Contract and that become effective during the Term of this Contract relating to its performance under this Contract. To the extent that Laws are in conflict with provisions of this Contract, the Laws prevail. CONTRACTOR will also provide services under the Contract in accordance with the resolutions, policies, procedures, directives and guidelines issued by the COUNTY Board of Supervisors or the Social Services Agency.
- b. CONTRACTOR will comply with all applicable subsequent amended or added Federal, State, and local Laws and execute amendments necessary to implement such Laws.
- c. CONTRACTOR recognizes the mandatory standards and policies relating to energy efficiency in the State energy conservation plan (Title 24, California Administrative Code).
- d. For Contracts over \$100,000 CONTRACTOR will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. Code 1857 (h)), Section 508 of the Clean Water Act (33 U.S. Code 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).
- e. CONTRACTOR must establish procedures assuring that any person's complaints and grievances against CONTRACTOR regarding the delivery of services under this Contract are promptly addressed and fairly resolved.

2. NONDISCRIMINATION OF EMPLOYMENT

- a. CONTRACTOR shall comply with all applicable Federal, State, and local laws and regulations including Santa Clara County's policies concerning nondiscrimination and equal opportunity in contracting. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101 and 1102.
- b. For Contracts over \$10,000 CONTRACTOR agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFP Part 60).
- c. During the performance of this Contract, CONTRACTOR and its SUBCONTRACTORS must not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of:

- i. Age (40 and above),
- ii. Ancestry,
- iii. Color,
- iv. Disability (Mental and Physical) including HIV and AIDS,
- v. Ethnic Group Identification,
- vi. Family and Medical Care Leave,
- vii. Marital Status,
- viii. Medical Condition (cancer/genetic characteristics),
- ix. National Origin,
- x. Pregnancy Disability Leave,
- xi. Political Belief,
- xii. Race,
- xiii. Reasonable Accommodation,
- xiv. Religious Creed,
- xv. Sex/Gender, or
- xvi. Sexual Orientation.

- d. CONTRACTOR and SUBCONTRACTORS ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- e. CONTRACTOR and SUBCONTRACTORS comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulation promulgated hereunder (California Code Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a) - (f), are incorporated into this Contract by reference and made a part hereof as if set forth in full (California code Regulations, Title 2, Section 7285.0 et seq.).
- f. CONTRACTOR and its SUBCONTRACTORS will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- g. CONTRACTOR must include the non-discrimination and compliance provisions of this clause in all SUBCONTRACTS to perform work under this Contract.

3. NONDISCRIMINATION OF SERVICES

- a. CONTRACTOR ensures that services provided under this Contract are nondiscriminatory and that no person is denied services or subjected to discrimination under any program or activity because of:
 - i. Age (40 and above),
 - ii. Ancestry,
 - iii. Color,
 - iv. Disability (Mental and Physical) including HIV and AIDS,
 - v. Ethnic Group Identification,
 - vi. Marital Status,

- vii. Medical Condition (cancer/genetic characteristics),
 - viii. National Origin,
 - ix. Political Belief,
 - x. Race,
 - xi. Reasonable Accommodation,
 - xii. Religious Creed,
 - xiii. Sex/Gender, or
 - xiv. Sexual Orientation.
- b. CONTRACTOR may exclude an individual or group when the services of a program are restricted to a specific class of individuals or group and included as a provision of this Contract.
- c. CONTRACTOR ensures that its appropriate personnel involved in providing services are educated regarding AIDS and HIV infection.

4. CONFIDENTIALITY

- a. CONTRACTOR must require its employees and all persons performing services at its direction to comply with the provisions of Sections 827 and 10850 et seq. of the Welfare and Institutions Code (WIC) and California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19 Regulations.
- i. All applications and records concerning any individual receiving services pursuant to this contract are confidential and are not open to examination for any purpose not directly connected with the administration, performance compliance, monitoring or auditing of the program.
 - ii. No person may publish, disclose, use, or permit or cause to be published or disclosed; any confidential information pertaining to services, except as is provided by law.
- b. Upon the disclosure of confidential information, inadvertent or otherwise, the COUNTY may terminate this contract immediately and take legal action against CONTRACTOR. Any person who knowingly and intentionally violates the provisions Stated above is guilty of a misdemeanor and the COUNTY intends to prosecute such violators to the full extent of the law.
- c. CONTRACTOR will inform all employees, agents, officers, and all persons performing services at its direction of the above provisions. All provisions of Article IV, Section 4 survive the termination of this Contract.

5. ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS

CONTRACTOR hereby assigns to the COUNTY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the CONTRACTOR for sale to the COUNTY pursuant to this Contract.

6. COUNTY NO-SMOKING POLICY

CONTRACTOR and its employees, agents and subcontractors, shall comply with the COUNTY's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all COUNTY-owned and operated health facilities, (2) within 30 feet surrounding COUNTY-owned buildings and leased buildings where the COUNTY is the sole occupant, and (3) in all COUNTY vehicles.

7. FOOD AND BEVERAGE STANDARDS

a. Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by CONTRACTOR with COUNTY funds for COUNTY-sponsored meetings or events.

b. If food is to be provided, healthier food options must be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, CONTRACTOR shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and the CONTRACTOR should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.

c. If beverages are to be provided, beverages that meet the COUNTY's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (e.g., soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

8. CONTRACTING PRINCIPLES

CONTRACTOR agrees to comply with the COUNTY's Contracting Principles set forth in the Board Policy Manual. The Contracting Principles require, among other things, that CONTRACTOR be a fiscally responsible entity and treat its employees fairly. CONTRACTOR is also required to (1) comply with all applicable federal, state and local rules, regulations and laws; (2) maintain financial records, and make those

records available upon request; (3) provide to the COUNTY copies of any financial audits that have been completed during the term of the contract; and (4) upon the COUNTY's request, provide the COUNTY reasonable access, through representatives of the CONTRACTOR, to facilities, financial and employee records that are related to the purpose of the contract, except where prohibited by federal or state laws, regulations or rules.

(Refer to:

<http://www.sccgovatwork/portal/site/OBA/agencychp?path=%2Fv7%2FOBA%20%28EMPDEP%29%2FContracting%20Information%2FContracting%20Principles>)

9. THIRD PARTY BENEFICIARIES

This agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the parties.

10. MAINTENANCE OF SOFTWARE

If CONTRACTOR is provided with "remote access", defined as the act of connecting to a COUNTY attached information technology system from a non-county attached system through a public network, CONTRACTOR will maintain and use its non-county system, hardware, and software in compliance with COUNTY standards and policies set by the COUNTY Information Services Department.

11. CONTRACT EXECUTION

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "ELECTRONIC COPY OF A SIGNED CONTRACT" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "ELECTRONICALLY SIGNED CONTRACT" means a contract that is executed by applying an electronic signature using technology approved by the COUNTY. If CONTRACTOR provides an electronic copy of a signed contract to the COUNTY, CONTRACTOR shall provide the original signed contract to the COUNTY within 10 days of providing the electronic copy to the COUNTY in order to enforce its rights under the contract.

**Article V
Insurance Requirements**

**EXHIBIT B-2
STANDARD CONTRACTS ABOVE \$100,000**

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the

County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor is obligated to indemnify, defend and hold harmless the County under this Agreement.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Agreement until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:
 - a. Each occurrence - \$1,000,000
 - b. General aggregate - \$2,000,000
 - c. Products/Completed Operations aggregate - \$2,000,000
 - d. Personal Injury - \$1,000,000

2. General liability coverage shall include:
 - a. Premises and Operations
 - b. Products/Completed
 - c. Personal Injury liability
 - f. Severability of interest
3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.

- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractor's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.
3. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

*** END ***

Exhibit A: Program Provisions

CONTRACTOR: Catholic Charities of Santa Clara County

PROGRAM: Steps Ahead Program – Baby Steps (SAP-BS)

The Catholic Charities of Santa Clara County Steps Ahead Program – Baby Steps program will provide support and prevention services to pregnant woman and caregivers with children birth through 3 years old. These three components are: home visitation services, therapeutic support services and “Just Us” parent-child attachment groups provided in collaboration with CCSCC’s Washington United Youth Center.

1. **TERM OF CONTRACT**

The term begins on **July 1, 2015**, and expires on **June 30, 2016**, unless terminated earlier or otherwise amended.

2. **MAXIMUM FINANCIAL OBLIGATION**

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, not to exceed **\$70,000.00**.

3. **BUDGET CONTINGENCY**

This Contract is contingent upon the appropriation of sufficient funding by the County for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the County has the option to either terminate this Contract without notice (except that necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

4. **COMPENSATION TO CONTRACTOR**

a. **Cost Reimbursement Contract**

CONTRACTOR will be reimbursed by COUNTY for its actual, reasonable, necessary, and allowable costs incurred up to the maximum compensation, for the performance of services as specified in this contract. These costs will also be in accordance with current cost principles and with all other requirements of this contract:

1. For Non-Profit Agencies, OMB Circular A-122.
2. For Local Governments, OMB Circular A-87.
3. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.
4. For Profit Making Organization, 41 CFR Part 1.

(ii) If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.

Exhibit A: Program Provisions

(iii) CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. This provision survives the termination of this contract.

b. Cost Reimbursement Claim

CONTRACTOR must submit to COUNTY a cost reimbursement claim in a form approved by COUNTY, by the tenth (10th) working day of each month for services performed during the preceding month.

(i) Prior to submittal, cost reimbursement claims must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.

(ii) If the cost reimbursement claim is in proper form and the items billed are payable under this contract, COUNTY will make payment to CONTRACTOR within twenty-one (21) working days after receipt of the cost reimbursement claim.

(iii) COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this contract. All payments under this contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this contract to any other parties, including individual employees or creditors of CONTRACTOR.

(iv) COUNTY is not obligated to reimburse CONTRACTOR for any expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the contract term.

5. ADJUSTMENT TO WORKPLAN

The COUNTY may approve modifications to the Work Plan to ensure that the Work Plan is consistent with the Program Provisions and is in the best interest of the target population specified in the contract. Adjustments are intended to clarify the services and activities specified in the contract and are not formal contract amendments, as long as the adjustments do not modify the scope of work or total contract amount. The CONTRACTOR will submit sufficient written documentation to the COUNTY that clearly explains the requested adjustment(s) and the reason for the adjustment(s), and how the adjustment will impact service delivery to the clients. Adjustments will be approved, in writing by the COUNTY's designated representative or designee, and the CONTRACTOR's representative or designee.

6. ADJUSTMENT TO EXHIBIT C: BUDGET

A budget adjustment can be made by the COUNTY without a formal contract

Exhibit A: Program Provisions

amendment as long as the adjustment does not increase the maximum financial obligation specified in Section 2 of this Exhibit, and doesn't have a negative impact on the CONTRACTOR's ability to meet the obligations of this contract.

CONTRACTOR may request a budget revision by submitting the COUNTY's Budget Revision Request form to the COUNTY's designated contract/program monitor. The Budget Revision Request must include a statement explaining the impact that the budget revision, if approved, would have on the program/service delivery. Upon approval of the CONTRACTOR's Budget Revision Request, COUNTY will forward an approved copy of the Budget Revision Request form to the CONTRACTOR

7. SERVICE PROVIDED

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.

8. CONTRACT REPRESENTATIVES

- a. CONTRACTOR designates **Maggie Williams, CAO/CFO** as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.
- b. COUNTY designates the Director of Social Services Agency, or designee, as its representative for the purpose of managing the services performed pursuant to this Contract.

9. NOTICES

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

- a. To COUNTY:
Social Services Agency
Robert Menicocci, Acting Director
333 West Julian Street
San Jose, California 95110-2335
- b. To CONTRACTOR:
Catholic Charities of Santa Clara County
Maggie Williams, CAO/CFO
2625 Zanker Road
San Jose, CA 95134

Exhibit A: Program Provisions

10. **COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

11. **CHILD ABUSE AND NEGLECT REPORTING ACTS**

CONTRACTOR will ensure that all personnel described in the Child Abuse and Neglect Reporting Act, Section 11165 et seq. of the California Penal Code, are in compliance with the law. The law mandates certain personnel to report known or suspected instances of child abuse. This includes, but is not limited to, any person who is a social worker, or an administrator or presenter of, or a counselor in, a child abuse prevention program. CONTRACTOR will require each employee, volunteer, or subcontractor that is a mandated reporter to sign a statement that he or she knows of the reporting requirements as defined in Section 11165 et seq. of the Penal Code.

12. **CONTRACTOR STAFF**

CONTRACTOR will ensure that no staff, paid or volunteer, are knowingly employed who have been convicted or arrested for which the person is released on bail or on his or her own recognizance pending trial of any sex crimes, drug crimes, or crimes of violence per California Penal Code Section 11105.3.

13. **PUBLICATIONS/VIDEO PRODUCTIONS FOR SERVICES FUNDED BY CAPIT**

CONTRACTOR will acknowledge the California Department of Social Services (CDSS) as the funding agency, in writing, upon all educational and training materials, curricula, audio/visual aids, printed materials, and periodicals developed pursuant to this Contract and with the prior approval of the CDSS. If any of the above (with the exception of video productions) is developed without the prior approval from the CDSS, it will be acknowledged thereon that the material does not necessarily represent the views of the CDSS.

Video productions will not be undertaken without the full knowledge and written consent of the CDSS at the initial conception development and throughout production. No expenditures under this Contract will be incurred, or allowed for in the design and development of video productions prior to receipt of written CDSS approval.

14. **POLITICAL ACTIVITY AND LOBBYING PROHIBITED**

None of the funds, materials, property or services provided directly or indirectly under this Contract, will be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

CONTRACTOR will ensure that no staff or other persons employed with CDSS grant funds will conduct activities intended to influence legislation, administrative rule-making, or the election of public officials during time compensated under this Contract or with grant funds. Grant funds. Nor may any such person represent that such activities are being performed under the grant. The following guidelines will be observed:

a. Meetings, which include these activities, will not be represented as being prescribed

Exhibit A: Program Provisions

or funded by COUNTY or CDSS.

- b. In the event that any such meeting or conversation occurs during time not compensated under CDSS grants; auditable records will be kept indicating the meeting(s) or conversation(s) occurred on personal time, vacation, or other time not paid for with CDSS funds.
- c. Office space leased, rented, or otherwise acquired with CDSS grant funds will not be used for any activities prohibited herein.

15. **INTERNET LANGUAGE**

CONTRACTOR agrees to have internet capability and provide internet access to employees funded under this grant during the term of this Contract.

16. **MATCHING FUNDS REQUIREMENT**

CONTRACTOR will provide matching funds equal to 10% or more of the contract amount for this program/project. The matching funds must be funds that are not provided by the CDSS.

17. **PARTICIPATION IN ACTIVITIES SPONSORED BY THE CHILD ABUSE COUNCIL**

CONTRACTOR will:

- a. Attend quarterly meetings sponsored by the Child Abuse Council;
- b. Make at least one presentation at a designated Child Abuse Council meeting;
- c. Participate in the annual Child Abuse Council retreat; and
- d. Contribute to the Council's public awareness activities.

In addition, CONTRACTOR may choose to participate in one or more committees of the Child Abuse Council.

18. **SERVICES NOT TO BE FUNDED**

The following services are not to be funded by child abuse funds CAPIT and CTF:

- a. Advocacy services including activities intended to influence legislation, administrative rule-making, or the election of public officials during time compensated under this Contract. Nor may any such persons represent that such activities are being performed under this Contract.
- b. Long-term interventions (more than six months) or treatment services.
- c. Active Child Welfare Services (CWS) cases.
- d. Services already funded by the County of Santa Clara Mental Health Department and Social Services Agency for the proposed target population.

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

EXHIBIT B: WORK PLAN
 PROGRAM SUMMARY
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Program Name: Steps Ahead Program- Baby Steps

Submission Date: 11/14/14
 Revision Submission Date: 03/27/15

Brief Project Description
 The Catholic Charities of Santa Clara County Baby Steps program provides culturally sensitive and strength-based support and prevention and early intervention services to pregnant women and caregivers with children ages birth through three years old. Utilizing three service components (Home Visitation, Case Management, and Just Us parent-child attachment groups) the program empowers parents to provide a healthy environment for their children to thrive, and decreases the risks for child abuse and neglect.

	Component 1		Component 2		Component 3		Child Abuse Total	Matching Funds Total	Grand Total
	Home Visiting		Family Counseling/Case Management		Parent Education and Support				
Target Population	High risk pregnant women and children ages 0-3		High risk pregnant women and children ages 0-3		Caregivers and children ages 0-3				
Funding Category	Early Intervention		Early Intervention		Secondary Prevention				
	Child Abuse	Matching Funds	Child Abuse	Matching Funds	Child Abuse	Matching Funds			
	a1	b1	a2	b2	a3	b3	=a1+a2+a3	=b1+b2+b3	
Unduplicated Children 0 – 5	15	4			6	2	21	6	27
Unduplicated Youth 6 – 18							0	0	0
Unduplicated Adults 19 & older	12	2	19	4	6	2	18	4	22
Total Unduplicated Participants	27	6	19	4	12	4	39	10	49
Duplicated Children 0 – 5	975	260			60	20	1035	280	1095
Duplicated Youth 6 -18							0	0	0
Duplicated Adults 19 & older	780	130	380	80	60	20	19	4	23
Total Duplicated Participants	1755	390	380	80	120	40	1054	284	1118
# Hours per Component	3591	720	1938	408	720	240			
# Hours per Participant	133	120	102	102	60	60			
Cost per Component	\$3,420	\$6,120	\$23,750	\$4,284	\$12,000	\$3,600	\$70,000	\$13,770	\$83,770
Cost per Participant	\$1,270	\$1,020	\$1,250	\$1,071	\$1,000	\$900			
Cost per Hour	\$10	\$9	\$12	\$11	\$16	\$15			
Start Date for Component	07/01/15	07/01/15	07/01/15	07/01/15	07/01/15	07/01/15			
End Date for Component	06/30/16	06/30/16	06/30/16	06/30/16	06/30/16	06/30/16			

In the space below, please explain how you calculated the number of hours for Component 1.
 Cost is calculated based on 33 participants, 14 caregivers and 19 children, receiving a minimum of: 24 1 hour visits + 45 minutes travel time each visit + 1 hour of prep per visit (materials, file review etc.) + 1.5 hour per visit of follow-up (case notes, follow up referrals, resource research, advocacy, phone calls, etc.) + 2 hours per month of individual supervision = 5 hours per home visit.

In the space below, please explain how you calculated the number of hours for Component 2.
 Cost is calculated based on 23 participants, all caregivers, receiving a minimum of: 20 1 hour visits + 45 minutes travel time each visit + 1 hour of prep per visit (materials, file review etc.) + 1.5 hour per visit of follow-up (case notes, follow up referrals, resource research, advocacy, phone calls, etc.) + 2 hours per month of individual supervision = 5 hours per home visit.

In the space below, please explain how you calculated the number of hours for Component 3.
 Cost is calculated based on 16 participants, 8 caregivers and 8 children, receiving a: 10 week 1.5 hours Touchpoints parent/child attachment group + 30 minutes travel time each session + 1 hour of prep per session (materials, room set up etc.) + 1 hour per session of follow-up (debrief, group notes, etc.) + 2

In the space below, please explain the services or activities that will be paid for by other funding source(s).
 Our matching funds through the Bella Vista foundation will pay for a portion of each of the three components of services, allowing services to be provided to more pregnant women, children and caregivers.

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

**EXHIBIT B: WORK PLAN
 OUTCOMES**
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County Submittal Date: 11/14/15
 Program Name: Steps Ahead Program- Baby Steps Revision Submittal Date: 3/27/15

COMPONENT 1					
Home Visitation					
ENGAGEMENT OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	7	6	7	7	27
Outcome Statement	* 100% of primary caregivers enrolled in services will have completed a Family Intake and signed parent agreement, and will have established at least 2-3 goals by the 4th- 5th home visit. * 100% of children enrolled in services will receive a developmental screening, determine 1-2 developmental targets to achieve, and complete at Family Service Plan, by the end of the 4th-5th home visit. This can be measured by the Pre- Skill Development Self Assessment.				
Time Frame to Achieve Outcomes	Semi-Annual				
SHORT-TERM OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	5	5	5	5	20
Outcome Statement	*75% caregivers will have achieved at least 1-2 goals that were identified in their Family Service Plan by mid-way through their time in the program, which will include parent's reported observation of 75% achieving developmental milestones, and by the Mid- Skill Development Self Assessment.				
Time Frame to Achieve Outcomes	Semi-Annual				
INTERMEDIATE OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	0	6	6	7	19
Outcome Statement	* 70% participants will have achieved at least 80% (or 3-5) of their goals by the end of services and/or will report more frequent episodes of positive interactions with their children as indicated by the Post- Skill Development Self Assessment.				
Time Frame to Achieve Outcomes	Semi-Annual				
COMPONENT 2					
Case Management					
ENGAGEMENT OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	4	5	5	5	19
Outcome Statement	* 100% of participants will complete a Self-Sufficiency scale and set 1-2 case management goals.				
Time Frame to Achieve Outcomes	Semi-Annual				
SHORT-TERM OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	4	4	3	4	15
Outcome Statement	* 80% of participatns will report 1-2 successful and ongoing linkages to services that addressed their goals, based on the scores on their Self-Sufficiency Matrix.				
Time Frame to Achieve Outcomes	Semi-Annual				
INTERMEDIATE OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants		4	4	5	13
Outcome Statement	* 70% of participants will improve 1-2 score levels on their self-sufficiency matrix, demonstrating successful utilization of linkages and promoting a stable household, based on the scores on their Self-Sufficiency Matrix.				
Time Frame to Achieve Outcomes	Semi-Annual				
COMPONENT 3					
Parent/Child Attachment Group					
ENGAGEMENT OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	6		6		12
Outcome Statement	100% (or 8 primary caregivers and 8 children) will enroll in group and agree to attend at least 8 our of 10 sessions, and will complete the "Just Us" Parent-Child Workgroup Pre Survey.				
Time Frame to Achieve Outcomes	Semi-Annual				
SHORT-TERM OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	5		5		10
Outcome Statement	80% will be observed as engaged with one another in meaningful play and caregivers will report an increase in knowledge of their child's development by the end of the 5th attended session of group, as measured by the the "Just Us" Parent-Child Workgroup Mid-Way Survey.				
Time Frame to Achieve Outcomes	Semi-Annual				
INTERMEDIATE OUTCOMES	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Number of Participants	4		4		8
Outcome Statement	70% of participants will be observed as having increased engagement with one another and caregivers will report feeling less isolated, more connected to community resources and an increase of developmentally appropriate interaction with their young children by the end of at least 8 out of 10 sessions, and as measured by the the "Just Us" Parent-Child Workgroup Post Survey.				
Time Frame to Achieve Outcomes	Semi-Annual				

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

**EXHIBIT B: WORK PLAN
 SERVICE DELIVERY GOALS**
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Program Name: Steps Ahead Program- Baby Steps

Submittal Date 11/14/14
 Revision Submittal Date 3/27/15

COMPONENT 1					
UNDUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description of Component
Planned Q1 (unduplicated)	3	0	2	1	Home Visiting 27 participants will receive weekly hour long home visits for support and parent coaching for 6 months, or as needed.
Planned Q2 (unduplicated)	3	1	3	1	
Planned Q3 (unduplicated)	3	1	2	0	
Planned Q4 (unduplicated)	3	1	3	0	
Total Unduplicated	12	3	10	2	

ACTIVITY DUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description for Each Activity
Home Visiting	400	90	324	66	General parenting education, child development, and referrals to appropriate resources.
Health Services	80	25			Developmental/Socio-emotional Screenings
Teaching and Demonstrating	300	80	324	66	Modeling age-appropriate play to support the parent/child relationship and healthy brain development.
Total Duplicated	780	195	648	132	

COMPONENT 2					
UNDUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description of Component
Planned Q1 (unduplicated)			5	0	Family Counseling/Case Management Caregivers will receive weekly case management sessions for 5 months, or as needed.
Planned Q2 (unduplicated)			5	0	
Planned Q3 (unduplicated)			4	0	
Planned Q4 (unduplicated)			5	0	
Total Unduplicated	0	0	19	0	

ACTIVITY DUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description for Each Activity
Family Counseling/Case Management			100	0	Providing case management and linkage based on each family's individual needs and the goals they set in their treatment plans.
Family Counseling/Case Management			100	0	
Family Counseling/Case Management			80	0	
Family Counseling/Case Management			100	0	
Total Duplicated			380	0	

COMPONENT 3					
UNDUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description of Component
Planned Q1 (unduplicated)	3	1	3	0	Parent Education and Support 12 participants will attend a 10-week Touchpoints parent/child attachment group. In FY 15-16, groups will be held in the first and third quarters.
Planned Q2 (unduplicated)					
Planned Q3 (unduplicated)	2		3	0	
Planned Q4 (unduplicated)					
Total Unduplicated	5	1	6	0	

ACTIVITY DUPLICATED	Children	Children w/Disabilities	Caregivers	Caregivers w/Disabilities	Description for Each Activity
Planned Q1 (duplicated)	30	10	30		Parent Education and Support Clients seen an average of 10 times per year.
Planned Q2 (duplicated)					
Planned Q3 (duplicated)	20		30		
Planned Q4 (duplicated)					
Total Duplicated	50	10	60	0	

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

EXHIBIT B: WORK PLAN
 STAFFING
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Program Name: Steps Ahead Program- Baby Steps

Submission Date: 11/14/14
 Revision Submission Date: 3/27/15

Complete the table below for each staff person working in this project. You may copy/paste the table if you have more than five

Staff Member #1	
Name	Angela Albright, LCSW
Title	Deputy Division Director of the Behavioral Health Division
Direct or Indirect Services	Direct
Duties/Activities Provided	Provides program and supervisory oversight to program, ensures that services meet contract requirements. Approves program reports and facilitates staff meetings.
Education, Experience, and Qualifications	Angela has a bachelor's degree and a master's degree in Social Work, and received her License in Clinical Social Work in 2011. She has worked for over 10 years providing services to families and children. She holds expertise in early childhood mental health and parent/child attachment.
Language/Cultural Competence	Angela is English speaking and has spent her career working with low-income families from diverse communities and has served on diversity committees.

Staff Member #2	
Name	Sonia Terra, LMFT
Title	Program Supervisor
Direct or Indirect Services	Direct
Duties/Activities Provided	Provides clinical guidance and supervision to the home visitors providing services within the program, along with documentation oversight.
Education, Experience, and Qualifications	Sonia is a Licensed Marriage Family Therapist. She has over 10 years of experience in therapy and other related mental health services. These roles include case management, crisis services, family therapy and child development. Sonia has received training and education specializing in early childhood mental health.
Language/Cultural Competence	Sonia is Latina and is bilingual in English and Spanish. Sonia has been working with families from diverse backgrounds for over ten years, and conducts much of her services in Spanish.

Staff Member #3	
Name	Stephanie Iyescas
Title	Home Visitor
Direct or Indirect Services	Direct
Duties/Activities Provided	Provides home visitation services and case management to caregivers and children, and co-facilitates the "Just Us" support group. Also conducts program outreach.
Education, Experience, and Qualifications	Stephanie has a Bachelors of Arts in Psychology and Behavioral Science. Her background is in Early Childhood education with 6 years of professional experience as a Pre-school teacher.
Language/Cultural Competence	Stephanie is Latina and is bilingual Spanish speaking and has a strong background in Early Childhood education working with families from diverse communities. She provides most of her services in Spanish.

Staff Member #4	
Name	Lisa Baker
Title	Program Assistant
Direct or Indirect Services	Direct
Duties/Activities Provided	Provides referral triage support, data and outcome collections, data entry into agency electronic health record and general program support.
Education, Experience, and Qualifications	Lisa holds over 25 years of experience in support roles in the for profit and non profit sector. These roles include data management, budget support, fund development and donor relations.
Language/Cultural Competence	Lisa is English speaking and has worked in the nonprofit sector providing support to programs who serve a variety of consumer groups.

Santa Clara County Social Services Agency

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

EXHIBIT C: BUDGET DETAIL
 PROGRAM BUDGET
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Program Name: Steps Ahead Program- Baby Steps

Submittal Date: 11/14/14
 Revision Submittal Date: 3/27/15

DIRECT EXPENSES

SECTION 1: PERSONNEL EXPENSES (Direct Service Staff Only)									
A	B	C	D	E	F	G	H	I	
	Position Title	Name	Annual Salary	Agency FTE	% of time devoted to contract	CAC Direct Costs (D*F)	Matching Funds	Total	
1a	Deputy Division Director	Angela Albright	97,432	1.00	5%	4,872		4,872	
1b	Program Supervisor	Sonia Terra	77,871	1.00	5%	3,894		3,894	
1c	Stephanie Iyescas	Home Visitor	44,056	1.00	80%	35,245		35,245	
1d								0	
1e								0	
1f	Subtotal Salaries & Wages						44,010	0	44,010
1g	Fringe Benefits @ (36 % of Salary & Wages)						14,458	0	14,458
1h	TOTAL SECTION 1: PERSONNEL EXPENSES						68,468	0	68,468

SECTION 2: CONTRACT & HOURLY STAFF EXPENSES (Direct Service Only)								
A	B	C	D	E	F	G	H	I
	Position Title	Name	Annual Salary	Agency FTE	% of time devoted to contract	CAC Direct Costs (D*F)	Matching Funds	Total
2a	Lisa Baker	Program Assistant	34,014	0.88	25%		8,504	8,504
2b						0		0
2c						0		0
2d						0		0
2e						0		0
2f	Subtotal Contract & Hourly Expenses						8,504	8,504
2g	Other Costs Associated with Contract/Hourly Staff (e.g., Workers Comp)						829	829
2h	TOTAL SECTION 2: CONTRACT & HOURLY STAFF EXPENSES						9,333	9,333

SECTION 3: OPERATING EXPENSES									
A	B	C	D	E	F	G	H	I	
	Position Title	Name	Annual Salary	Agency FTE	% of time devoted to contract	CAC Direct Costs (D*F)	Matching Funds	Total	
3a	Occupancy						720	720	
3b	IT Communication Services					1,035	1,035	2,070	
3c	Training/Conferences					115		115	
3d	Employee Mileage					1,032		1,032	
3e	Equipment Lease						200	200	
3f	Office and Program Supplies					1,550		1,550	
3g	Client Assistance						1,000	1,000	
3h	AWARDS Database/Agency training program					320		320	
3i	Telephone					480		480	
3k							105	105	
3l	TOTAL SECTION 3: OPERATING EXPENSES						4,632	3,060	7,692

INDIRECT EXPENSES (Maximum 10% of Total Budget)

SECTION 4: INDIRECT PERSONNEL EXPENSES								
A	B	C	D	E	F	G	H	I
	Position Title	Name	Annual Salary	Agency FTE	Contract FTE	CAC Indirect Costs (D*F)	Matching Funds	Total
4a						0		0
4b						0		0
4c						0		0
4d						0		0
4e						0		0
4f	Subtotal Indirect Personnel Expenses						0	0
4g	Fringe Benefits @ (% of Salary and Wages Expense)							0
4h	TOTAL SECTION 4: INDIRECT PERSONNEL EXPENSES						0	0

SECTION 5: INDIRECT EXPENSES - OTHER									
A	B	C	D	E	F	G	H	I	
	Position Title	Name	Annual Salary	Agency FTE	Contract FTE	CAC Indirect Costs (D*F)	Matching Funds	Total	
5a	Administrative Overhead @ 10% of Grant Award					7,000	1,377	8,377	
5b								0	
5c								0	
5e	TOTAL SECTION 5: INDIRECT EXPENSES - OTHER						7,000	1,377	8,377

6	TOTAL DIRECT EXPENSES						62,000	12,393	74,393
7	TOTAL INDIRECT EXPENSES						7,000	1,377	8,377
8	TOTAL PROPOSED BUDGET						70,000	13,770	83,770

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

EXHIBIT C: BUDGET DETAIL
 BUDGET NARRATIVE
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Program Name: Steps Ahead Program- Baby Steps

Submittal Date: 11/14/14
 Revision Submittal Date: 3/27/15

DIRECT EXPENSES

SECTION 1: PERSONNEL EXPENSES (Direct Service Staff Only)
Salaries allocated to the program.
Fringe Benefits for Direct Staff (line 1g on your Program Budget)
Fringe benefits including payroll taxes calculated at 32.85% of salaries.

SECTION 2: CONTRACT & HOURLY STAFF (Direct Service Only)
Hourly wages allocated to the program.
Other Costs Associated with Contract/Hourly Staff (line 2g on your Program Budget)
Payroll taxes and workers compensation calculated at 9.75% of wages.

SECTION 3: OPERATING EXPENSES
Occupancy - Allocated rent and janitorial cost based on square footage. IT/Communications - IT costs for email, internet access, and IT support. Training - Agency training for HIPPA, sexual harrassment. Compliance & Ethics and Fire Safety. Employee Mileage - mileage reimbursement based on \$57.5 centes per mile. Office & Program Supplies - Suyplies include postage, pen, paper, art & play items for sessions and food/refreshments for groups. AWARDS database - Allocated costs for capturing client demographica and treatment. Telephone - Direct communication costs for cell phones.

INDIRECT EXPENSES

SECTION 4: INDIRECT PERSONNEL EXPENSES
N/A
Fringe Benefits for Indirect Personnel Expenses
N/A

SECTION 5: INDIRECT EXPENSES - OTHER
Overhead costs for Fiscal/Compliance: invoicing, Accounts Payable, and financial reporting and compliance HR: hiring/terminating program staff, and Communications: publication of services provided.

Santa Clara County Social Services Agency

Santa Clara County- Social Services Agency
 Child Abuse Prevention Program FY 2016
 Contract Period: July 1, 2015- June 30, 2016

EXHIBIT C: BUDGET DETAIL
 RESOURCE TABLE
 Funding Source: Child Abuse Prevention
 CCSCC - SAP - BS

Agency Name: Catholic Charities of Santa Clara County
 Project Name: Steps Ahead Program- Baby Steps

Submittal Date 11/14/14
 Revision Submittal Date 3/27/15

Please list all funding sources for this Program (including CAC and matching funds)

A	B	C	D	E	F
Source of Funds	Name or Type of Funds	Commitment Code*	FY 14/15 Dollar Amount	FY 15/16 Dollar Amount	Difference Year to Year (E-D)
Child Abuse Council	Child Abuse Prevention	1	\$100,000	\$70,000	\$(30,000)
					\$0
Bella Vista	Foundation	1		\$13,770	\$13,770
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
Total Resources			\$100,000	\$83,770	\$(16,230)

Matching Amount	Requested Amount
\$13,770	\$70,000
	20%

Matching amount must be a minimum of 10% of Requested (CAC) Amount

Commitment Code*	Definitions
1	Firm Commitment - Already have an agreement or letter confirming funding
2	Anticipated Renewal of Existing Funding - Continuation of current year funding
3	Anticipated Resource - Projection of previous fees or donations
4	Application Pending - Application has been submitted, no confirmation at this time
5	Pre-Application - Not yet submitted and expect funding