

EXHIBIT A**PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS**

Contracting Department	Alameda County Social Services Agency, Department of Children & Family Services (DCFS)
Contractor Name	Chabot-Las Positas Community College
Contract Period	July 1, 2016– June 30, 2017
Type of Services	Childcare, Food for PRIDE Training
Contract Number/PO#	

I. Program Name:

Parent Resources for Information, Development and Education (PRIDE) Training

II. Contracted Services:

The CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (CCD), hereinafter referred to as “Contractor” and Alameda County Social Services Agency (ACSSA), Department of Children and Family Services, hereinafter referred to as “the Department” mutually agree as follows:

Contractor will offer childcare, food, related supplies/miscellaneous items and arrange for necessary rooms and facilities for the participants of the pre-service PRIDE Training classes while they are attending these classes. The Pre-Service PRIDE Training consists of a series of eleven classes offered by Chabot Community College and Las Positas Community College. (Sites and rooms to be determined.) These classes inform and prepare potential foster and adoptive parents in making successful, permanent connections with foster youth. These classes are also open to kinship families, respite providers and the general public who are interested in understanding the needs of children in out-of-home care and are under the protection of the Department’s Foster Care System.

The PRIDE Training services will meet the following criteria:

- 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.
- B. 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.
- C. Additionally, PRIDE Training Instructors must have the approval of the designated ACSSA Program Manager or designated liaison and meet the following requirements:
 1. Hold the title of Child Welfare Worker or have equivalent experience in a County Child Welfare Department.

III. Program Information and Requirements**A. Program Objectives:**

To provide childcare, instructional administrative support, necessary rooms/facilities, food and other related items to those individuals that are participating in the Pre-Service PRIDE training in the Chabot-Las Positas College District. These services will only be provided during the actual class sessions and are open to the participants and their children for the time they are in attendance in the PRIDE class.

B. Program Description and Requirements:

1. Contract Fiscal Officer: Lorenzo Legaspi, 925-485-5203
2. Coordination, Quality Assurance & Planning: Vanessa Cormier 510.723.7483
Anne Loyola 925.424.1172
3. Assistant Coordinator: N/A
4. Supportive services for PRIDE parents while in attendance of the Pre-Service PRIDE training class:
 - o Childcare
 - o Instructional Assistant
 - o Fees or Expenses for Use of Facilities
 - o Food for participants in Pre-Service PRIDE classes and for children in the childcare room.
 - o Related supplies and miscellaneous expenses for the children of those participants enrolled and attending these PRIDE classes.
 - o Additional expenses are detailed in the Budget, B-1.
5. Childcare Maximum: 4 infants and 15 children per session
6. Training Attendees: minimum of 5, maximum of 25
7. Ages for Childcare: 0-12
8. Hours of childcare: 4 hours for each night and 7 hours for the longer Saturday session.
 - a. Consists of 3 hours of childcare plus ½ hour before and ½ hour after, for a total of 4 hours. Contractor will have the flexibility to adjust the hours accordingly.
 - b. These hours of childcare are in conjunction with the PRIDE class sessions listed below:
 - i. There are a total of 11 complete classes at Chabot and Las Positas. Six of these classes will offer childcare:
 - Childcare on Tuesday and Thursday evenings for 4 hours from 6:00 – 10:00 P.M. that continue for 4 weeks (or as agreed upon by ACSSA and contractor).
 - Childcare on Saturdays (2 continuous sessions in one day) for 7 hours from 8:30 A.M. – 3:30 P.M. that continues for 4 weeks (or as agreed upon by ACSSA and contractor).

C. Certification/Licensure: Employment and selection of childcare staff shall be determined by Chabot/Las Positas Community College District policy regarding the appropriate qualifications and/or licensure.

D. Target Population: All potential Foster, Adoptive and Kinship parents, respite/childcare providers and interested citizens.

E. Service Area: Alameda County

F. Service Delivery Sites:

1. The Quality Assurance & Planning Coordinators for Chabot Community College and Las Positas Community College will determine and provide the appropriate classroom and childcare sites.
2. Childcare room(s) will be in close proximity to the PRIDE Training class sessions.

G. Service Criteria:

- Childcare Instructors and Instructional Assistant will be chosen by the Contractor based on College District childcare/clerical staffing and policy.
- Contractor will determine a reasonable time before and after each class session for childcare.
- Appropriate childcare staff, instructional assistance, classroom and related facilities/sites, food and related supplies/miscellaneous expenses will be determined by the Contractor with input by the County Department program liaison in order to maximize supportive services.
- If a class or session is canceled, no childcare, instructional assistance, food and/or related supplies will be provided. Contractor will not invoice for these costs when a class is canceled unless a comparable session/class is assigned.

9. Reporting and Evaluation Requirements:

Contractor will send the following information **after each completed class to the Alameda County designated Program Manager** (listed at the bottom of Exhibit B, Page 5). Instructional Assistant will complete the following reporting requirements listed below. Additional reports or information may be requested by Alameda County SSA to fulfill necessary Program requirements:

- Class Roster including name, address, phone number and other identifying information of participants in attendance.
- Copy of the Certificate of Completion for those attendees that have fulfilled the required number of class hours (24 hours or as specified by SSA and CCD).
- Class/Session Sign-In Sheet(s) that includes date of class, title of class, instructors, number of attendees, number of children class participant has brought into childcare site and any other necessary information.
- Childcare roster listing date of care, name of corresponding class session, hours, childcare staff, number of children and any other necessary information.
- Food receipts as requested.
- Receipts for related supplies and expenses.

For a listing of information required for invoice submittal, please see Exhibit B.

Department will reserve the right to monitor and evaluate supportive services provided by this contract.

- 10. Entirety of Agreement:** Contractor shall abide by all provisions of the Community Based Organization Master Contract General Terms and Conditions, all Exhibits, and all Attachments that are associated with and included in this contract.
- 11. Contractor Responsibilities – Client Grievance Policy:** SSA Contractors are required to have a Client Grievance Policy in place and to disclose the policy to all SSA participants during the Client Intake Process. As evidence that a Participant Grievance Policy is in place and all SSA participants provided services by the Contractor have been made aware of its existence, Contractor must obtain the signature of each SSA participant on a copy of the policy acknowledging they were made aware of it, understand it, and received a copy of the signed document. Contractor must also place a copy of the signed document in each participant's case file and make the files available for review by County staff upon

request. See Attachment A for a sample SSA Grievance Policy. An MS Word file of the SSA Grievance Policy Template is available through your SSA Contract Liaison.

12. **Language Access Requirement for Contractors:** Please see Attachment B for more information regarding Limited English Proficient LEP client language access requirements for contractors with Alameda County.

EXHIBIT B

TERMS AND CONDITIONS OF PAYMENT

Contracting Department	Alameda County Social Services Agency, Department of Children & Family Services (DCFS)
Contractor Name	Chabot-Las Positas Community College
Contract Period	July 1, 2016-- June 30, 2017
Type of Services	Childcare, Food for PRIDE Training
Contract Number/PO#	
Contract Amt/Max	\$43,090.00

In addition to all terms of payment described in the Master Contract Terms and Conditions and any relevant exhibits and attachments, the parties to this Agreement shall abide by the following terms of payment:

I. Budget

Contractor shall use all payments solely in support of the program budget, set forth as follows:

- A. Funded Program Budget – Exhibit B-1
- B. Agency Composite Budget – Exhibit B-2

II. Terms and Conditions of Payment

A. Contract Amount/Maximum

The maximum contract amount authorized during the period of this agreement is \$43,090.00. Contractor shall be compensated for services based on cost in arrears (1st payment excepted) according to the line item budget, Exhibit BI attached herein. Contractor shall not exceed the total amount of \$43,090.00 (unless otherwise specified by written agreement) for the term of this agreement. It is the obligation of the contractor to progressively monitor all services expenditures and take appropriate corrective preventive measures including the timely notification of ACSSA if stoppage of services becomes the necessary measure to prevent the over-expenditure of contract funds. Prior approval from the ACSSA Director or an authorized designee shall be required to alter or change the terms and conditions of this agreement.

B. Budget Revision Procedures

Contractor shall be reimbursed in accordance within the contract budget as detailed in Exhibit B-1. Any budget adjustments, revisions to the service categories and service units within the contract must be approved by SSA Program Department prior to billing the County.

No supplemental billing will be accepted without Contractor's prior notification and approval by SSA Contract Liaison of the need and justification for revisions of the service categories, service units or contract budget (line-items or unit costs).

Contractor must submit a formal written (via e-mail) request to the SSA Contract Liaison for any contract budget adjustment with justification for requested expenditure revisions inclusive of specific impacts to current services being delivered. If impacts to contracted services levels are significant the SSA Contract Liaison will consult and obtain approval from the relevant Program department.

The County Auditor Controller's Office will not pay for unauthorized service categories, service units and budget line-items that are revised or rendered by Contractor that are not approved by SSA Contract Liaison and/or for claimed services that contract program monitoring findings indicate have not been provided.

III. Invoicing Procedures:

Actual invoice reimbursements to be made under this contract shall be for the specified services rendered as set forth in this contract:

- Contractor shall invoice Department for childcare, instructional support position, facility use, food, mileage and related supplies/expenses as set forth below. Payment will be disbursed in four (4) payments:
 - The first payment will include the up-front costs representing one-fourth of the total contract amount: \$10,716 and is due after the contract is encumbered.
 - The balance of the payments in the amount of \$10,716 each will be due starting in December 2016.

1 st Installment of	\$ <u>10,772</u>	<u>due after contract is encumbered and the 1st invoice is received</u>
2 nd Installment of	\$ <u>10,772</u>	<u>due in December 2016 after 2nd invoice is received</u>
3 rd Installment of	\$ <u>10,773</u>	<u>due in March 2017 after 3rd invoice is received</u>
4 th Installment of	\$ <u>10,773</u>	<u>due in June 2017 after 4th invoice is received</u>
Total Payment not to exceed		<u>\$43,090.00</u>

- The **invoices** shall set forth:
 - All billable activities as listed on Budget in Exhibit B-1
 - Invoices shall be accompanied by a **summary page** documenting the following information:
 1. Expenses by number of classes/sessions for childcare, instructional support, facility use, food and related supplies/expenses
 2. Cumulative expenses (Year-to-date invoiced)
 3. Contract budget
 4. Unexpended balance
- Payment of invoices requires an original signature in blue ink of *either* PRIDE Coordinator.
- Failure to submit required reports may delay processing of invoices for reimbursement

Please submit your invoice and summary report for services rendered to:

Najia Osmani/PFS
 Alameda County Social Services
 Contracts Administration/Finance
 2000 San Pablo Ave., 4th Floor
 Oakland, CA 94612

cc: Sarah Wales, Program Manager
 Children & Family Services
 P.O. Box 917
 Oakland, CA 94604

IV. Funding

Units of Service:

- Five 2016 Fall Semester courses from August 2016 to December 2016, Six Spring Semester 2017 courses from January 2017 to June 2017.
- The series of eleven (11) classes consisting of 8 sessions each are offered by Chabot College and Las Positas College, number of classes at each site to be determined.
- *Total instructional hours for each series of classes: 24*

Cost per Unit of Service:

- Instructional Assistant position at \$20 per hour for 4 hours per class session. Benefits will be paid at \$57 per class (8 class sessions make up 1 class). See Exhibit B-1 for total costs.
- Childcare workers at \$20 per hour for 4 hours per class session. 3 childcare workers will be present for each session. The number of childcare workers and hours of childcare can be adjusted by the Contractor as needed.
- Food for class participants is estimated at \$150 per session, not to exceed more than \$1500 for an entire class.
- Mileage costs for obtaining/transporting food and other supplies is estimated at a maximum of 30 miles per session at \$ 55.5 cents a mile.
- Food for the children present in childcare will be taken from the cost overruns amount listed in the Budget in Exhibit B-1. This amount is approximately \$75 per session and can be adjusted accordingly.
- Additional childcare, instructional support, facility use, food for participants, supplies/miscellaneous expenses and other cost overruns for two to three additional classes are included in the total contract amount.

V. Termination Provisions:

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).

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.

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.

**Exhibit B-1
Funded Program Budget**

APPROXIMATE COST FOR CHILDCARE AND FOOD FOR PRIDE CLASSES

(July 1, 2016-June 30, 2017)

	Per Person	Per Session	Per Class	Annual Costs
Instructional Asst		\$20x8 hrs = \$160.00	\$160.00x8 sessions = \$1280.00 per class \$ 114.00 benefits	\$1,394.00 per class x 11 classes = \$15,334.00 total
Facilities				\$2,500.00 total
Childcare*	\$20 an hour x 4 hrs nightly = \$80.00	\$80 x 3 workers = \$240 per session	\$240 x 8 sessions = \$1,920 per class	\$1,920 x 6 classes = \$11,520.00 total for Childcare
Food**		\$100.00 per session	\$100 x 8 sessions = \$800.00 per class	\$800.00 per class x 11 classes = \$8,800.00 total
Mileage (obtaining and transporting food, supplies to/from worksite)		Max 30 miles x 55.5 cents a mile = \$16.65 per session	\$16.65 x 8 sessions = \$133.20	\$ 133.20 per class x 11 classes = \$1,465.20 total
Subtotal				\$39,619.20 (11 classes)
Food/Related Supplies for Children,*** 2-3 additional classes/cost overruns (food, supplies, etc.)				\$ 3,245.80
<u>GRAND</u> <u>TOTAL</u>				\$43,090.00 (11 CLASSES)

*Childcare (provided for 6 of the 11 classes) – serving children ages 0-9/max of 4 infants and 15 children.

Providing meal for approximately 15-20 adults. Approximately \$150 per session, not to exceed \$1,500 per entire class (eight sessions). **NOTE: Food costs will increase if we have more children and adults.

***Provides snacks and other food/supplies for children in childcare. Approximately \$75 per session.

Funding source is from AB2129 Foster Parent Training and Recruitment Planning administered by the Alameda County Department of Children & Family Services.

Exhibit – B-2
Agency Program Budget

Items	Totals
Instructional Assistant (includes benefits)	14,080.00
Childcare	11,520.00
Benefits	1,254.00
Food	8,800.00
Mileage	1,465.20
Facilities	2,500.00
Supplies	500.00
Reproduction	1,500.00
Other Expenses (IT/IT Coordination)	1,000.00
Other Expenses	245.80
Contract Budget	\$43,090.00