

PURCHASING & FLEET SERVICES  
 Lisa Brandl, Director  
 Departmental Concurrence  
 GREGORY P. PRIAMOS  
 DATE 11/19/14  
 FORM APPROVED COUNTY COUNSEL

505



**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
December 16, 2014

**SUBJECT:** Approval of Awarding Transitional Housing Plus Contract to Aspiranet for four (4) additional one-year periods, for DPSS via the Competitive Bidding Process. [Districts – All]; [\$3,484,800 total]; [\$871,200 annually]; [100% State].

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to sign the attached one year professional service Agreement # CS-02965 with Aspiranet, other than the lowest bid, for \$ 871,200 annually, which contains the option to renew the Agreement for four (4) additional one-year periods; and
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the Agreement.
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

Susan von Zabern,  
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 435,600	\$ 871,200	\$ 3,484,800	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$	
<b>SOURCE OF FUNDS:</b> Federal Funding: 0% State Funding: 100%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%				Budget Adjustment: No	
				For Fiscal Year: 14-15	

**C.E.O. RECOMMENDATION:** APPROVE  
 BY:   
 County Executive Office Signature Jennifer L. Sargent

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: | District: All | Agenda Number:

3-24

## **SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FORM 11:** Approval of Awarding Transitional Housing Plus Contract to Aspiranet for four (4) additional one-year periods, for DPSS via the Competitive Bidding Process. [Districts – All]; [\$3,484,800 total]; [\$871,200 annually]; [100% State].

**DATE:** December 16, 2014

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### **BACKGROUND:**

#### **Summary (continued)**

THP-Plus services are intended to provide housing opportunities for emancipated youth from the ages of 18-24 years. The recommended contract with Aspiranet would include up to 33 emancipated youth, which would assist former foster youth in securing and maintaining housing while they seek employment, education, or other self-sufficiency sustaining tasks. The program objective is to improve outcomes for former foster youth by providing them with housing and comprehensive services after emancipation in order to break the cycle of homelessness, unemployment, poverty and incarceration. DPSS desires for foster youth to experience a supportive environment after emancipation as they transition to independence.

There are several THP-Plus models, however, DPSS desires to establish the Host Family Model (HFM) whereby a host family provides a safe, stable environment that supports and nurtures an existing relationship between an emancipated foster youth and a caring supportive adult who will assist the youth in becoming self-sufficient, and the Scattered Site Model (SS) whereby foster youth reside in housing located in several locations throughout the county that are owned or leased by the THP-Plus providers.

#### **Impact on Residents and Businesses**

These programs provide much needed assistance to emancipated youth who are in need of the THP-Plus services.

### **SUPPLEMENTAL:**

#### **Additional Fiscal Information**

Funding for this contract is comprised of 100% State funds.

#### **Contract History and Price Reasonableness**

On April 9, 2014, Purchasing released a Request for Proposal DPARC-323, advertising on the County's Public Purchase website to 58 companies. Four (4) responses were received, with proposals submitted by Aspiranet, Citadel Community Development, Empower Gate, and Mental Health Systems.

The proposals were reviewed by an evaluation team consisting of personnel from DPSS. The evaluation team reviewed and scored each proposal based on the bidder's responsiveness to the requirements of the scope of service, experience/ability, credentials, references and the overall cost.

The Evaluators found Empower Gate to be non-responsive. The top three (3) highest evaluator scores were Aspiranet (52.2), Citadel Community Development (47.0), and Mental Health Systems (48.3). These three (3) were selected to respond to best and final questions on services and cost. Mental Health Systems rescinded their proposal. Aspiranet was selected to receive award based on the total overall score and to continue services with the current 33 emancipated youth, which allows the existing youth not to have any interruption in services. The table below shows the breakdown of cost from each vendor:

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Approval of Awarding Transitional Housing Plus Contract to Aspiranet for four (4) additional one-year periods, for DPSS via the Competitive Bidding Process. [Districts – All]; [\$3,484,800 total]; [\$871,200 annually]; [100% State].

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<b>Contractor</b>	<b>Scattered Site Unit of Service Cost (23 per emancipated youth per month)</b>	<b>Host Family Model Unit of Service Cost (10 per emancipated youth per month)</b>	<b>Annual Cost</b>	<b>Overall Score</b>
Aspiranet	\$2,200.00	\$2,200.00	\$871,200.00	52.2
Citadel Community Development	\$2,184.00	\$2,184.76	\$865,371.99	47.0
Mental Health Systems	\$2,200.00	\$2,200.00	\$873,873.00	48.3

DPSS evaluation committee recommends that the award be given to Aspiranet for the annual amount of \$871,200.

SvZ:ts

**Riverside County Department of Public Social Services  
Contracts Administration Unit  
10281 Kidd Street  
Riverside, CA 92503**



**AGREEMENT:** CS-02965  
**CONTRACTOR:** Aspiranet  
**EFFECTIVE:** January 1, 2015 - June 30, 2015  
**MAXIMUM REIMBURSABLE AMOUNT:** \$435,600

WHEREAS, the County of Riverside, Department of Public Social Services, (hereinafter referred to as the "County and or "DPSS") desires to provide Transitional Housing Plus;

WHEREAS, Aspiranet (hereinafter referred to as the "Contractor") is qualified to provide Transitional Housing Plus;

WHEREAS, DPSS desires Aspiranet, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the TERMS and CONDITIONS contained herein and exhibits attached hereto and incorporated herein (hereinafter referred to as an "Agreement").

Authorized Signature for County:	Authorized Signature for Aspiranet 
Printed Name of Person Signing: Jeff Stone	Printed Name of Person Signing: Vernon Brown
Title: Chairman, Board of Supervisors	Title: CEO
Address: 4080 Lemon Street Riverside, CA 92501	Address: 10370 Hemet Street, Suite 150 Riverside, CA 92503
Date Signed:	Date Signed: 

FORM APPROVED COUNTY COUNSEL  
 BY:  ERIC STOPHER  
 DATE: 11/19/14

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List of Exhibits

- Exhibit A- DPSS 2076A, DPSS 2076B & Instructions
- Exhibit B - HIPAA Business Associate Addendum
- Exhibit C – Vendor Assurance of Compliance
- Exhibit D – Breakdown of Billable Youth Items

## TERMS AND CONDITIONS

## I. DEFINITIONS

- A. "Board of Supervisors" refers to the County of Riverside's Board of Supervisors.
- B. "CDSS" refers to the California Department of Social Services.
- C. "Contractor" refers to Aspiranet and its employees, agents and representatives providing services under this Agreement.
- D. "County" refers the County of Riverside and its Department of Public Social Services (DPSS). For purposes of this RFP, DPSS and County are used interchangeably.
- E. "CSD" refers to Children's Services Division.
- F. "DPSS and/or County" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- G. "Emancipated Youth" refers to former foster youth between the ages of 18-24 years who are participants of the THP-Plus program.
- H. "ETO" refers to Efforts to Outcomes performance management database.
- I. "HIPAA" refers to the Health Insurance Portability Accountability Act.
- J. "Host Family Model" refers to supportive adult(s) who have an existing relationship with a young adult. The family commits to opening their home for 24 months and working with the THP-Plus participant and provider to support the participant in meeting his or her goals.
- K. "ILP" refers to the Independent Living Program, a federally funded program designed to assist eligible in out-of-home placement at the age of sixteen (16) with services and activities described in the Transitional Independent Living Plan (TILP) to live independently.
- L. "Kin-Gap" refers to Kinship Guardianship Assistance Payment Program. This California payment program is designed to support foster children who have been placed in long-term foster-care with a relative caregiver.
- M. Scattered-site permanent model refers to housing located in several locations throughout the county that are owned or leased by THP-Plus provider(s).
- N. "STEP-TILP" refers to THP-Plus Supportive Transitional Emancipation Program Transitional Independent Living Plan.
- O. "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Agreement.
- P. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.
- Q. "TILP" refers to Transitional Independent Living Plan for emancipated youth. This is an assessment completed by DPSS.
- R. "Transitional Housing Program-Plus (THP-Plus)" is a State-funded housing program available for emancipated youth from the ages of 18-24 years. The goal of the THP-Plus

program is to assist former foster youth in securing and maintaining housing while they seek employment, education, or other self-sufficiency sustaining tasks. The program objective is to improve outcomes for former foster youth by providing them with housing and comprehensive services after emancipation in order to break the cycle of homelessness, unemployment, poverty, and incarceration. THP-Plus provides housing and supportive services to former foster youth who aged out of foster care while under the supervision of DPSS or County Probation.

II. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS and the Contractor.
- B. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Agreement. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and Contractor self-monitoring.
- C. Refer eligible emancipated youth from the ages of 18-24 years to the Contractor for THP-Plus services.

III. CONTRACTOR RESPONSIBILITIES

A. SCOPE OF SERVICE

- 1. Assign staff to be liaison between the Contractor and DPSS to accept referrals.
- 2. Provide Scattered-site housing and THP-Plus support services for up to 24 cumulative months to twenty-three (23) youth each month, referred by DPSS/CSD staff.
- 3. Provide Host Family housing and THP-Plus support services for up to 24 cumulative months to ten (10) youth each month, referred by the DPSS/CSD staff. A Host Family slot could be used to fill the need for a scattered site placement if the Host Family slot cannot be filled.
- 4. Provide the following THP-Plus services:

**Target Population/Historic Information**

- 4.1 Contractor shall serve youth who meet the following THP-Plus eligibility requirements:
  - a. Youth between the ages of 18-24 who have emancipated from foster care, probation, or the Kinship Guardianship Assistance (KinGap) program.
  - b. Youth who agree to complete and pursue goals approved by the county, utilizing the California Department of Social Services (CDSS) THP-Plus Supportive Transitional Emancipation Program Transitional Independent Living Plan (STEP-TILP).
  - c. Contractor will not discriminate against anyone based on race, gender, sexual orientation or disability.

- d. Serve up to 33 emancipated youth enrolled per month for a maximum length of two (2) years.

## **Goals and Outcomes**

- 4.2 As a THP-Plus service provider, accomplish the following outcomes and objectives:

- 4.2.1 Objectives

- a. Housing and Financial Support

- To provide and coordinate affordable housing for all THP-Plus youth (60% of THP-Plus enrolled youth will successfully maintain their THP-Plus placement.)

- b. Support Services

- To provide case management services that help empower youth and increase access to resources for all THP-Plus youth (100% of youth will receive case management).

- c. Transition Support

- To provide a transition plan for each youth. Progress towards each youth's transitional objectives or school, education or other self-sufficiency tasks and the necessary resources to help them become independent adults. Of the THP-Plus residents not employed at time of entry, 60% will obtain employment within a year. This also includes youth who are receiving SSI.

- 4.2.2 Outcome Goals

- a. Housing & Financial Support

- Increase number of emancipated youth that live independently and have permanent housing after THP-Plus services end.

- b. Support Services

- Increase the number of emancipated youth that receive a variety of support services.

- c. Transition Support

- Increase the number of emancipated youth that acquire long-term life skills.

## **Geographic Areas**

- 4.3 Contractors shall provide THP Plus services in all areas of Riverside County.

## **Intake and Assessment**

- 4.4 Contractor shall assign an intake liaison between the Contractor and DPSS to accept referrals and process enrollments.



- 4.5 Contractor shall provide THP-Plus housing applications and interview each emancipated youth who applies for services.
- 4.6 Contractor shall assess emancipated youth referred by County or the THP-Plus program, and consider each emancipated youth's age, placement history, history of drug or alcohol abuse, current strengths, level of education, mental health history, medical history, prospects for successful participation in the program, and work experience.
- 4.7 Contractor shall consult with key stakeholders such as, DPSS, ILP Provider, Schools, and Employers, Life-long connections, regarding emancipated youth's strengths and needs as they relate to the TILP.
- 4.8 Contractor shall explain program admission criteria for emancipated youth with DPSS.
- 4.9 Contractor shall accept or deny emancipated youth applications. Denials must be justified and communicated with DPSS.

### **Emancipated Youth Services – Housing & Financial Support**

- 4.10 Contractor shall provide scattered site housing coordination services to emancipated youth, referred by DPSS. Scattered site housing coordination includes:
  - a. Find/locate appropriate housing options for youth
  - b. For scattered site housing, sign the rental agreement with property owners and between emancipated youth.
  - c. For Scattered Site housing, Contractor shall pay each month to cover all expenses for emancipated youth (utilities, rent, and food) and contractor costs (administrative and operational). Payment of the utilities, rent and food will gradually be transferred to youth over the duration of the program.
- 4.11 Contractor shall provide host family housing coordination services to emancipated youth, referred by DPSS. Host family housing coordination includes:
  - a. Screening and approving the host family that is selected by the youth. Contractor shall manage the terms and conditions of the agreements between the host families and emancipated youth.
  - b. Recruiting new host families when the emancipated youth doesn't already have a family selected.
  - c. Before moving in emancipated youth with the host family, complete Department of Justice (DOJ) background checks for all adults and youth on probation with juvenile records residing with the Host Family. The Contractor will review any issues identified by the clearance process with the County.

- d. Inform DPSS by the ETO software that the host family has been identified and a youth may move in after the host family has been approved by Contractor.
- e. Interview the host family and complete a home inspection of the potential host family's residence.
- f. Provide an orientation for the THP-Plus emancipated youth and the host family to explain the State of California requirements at <http://thpplus.org/about-thp-plus/acls-statutes-regulations/> for the THP-Plus Host Family program. The Contractor shall have the host family and emancipated youth review and sign a Contract.
- g. In order to keep DPSS informed of youth locations, provide host family address and contact information to DPSS via ETO or E-mail.
- h. For the Host Family model, Contractor shall pay each month to cover all expenses for emancipated youth (utilities, rent, and food) and contractor costs (administrative and operational). Payment of the utilities, rent and food will gradually be transferred to youth over the duration of the program.

4.12 Deposit \$50 per month, per emancipated youth into an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

4.13 Each Host Family Participant will receive \$400 a month to be paid to their Host Family for housing reimbursement; \$200 a month for groceries; \$50 a month for transportation \$100 a month for clothing, personal necessities, and have an available contingency fund for \$57.25 a month.

4.14 Each Scattered Site Participant will receive \$630 a month available toward their portion of the rent in a shared two bedroom apartment as well as \$70 a month for utilities; \$200 a month for groceries; \$ 50 a month for transportation; \$100 a month for clothing and personal necessities; and have a contingency fund of \$57.25 a month.

### **THP Plus Support Services**

- 4.15 Contractor must provide living skills support to all emancipated youth which includes, but is not limited to:
- a. Case management
  - b. 24-hour crisis intervention and support
  - c. Referrals/direct linkage to Mental Health Services
  - d. Referrals/direct linkage to medical services
  - e. Individual and group therapy
  - f. Substance abuse prevention
  - g. Preventative health and safety activities (including smoking avoidance, nutrition education, and pregnancy prevention)
  - h. Housing and household budget management for utilities, telephone and rent
  - i. Computer and internet skills

## **Transition Support**

- 4.15 Contractor must provide transition support services to all emancipated youth which includes, but is not limited to:
- a. Coordinate with DPSS to meet the goals outlined in the TILP.
  - b. Connect youth after they exit the THP-Plus program with a responsible adult/mentor through the Youth Mentors (THP graduates as mentors) and/or Life-Long Connections model.
  - c. Provide services to emancipated youth to build and support relationships with family and community.
  - d. Provide aftercare services to emancipated youth who exit the program for a minimum of six (6) months, including support groups and referrals to community resources.
  - e. Distribute savings account principle and interest to the youth when he/she leaves the program.
- 4.16 Assist youth at the completion of the THP-Plus program in finding or maintaining affordable housing that costs no more than 30% of the youth's gross income. The following objectives shall be met:
- a. maintains housing options in safe neighborhoods;
  - b. as leases expire move as many youth as possible into either shared living/roommate options or rent that is less than 30% of their income;
  - c. the Contractor shall document if youth refuse the shared living/roommate option or refuses to move to a location in which rent is less than 30% of their income.

## **Employment and/or Financial Support**

- 4.17 Contractor shall provide assistance for emancipated youth to establish financial support such as, Supplemental Security Income (SSI); CalWorks; Child Support; Women, Infants and Children (WIC); or CalFresh benefits.
- 4.18 Provide emancipated youth with job readiness training and support.

## **Educational Advocacy and Support**

- 4.20 Contractor shall assist youth in furthering their educational goals and to increase independence which includes, supporting youth educational goals, including linkages to Foster Youth Services with the goal of each youth obtaining a high school diploma, certificate of General Education Development or High School Proficiency prior to graduation from the Program.
- 4.21 Assist youth in pursuing college or other post-high school training to better prepare for the future.

## **Administration/Quality Assurance Requirements**

- 4.22 Provide safety procedures for emancipated youth to ensure a safe living environment.
- 4.23 Maintain employee files for all employees assigned to and that may come in contact with referred emancipated youth.
- 4.24 Have staff that speak and understand Spanish available 24-hours and seven (7) days a week.
- 4.25 Provide training curriculum for employees prior to working with emancipated youth so that employees are able to adequately counsel and provide emancipated youth with independent living skills.
- 4.26 Provide a training program to educate employees about characteristics of emancipated youth placed in a long-term care setting, and designed to ensure these employees can adequately supervise and counsel youth and provide them with training in independent living skills.
- 4.27 Provide staffing that includes all Full-Time Equivalent (FTE) positions required to run the THP-Plus Scattered Site and Host Family Model, the caseload cannot exceed 12 youth per staff.

## **Record Keeping and Reporting Requirements**

- 4.28 Provide the following THP-Plus record keeping and reporting requirements.
  - a. Maintain a case file for each emancipated youth referred and served.
  - b. Use data collecting software, Efforts-to-Outcome (ETO) database, provided by DPSS for THP Plus and enter all:

- i. Intake information on all referred emancipated youth including admission and rejection information.
  - ii. New and updated information such as contact information for youth.
  - iii. Services provided
  - iv. Monthly and Quarterly reports
  - v. Assessments
  - vi. Contacts made with emancipated youth
  - vii. Time and date of entry and exit of each emancipated youth.
  - viii. Employment of emancipated youth
  - ix. Education-completion of high school diploma or GED, or continuing education, vocational, college, etc.
  - x. Transitional Independent Living Program (TILP)
  - xi. Other relevant case notes
- c. Report each emancipated youth's unscheduled exit from THP-Plus to DPSS within 48 hours of discovery by telephone at the Youth & Community Resources Warm Line at 1-800-303-0001 or record in ETO.
- d. Provide data for outcome and evaluation into John Burton's TAY Assessment for emancipated youth continuing for every two (2) years following their exit from the THP-Plus program.

**B. JOINT RESPONSIBILITIES**

The Contractor and DPSS will:

1. Agree on grounds for termination from the THP-Plus program. Grounds for termination may include, but not be limited to:
  - a. Illegal activities.
  - b. Consistently breaking program rules regarding visitation, curfew, care of the apartment and/or apartment furnishings.
  - c. Violating the personal safety of other apartment residents or program participants.
  - d. Moving unauthorized persons into the apartment.
2. Attend Joint Operational Meetings to discuss the program's progress and address any issues that may arise, such as prioritization of youth on the THP-Plus waiting list, education and employment expectations, and special needs of youth participating in the program.
3. Share information and resources for the benefit of youth participating in the program.

C. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this Agreement shall not exceed \$435,600.

2. UNIT OF SERVICE COST RATE

For the services under this Contract, a single Unit of Service consists of the following:

Unit	Description
A unit is the cost per emancipated youth per month.	A unit is one youth, referred by DPSS and served by the contractor, per month for transitional housing plus scattered site and host family services. DPSS will pay \$2,200 a month for the Scattered Site and Host Family per emancipated youth. The total amount of units shall not exceed 33 emancipated youths per month.

Proposed Service THP-Plus Scattered Site	Estimated 23 emancipated youth per month	Cost per youth per month	Total Cost
Outcome and evaluation <b>per youth</b> following graduation from program	No Additional Charge	No Additional Charge	No Additional Charge
		<b>Total Cost</b>	\$ 303,600

Proposed Service THP-Plus Host Family Service	Estimated 10 emancipated youth per month	Cost per youth per month	Total Cost
	10	\$ 2,200	\$ 132,000

Outcome and evaluation <b>per youth</b> following graduation from program	No Additional Charge	No Additional Charge	No Additional Charge
<b>Total Cost</b>			\$ 132,000

The Unit of Service (UOS) cost is all inclusive, including all expenses and other costs necessary to complete the work specified.

3. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT

- a. The Contractor shall submit a roster showing who is in the THP program each month and documentation showing a minimum of \$50 a month is deposited into each youth's saving account. The roster and documentation should be sent with the monthly invoice.
- b. The Contractor will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the information is received by DPSS.
- c. All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- d. The Contractor shall submit DPSS Forms 2076A, 2076B (if applicable) (**Exhibit A**), following the instructions set forth. **Exhibit A** is attached hereto and incorporated herein by this reference for request of all payments.
- e. Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 5th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

4. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Agreement, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Agreement. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

5. RECORDS, INSPECTIONS AND AUDITS

- a. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. The Contractor shall maintain these records for three (3) years after final payment has been made or until

all pending County, State, and Federal audits, if any, are completed, whichever is later.

- b. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Agreement, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Agreement and the premises in which it is being performed.
- c. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is made, or until all pending County, State, and Federal audits are completed, whichever is later.
- d. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. The Contractor shall not be reimbursed by DPSS for such an audit.
- e. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.
- f. Contractors that expend \$500,000 or more in a year in Federal funding shall obtain an audit performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits as per the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996, as per OMB Circular A-133. However, records must be available for review and audit by appropriate officials of Federal, State and County agencies.

## 6. SUPPLANTATION

The Contractor shall not supplant any federal, state, or County funds intended for the purpose of this Agreement with any funds made available under any other Agreement. The Contractor shall not claim reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or County funds under any County programs without prior approval of DPSS.

## 7. DISALLOWANCE

In the event the Contractor receives payment for services under this Agreement which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the



Contractor shall promptly refund the disallowed amount to DPSS on request, or at its option, DPSS may offset the amount disallowed from any payment due to the Contractor under any agreement with DPSS.

#### D. ADMINISTRATIVE

##### 1. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Agreement.

##### 2. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with Section 10850 of the Welfare and Institutions Code. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this Agreement with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

The confidentiality of juvenile records is established under section 827 and 828 of the Welfare and Institutions Code, California Rules of Court, Rule 5.552 and case law. The Juvenile Court has exclusive jurisdiction over juvenile records and information and has the responsibility to protect the interests of minors and their families in the confidentiality of any records and information concerning minors involved in the justice system and to provide a reasonable method for release of these records and information in appropriate circumstances.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services under this Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

##### 3. HOLD HARMLESS/INDEMNIFICATION

Contractor agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of

Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Agreement. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents or representatives in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims.

In the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.

#### 4. INSURANCE

- a. Without limiting or diminishing the Contractor's obligation to indemnify or hold the County harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the County herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

- (1) Worker's Compensation:

- If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

(2) Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County as additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

(3) Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the County as additional Insured.

b. General Insurance Provisions – All lines:

- (1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- (2) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retention unacceptable to the County, and at the election of the Country's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- (3) Contractor shall cause Contractor's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and

attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the County has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- (4) It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- (5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years the County reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein, if; in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.
- (6) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- (7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the County.
- (8) Contractor agrees to notify County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

## 5. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this Agreement.

## 6. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent Contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the

County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Agreement.

As an independent Contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Agreement.

## 7. ASSIGNMENT

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest without written consent of DPSS shall be deemed void and of no force or effect.

## 8. PERSONNEL

a. Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Agreement who have contact with children or adult clients. The list shall include:

- (1.) All staff who work full or part-time positions by title, including volunteer positions; and
- (2.) A brief description of the functions of each position and hours each position worked; and
- (3.) The professional degree, if applicable and experience required for each position.

DPSS has the sole discretion to approve or not approve any person on the Contractor's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupy positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult clients. DPSS shall notify the Contractor in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, the Contractor shall immediately remove that person from providing services under this Agreement.

### b. Background Checks

Conduct criminal background records checks on all employees, subcontractors, and volunteers providing services under this Agreement. Prior to these individuals providing services to clients, the Contractor shall have received a criminal records clearance from the State of California Department of Justice (DOJ). A signed certification of such clearance shall be retained in each individual's personnel file.

### c. Alcohol and Drug Use Prohibited

As a material condition of this Agreement, the Contractor agrees that the Contractor and its employees, while performing services for DPSS:

- (1.) Shall not be in any way impaired because of being under the influence of alcohol or drugs.
- (2.) Shall not possess an open container of alcohol or consumer alcohol or possess or be under the influence of an illegal drug.
- (3.) Shall not sell, offer, or provide alcohol or an illegal drug to another person. This provision shall not be applicable to the Contractor or its employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

DPSS may terminate for default or breach of this Agreement, if the Contractor or its employees are determined by DPSS not to be in compliance with the conditions in this section.

## 9. SUBCONTRACT FOR SERVICES

- a. The Contractor shall not enter into any subcontract with any subContractor who:
  - i. is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
  - ii. has within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. is presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
  - iv. has within a 3-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- b. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
- c. The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this Agreement insofar as they are applicable to the work of subcontractors.
- d. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives.

## 10. DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Agreement, the Contractor certifies that it, and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
- b. Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
- d. Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

## 11. COMPLIANCE WITH RULES, REGULATIONS AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

## 12. EMPLOYMENT PRACTICES

- a. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).
- b. In the provision of benefits, the Contractor shall certify and comply with Public Agreement Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.
- c. For the purpose of this section Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

### 13. EQUAL EMPLOYMENT OPPORTUNITY

By signing this Agreement or accepting funds under this Agreement, the Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Department of Labor regulations (41 CFR Chapter 60).

### 14. CLIENT CIVIL RIGHTS COMPLIANCE

#### a. Assurance of Compliance

The Contractor shall complete the Vendor Assurance of Compliance with Riverside County Department of Public Social Services Non-Discrimination in State and Federally Assisted Programs, attached hereto as **Exhibit C** and incorporated herein by this reference. The Contractor will sign and date **Exhibit C** and return it to DPSS along with the executed Agreement. The Contractor shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

#### b. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. The Contractor must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For a copy of this brochure, visit the following website at:

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/pub13.pdf>

#### **Civil Rights Complaints should be referred to:**

Civil Rights Coordinator  
Riverside County Department of Public Social Services  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

#### c. Services, Benefits and Facilities

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.



For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (1) Denying a participant any service or benefit or availability of a facility.
- (2) Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- (3) Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

d. Cultural Competency

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

15. PROCEDURE TO RESOLVE CLIENT GRIEVANCE

Contractor shall establish a Client grievance policy and procedure that describes the system by which clients of service shall have the opportunity to express and have considered their views, grievance, and complaints regarding the Contractor's delivery of services. This system shall not negate the rights of a client for a State hearing.

16. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)

Under the Health Insurance Portability and Accountability Act (IHPAA), 42 U.S.C. 1320d et seq. and its 162, and 164 ("Privacy Rule and Security Rule"), the Contractor must comply with the Security Rule as a Business Associate, if under this Agreement, it receives, maintains or transmits any health information in electronic form in connection with a transaction covered by part 162 of Title 45 of the Code of Federal Regulations.

The County and Contractor acknowledge that HIPAA mandates them to comply as business associates in order to safeguard protected health information that may be accessed during the performance of this Agreement. The parties agree to the terms and conditions set forth from the County of Riverside Board of Supervisors Policy No. B-23 and the HIPAA Business Associated Agreement with County of Riverside DPSS as attached hereto as **Exhibit B**.

All social service privacy complaints should be referred to:

Department of Public Social Services  
HR/Administrative Compliance Services Unit  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

#### 17. CHILD ABUSE REPORTING

If Contractor is a mandated reporter under Penal Code Sections 11165 -11174.3, the Contractor shall establish a procedure acceptable to the County and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in the Penal Code.

#### 18. TRANSITION PERIOD

The Contractor recognizes that the services under this Agreement are vital to DPSS and must be continued without interruption, and that, upon expiration, a successor, either DPSS or another contractor, may continue the services outlined herein. The Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition of clients to a successor.

- a. The Contractor shall, upon written notification from DPSS, negotiate in good faith a transition plan with a successor to determine the nature and extent of the transitioning of services. The transition plan for each service type and shall be subject to DPSS' approval and shall specify:
  - (1.) List of clients that include:
    - (a.) Current contact information;
    - (b.) Assigned social worker.
  - b. Discharge summary that includes:
    - (1.) Services received;
    - (2.) Number of hours of services completed;
    - (3.) On-going service recommendations;
    - (4.) Date for transferring responsibilities.
- c. The Contractor shall provide DPSS with copies of client files.

#### IV. GENERAL

##### A. EFFECTIVE PERIOD

This Agreement is effective January 1, 2015 to June 30, 2015, with 4 one-year renewal option(s).

##### B. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Agreement shall be addressed as follows:

DPSS: Department of Public Social Services  
Contracts Administration Unit  
P.O. Box 7789  
Riverside, CA 92513

CONTRACTOR: Aspiranet  
Vernon Brown, CEO  
10370 Hemet Street, Suite 150  
Riverside, CA 92503

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Agreement, addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

Department of Public Social Services  
Fiscal/Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

#### C. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Agreement is contingent upon the availability of funds from which payment can be made.

#### D. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed by agreement, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of the Agreement pending DPSS' decision.

#### E. SANCTIONS

Failure by the Contractor to comply with any of the provisions covenants, requirements, or conditions of this Agreement including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Agreement. In such event, DPSS may immediately terminate this Agreement and may take other remedies available by law, or otherwise specified in this Agreement. DPSS may also:

1. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or
2. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
3. Withhold funds pending a cure of the breach; and/or

4. Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

#### F. GOVERNING LAW

This Agreement shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

#### G. CONSUMER PRICE INDEX

No price increases will be permitted during the first year of the Agreement. All price decreases (for example, if Contractor offers lower prices to another governmental entity) will automatically be extended to the DPSS. The DPSS requires written proof satisfactory to DPSS of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index (CPI) for all consumers, all items for the Los Angeles, Riverside and Orange County, CA areas and be subject to satisfactory performance review by the County and approved (if needed) for budget funding by the Board of Supervisors.

#### H. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties. Requests to modify fiscal provisions shall be submitted no later than April 1.

#### I. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event DPSS elects to abandon, indefinitely postpone, or terminate the Agreement, DPSS shall make payments for all services performed up to the date that written notice was given in a prorated amount.

#### J. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

COUNTY OF RIVERSIDE  
DEPARTMENT OF PUBLIC SOCIAL SERVICES

**CONTRACTOR PAYMENT REQUEST**

**Exhibit Number: A**

To: Riverside County  
Department of Public Social Services  
Attn: Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

From: Aspiranet  
Remit to Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip Code  
Aspiranet  
Contractor Name  
\_\_\_\_\_  
Contract Number  
\_\_\_\_\_

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20 \_\_\_\_\_

Select Payment Type(s) Below:

- |   |  |
|---|--|
| <input type="checkbox"/> Advance Payment \$ _____<br>(if allowed by Contract/MOU)           | <input type="checkbox"/> Actual Payment \$ _____<br>(Same amount as 2076B if needed) |
| <input type="checkbox"/> Unit of Service Payment \$ _____<br>_____ # of Units) X (\$) _____ | _____ # of Units) X _____ (\$) _____   |
| _____ # of Units) X (\$) _____  | _____ # of Units) X _____ (\$) _____   |
| _____ # of Units) X (\$) _____  | _____ # of Units) X _____ (\$) _____   |

Any questions regarding this request should be directed to: \_\_\_\_\_  
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

\_\_\_\_\_  
Authorized Signature Title Date

**FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)**

Business Unit (5) _____	Purchase Order # (10) _____	Invoice # _____
Account (6) _____	Amount Authorized _____	
Fund (5) _____	If amount authorized is different from amount request, please explain:	
Dept ID (10) _____	_____	_____
Program (5) _____	Program (if applicable) _____	Date _____
Class (10) _____	Management Reporting Unit _____	Date _____
Project/Grant (15) _____	Contracts Administration Unit _____	Date _____
Vendor Code (10) _____	General Accounting Section _____	Date _____



**Exhibit A**

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include DPSS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.  
[see method, time, and schedule/condition of payments].  
(Please type or print information on all DPSS Forms.)

DPSS 2076A  
CONTRACTOR PAYMENT REQUEST

"Remit to Name"  
The legal name of your agency.

"Address"  
The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

"Contractor Name"  
Business name, if different than legal name (if not leave blank).

"Contract Number"  
Can be found on the first page of your contract.

"Amount Requested"  
Fill in the total amount and billing period you are requesting payment for.

"Payment Type"  
Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."  
Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)  
Self-explanatory (required). Original Signature needed for payment.

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EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

**HIPAA Business Associate Addendum to the Contract**

HIPAA Business Associate Addendum to the Contract  
Between the Riverside County  
and  
Aspiranet  
HIPAA Business Associate Addendum to the Agreement  
Between the County of Riverside  
and  
Aspiranet

This HIPAA Business Associate Agreement Addendum ("Addendum") supplements, and is made part of the Agreement for Services (the "Underlying Agreement") between the COUNTY OF RIVERSIDE ("County") and Aspiranet ("Contractor") as of the date of approval by both parties (the "Effective Date").

**RECITALS**

WHEREAS, County and Contractor entered into the Underlying Agreement pursuant to which Contractor provides services to County, and in conjunction with the provision of such services certain Protected Health Information ("PHI") and/or certain electronic Protected Health Information (ePHI) may be made available to Contractor for the purposes of carrying out its obligations under the Underlying Agreement; and,

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act, Pub. L. No. 104-161 of 1996 ("HIPAA"), more specifically the regulations found at Title 45, CFR, Parts 160 and 164 (the "Privacy Rule") and/or Part 162 (the "Security Rule"), as may be amended from time to time, which are applicable to the protection of any disclosure of PHI and /or ePHI pursuant to the Underlying Agreement; and,

WHEREAS, County is a Covered Entity, as defined in the Privacy Rule; and,

WHEREAS, Contractor, when a recipient of PHI and/or ePHI from County, is a Business Associate as defined in the Privacy Rule; and,

WHEREAS, the parties agree that any disclosure or use of PHI and/or ePHI be in compliance with the Privacy Rule, Security Rule, or other applicable law;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Definitions. Unless otherwise provided in this Addendum, capitalized terms shall have the same meanings as set forth in the Privacy Rule and/or Security Rule, as may be amended from time to time.
2. Scope of Use and Disclosure by Contractor of County Disclosed PHI and/or ePHI
  - A. Contractor shall be permitted to use PHI and/or ePHI disclosed to it by the County:
    - (1) On behalf of the County, or to provide services to the County for the purposes contained herein, if such use or disclosure would not violate the Privacy Rule and/or Security Rule;
    - (2) As necessary to perform any and all of its obligations under the Underlying Agreement.



- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Addendum or required by law, Contractor may:
- (1) Use the PHI and/or ePHI in its possession for its proper management and administration and to fulfill any legal obligations.
  - (2) Disclose the PHI and/or ePHI in its possession to a third party for the purpose of Contractor's proper management and administration or to fulfill any legal responsibilities of Contractor. Contractor may disclose PHI and/or ePHI as necessary for Contractor's operations only if:
    - (a) The disclosure is required by law; or
    - (b) Contractor obtains written assurances from any person or organization to which Contractor will disclose such PHI and/or ePHI that the person or organization will:
      - (i) Hold such PHI and/or ePHI in confidence and use or further disclose it only for the purpose of which Contractor disclosed it to the third party, or as required by law; and,
      - (ii) The third party will notify Contractor of any instances of which it becomes aware in which the confidentiality of the information has been breached.
  - (3) Aggregate the PHI and/or ePHI with that of other data for the purpose of providing County with data analyses related to the Underlying Agreement, or any other purpose, financial or otherwise, as requested by County.
  - (4) Not disclose PHI and/or ePHI disclosed to Contractor by County not authorized by the Underlying Agreement or this Addendum without patient authorization or de-identification of the PHI and/or ePHI as authorized in writing by County.
  - (5) De-identify any and all PHI and/or ePHI of County received by Contractor under this Addendum provided that the de-identification conforms to the requirements of the Privacy Rule and/or Security Rule and does not preclude timely payment and/or claims processing and receipt.
- C. Contractor agrees that it will neither use nor disclose PHI and/or ePHI it receives from County or from another business associate of County, except as permitted or required by this Addendum, or as required by law, or as otherwise permitted by law.
- D. Notwithstanding the foregoing, in any instance where applicable state and/or federal laws and/or regulations are stricter in their requirements than the provisions of HIPAA and prohibit the disclosure of mental health, and/or substance abuse records, the applicable state and/or federal laws and/or regulations shall control the disclosure of records.

3. Obligations of County.

- A. County agrees that it will make its best efforts to promptly notify Contractor in writing of any restrictions on the use and disclosure of PHI and/or ePHI agreed to by County that may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.

- B. County agrees that it will make its best efforts to promptly notify Contractor in writing of any changes in, or revocation of, permission by any Individual to use or disclose PHI and/or ePHI, if such changes or revocation may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
  - C. County agrees to make its best efforts to promptly notify Contractor in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect Contractor's use of disclosure of PHI and/or ePHI.
  - D. County shall not request Contractor to use or disclose PHI and/or ePHI in any manner that would not be permissible under the Privacy Rule and/or Security Rule.
  - E. County will obtain any authorizations necessary for the use or disclosure of PHI and/or ePHI, so that Contractor can perform its obligations under this Addendum and/or the Underlying Agreement.
4. Obligations of Contractor. In connection with its use of PHI and/or ePHI disclosed by County to Contractor, Contractor agrees to:
- A. Use or disclose PHI and/or ePHI only as permitted or required by this Addendum or as required by law.
  - B. Use reasonable and appropriate safeguards to prevent use or disclosure of PHI and/or ePHI other than as provided for by this Addendum.
  - C. To the extent practicable, mitigate any harmful effect that is known to Contractor of a use or disclosure of PHI and/or ePHI by Contractor in violation of this Addendum.
  - D. Report to County any use or disclosure of PHI and/or ePHI not provided for by this Addendum of which Contractor becomes aware.
  - E. Require sub-contractors or agents to whom Contractor provides PHI and/or ePHI to agree to the same restrictions and conditions that apply to Contractor pursuant to this Addendum.
  - F. Use appropriate administrative, technical, and physical safeguards to prevent inappropriate use or disclosure of PHI and/or ePHI created or received for or from the County.
  - G. Obtain and maintain knowledge of the applicable laws and regulations related to HIPAA, as may be amended from time to time.
5. Access to PHI, Amendment and Disclosure Accounting. Contractor agrees to:
- A. Provide access, at the request of County, within five (5) days, to PHI in a Designated Record Set, to the County, or to an Individual as directed by the County.
  - B. To make any amendment(s) to PHI in a Designated Record Set that the County directs or agrees to at the request of County or an Individual within sixty (60) days of the request of County.
  - C. To assist the County in meeting its disclosure accounting under HIPAA:

- (1) Contractor agrees to document such disclosures of PHI and information related to such disclosures as would be required for the County to respond to a request by an Individual for an accounting of disclosures of PHI.
    - (2) Contractor agrees to provide to County or an Individual, within sixty (60) days, information collected in accordance with this section to permit the County to respond to a request by an Individual for an accounting of disclosures of PHI.
    - (3) Contractor shall have available for the County the information required by this section for the six (6) years preceding the County's request for information (except the Contractor need have no information for disclosures occurring before April 14, 2003).
  - D. Make available to the County, or to the Secretary of Health and Human Services, Contractor's internal practices, books and records relating to the use of and disclosure of PHI for purposes of determining Contractor's compliance with the Privacy Rule, subject to any applicable legal restrictions.
  - E. Within thirty (30) days of receiving a written request from County, make available any and all information necessary for County to make an accounting of disclosures of County PHI by Contractor.
  - F. Within thirty (30) days of receiving a written request from County, incorporate any amendments or corrections to the PHI in accordance with the Privacy Rule in the event that the PHI in Contractor's possession constitutes a Designated Record Set.
  - G. Not make any disclosure of PHI that County would be prohibited from making.
6. Access to ePHI, Amendment and Disclosure Accounting. In the event contractor needs to create or have access to County ePHI, Contractor agrees to:
- A. Implement and maintain reasonable and appropriate administrative, physical, and technical safeguards to protect the confidentiality of, the integrity of, the availability of, and authorized persons' accessibility to, County ePHI as applicable under the terms and conditions of the Underlying Agreement. The ePHI shall include that which the Contractor may create, receive, maintain, or transmit on behalf of the County.
  - B. Ensure that any agent, including a subcontractor, to whom Contractor provides ePHI agrees to implement reasonable and appropriated safeguards.
  - C. Report to County any security incident of which Contractor becomes aware that concerns County ePHI.
7. Term and Termination.
- A. Term – this Addendum shall commence upon the Effective Date and terminate upon the termination of the Underlying Agreement, except as terminated by County as provided herein.
  - B. Termination for Breach – County may terminate this Addendum, effective immediately, without cause, if County, in its sole discretion, determines that Contractor has breached a material provision of this Addendum. Alternatively, County may choose to provide

Contractor with notice of the existence of an alleged material breach and afford Contractor with an opportunity to cure the alleged material breach. In the event Contractor fails to cure the breach to the satisfaction of County in a timely manner, County reserves the right to immediately terminate this Addendum.

- C. Effect of Termination – upon termination of this Addendum, for any reason, Contractor shall return or destroy all PHI and/or ePHI received from the County, or created or received by Contractor on behalf of County, and, in the event of destruction, Contractor shall certify such destruction, in writing, to County. This provision shall apply to all PHI and/or ePHI which is in possession of subcontractors or agents of Contractor. Contractor shall retain no copies of the PHI and/or ePHI.
- D. Destruction not Feasible – in the event that Contractor determines that returning or destroying the PHI and/or ePHI is not feasible, Contractor shall provide written notification to County of the conditions which make such return or destruction not feasible. Upon determination by Contractor that return or destruction of PHI is not feasible, Contractor shall extend the protections of this Addendum to such PHI and/or ePHI and limit further uses and disclosures of such PHI and/or ePHI to those purposes which make the return or destruction not feasible, for so long as Contractor maintains such PHI and/or ePHI.

## **8. Hold Harmless/Indemnification**

Contractor shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Addendum, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever including fines, penalties or any other costs and resulting from any reason whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Addendum. Contractor shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.

The specified insurance limits required in the Underlying Agreement of this Addendum shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the County herein from third party claims arising from the issues of this Addendum.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the Contractor from indemnifying the County to the fullest extent allowed by law.

In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Addendum, this indemnification shall only apply to the subject issues included within this Addendum.

9. General Provisions.

- A. Amendment – the parties agree to take such action as is necessary to amend this Addendum from time to time as is necessary for County to comply with the Privacy Rule and HIPAA generally.
- B. Survival – the respective rights and obligations of this Addendum shall survive the termination or expiration of this Addendum.
- C. Regulatory References – a reference in this Addendum to a section in the Privacy Rule means the section as in effect or as amended.
- D. Conflicts – any ambiguity in this Addendum and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, Security Rule, and HIPAA generally.
- E. Interpretation of Addendum – this Addendum shall be construed to be a part of the Underlying Agreement as one document. The purpose is to supplement the Underlying Agreement to include the requirements of HIPAA.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as set forth below:

CONTRACTOR

COUNTY OF RIVERSIDE

By: 

By: \_\_\_\_\_

Date: 11/21/14

Date: \_\_\_\_\_

EXHIBIT C

**ASSURANCE OF COMPLIANCE WITH  
THE RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

Aspiranet  
NAME OF ORGANIZATION

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Address of Vendor/Recipient

**EXHIBIT D**

**Breakdown of Billable Youth Items Into ILP Domains**

YOUTH EXPENSES FISCAL YEAR BUDGET 14/15	Monthly	Annual
<b>Education:</b>		
Student Fees		
Books		
Tuition		
Transportation		
Child Care		
Fee for Tests		
Parenting Classes		
Driving Classes		
DMV Fees		
ID Cards		
Tutoring		
Internet Service		
Computers/Printers etc.		
Ink and Paper		
School Supplies		
<b>TOTAL YOUTH EDUCATION EXPENSES</b>		
<b>Employment</b>		
Transportation		
DMV Fees		
Clothing		
Child Care		
Tools and Supplies		
Training Costs (Including housing for out of town trainings)		
Licenses and Certifications		
Job Hunting Expenses (Resumes etc.)		
Internet		
Computers		
<b>TOTAL EMPLOYMENT EXPENSES</b>		
<b>Permanency</b>		
Rent/Deposits		
Utilities		
Food		
Apartment Maintenance		
Savings Account		
Laundry Allowance		
Fees for Documents (Birth Certificates, Notary Fees, ID Cards etc)		
Furniture		
Household Goods		

Cleaning Supplies		
Moving Expenses		
<b>TOTAL PERMANENCY EXPENSES</b>		
<b>Safety and Well Being</b>		
Medical Costs		
Mental Health Services		
Personal Hygiene Items		
Prescriptions		
Over the Counter Medications		
Hair Cuts		
Gym Memberships		
Family Finding Costs		
Recreational Activities		
Restraining Order Fees		
Moving Expenses for relocation		
Apartment repairs and maintenance		
Incentives and Awards		
<b>TOTAL SAFETY AND WELL BEING EXPENSES</b>		
<b>Other Youth Categories Approved by CSD and Fiscal</b>		
<b>TOTAL YOUTH EXPENSES</b>		