

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

321



FROM: Community Health Agency / Department of Public Health

SUBMITTAL DATE:
March 8, 2010

SUBJECT: Ratify the Agreement between the County of Riverside Department of Public Health (DOPH) and First 5 Riverside for Public Health Nursing case management services to low-income first time parents and their children, utilizing the evidence-based Nurse-Family Partnership home visitation model. #3009 HS-10

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Agreement between the County of Riverside Department of Public Health and the First 5 Riverside January 1, 2010 through June 30, 2011 in the amount of \$500,000;
- 2) Authorize the Chairperson to sign four (4) originals of said Agreement on behalf of the County;
- 3) Authorize the Auditor-Controller to adjust the budget as specified in Schedule A, attached.

BACKGROUND: The Department of Public Health (DOPH) was awarded \$500,000 from First 5 Riverside to provide public health nursing services to the low-income, first-time parents and their children. Case management services will be provided by two (2), Registered Nurses (RN) with a Public Health Nurse (PHN) certificate, utilizing the evidence-based Nurse-Family Partnership home visitation model.

(Background continued on page 2)

HP/rc/se

Susan D. Harrington

Susan D. Harrington, Director
Department of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 166,666	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 0	For Fiscal Year:	09/10
SOURCE OF FUNDS: 100% funded by First 5 Riverside				Positions To Be Deleted Per A-30 <input checked="" type="checkbox"/>
				Requires 4/5 Vote <input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

Debra Cournoyer

Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: March 23, 2010
xc: CHA/Public Health, EO, Auditor, First 5

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

3.7

Prev. Agn. Ref.:

District: 4

Agenda Number:

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *[Signature]* 3/10/10
SAMUEL WONG
Departmental Conference

FORM APPROVED COUNTY COUNSEL
DATE: 3/9/10
BY: NEAL R. KIPNIS

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
Consent Policy
Per Exec. Ofc.:

SUBJECT: Ratify the Agreement between the County of Riverside Department of Public Health (DOPH) and First 5 Riverside for Public Health Nursing case management services to low-income first time parents and their children, utilizing the evidence based Nurse-Family Partnership (NFP) home visitation model. #3009 HS-10

BACKGROUND (continued):

Increasing awareness of the social and economic consequences of teen pregnancy has led to consensus among policymakers, researchers, advocates, and the public that teen pregnancy and childbearing is a significant social problem.

As several studies have shown, the areas in the County with the highest teen birth rates are areas with highest poverty and the highest percentage of residents with less than high school education. The areas of Perris, Moreno Valley, Hemet, Desert Hot Springs, Indio, and Coachella have the highest rates of teen birth.

Among the evidence-based programs which had proven to improve teen/young birth outcomes is the Nurse-Family Partnership (NFP) Program.

The Nurse-Family Partnership (NFP) program helps transform the lives of vulnerable women pregnant with their first child. Every mother served by NFP is partnered with a public health nurse early in her pregnancy and receives ongoing nurse home visits that continue through her child's second birthday.

PERSONNEL:

<u>Classification</u>	<u>Class Code</u>	<u>No. of Positions</u>	<u>Grade</u>	<u>Annual Salary Range</u>
Registered Nurse V	73992	2	685	\$66,595-\$82,481

Registered Nurse V

Registered nurses will follow NFP program guidelines that focus on the mother's personal health, quality of care giving for the child, and parent's own life-course development. Nurses will begin making home visits by the 16th week of pregnancy, preferably sooner.

Pursuant to Board Policy A-30, these positions will be eliminated once funding is exhausted.

FINANCIAL INFORMATION:

For fiscal year 2010/2011 the amount to be received is \$333,334

SCHEDULE A
COMMUNITY HEALTH AGENCY
Department of Public Health
Budget Adjustment
Fiscal Year 2009/2010
January 1, 2010 - June 30, 2010

INCREASE IN APPROPRIATIONS:

10000-4200100000-510040	Regular Salaries	\$ 86,058
10000-4200100000-518100	Budgeted Benefits	\$ 38,727
10000-4200100000-520230	Cellular Phone	\$ 825
10000-4200100000-520300	Pager Service	\$ 75
10000-4200100000-520820	Janitorial Services	\$ 1,000
10000-4200100000-520930	Insurance-Liability	\$ 300
10000-4200100000-520945	Insurance-Property	\$ 300
10000-4200100000-521380	Maint.-Copier Machines	\$ 500
10000-4200100000-521500	Maint.-Motor Vehicles	\$ 1,700
10000-4200100000-523700	Office Supplies	\$ 1,000
10000-4200100000-523760	Postage-Mailing	\$ 100
10000-4200100000-523800	Printing/Binding	\$ 900
10000-4200100000-524500	Administrative Support-Direct	\$ 8,500
10000-4200100000-524760	Data Processing Services	\$ 2,843
10000-4200100000-525140	Personnel Services	\$ 500
10000-4200100000-525440	Professional Services	\$ 2,000
10000-4200100000-526420	Advertising	\$ 300
10000-4200100000-526700	Rent-Lease Bldgs.	\$ 1,000
10000-4200100000-527780	Special Program Expense	\$ 500
10000-4200100000-528140	Conference/Registration Fees	\$ 3,000
10000-4200100000-529040	Private Mileage Reimbursement	\$ 1,000
10000-4200100000-529540	Utilities	\$ 386
10000-4200100000-524740	County Support Service	\$ 15,152
	Total Increase in Appropriations:	<u>\$ 166,666</u>

INCREASE IN ESTIMATED REVENUE:

10000-4200100000-754000	CA-Tobacco Tax Prop. 10	\$ 166,666
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Total Increase in Estimated Revenue: \$ 166,666

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.

**RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION
 CONTRACT**

INVESTMENT OF FUNDS
 2002 Iowa Avenue Suite 100
 Riverside, California 92507


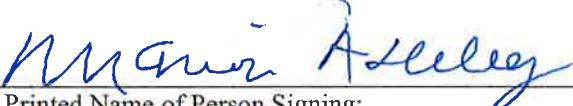


RCCFC AWARD: 3009 HS -10
 PARTNER AGENCY: Riverside County Department of Public Health
 (Nurse Family Partnership)
 CONTRACT TERM: **Initial Funding Period:** 01/01/2010 – 06/30/2010
Funding Period Year 2: 07/01/2010 – 06/30/2011
 MAXIMUM REIMBURSABLE AMOUNT: **\$500,000.00**
 TAX IDENTIFICATION NUMBER: On File

The Partner Agency designated above is hereby certified for an investment of funds in an amount not to exceed the amounts listed below.

Initial Funding Period:	01/01/2010 – 06/30/2010	\$166,666.00
Funding Period Year 2:	07/01/2010 – 06/30/2011	\$333,334.00

Compensation: The maximum reimbursable amount over the life of the contract is **\$500,000.00**, as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10, to provide services and results as set forth in Attachments A, B, and C attached hereto as incorporated herein by reference, subject to the following terms and conditions:

IN WITNESS WHEREOF, Commission and Partner Agency have executed this Contract.

Authorized Signature for Commission:	Authorized Signature for Partner Agency:
	
Printed Name of Person Signing: Harry Freedman	Printed Name of Person Signing: MARION ASHLEY
Title: Executive Director	Title: CHAIRMAN, BOARD OF SUPERVISORS
Address: 2002 Iowa Avenue, Suite 100 Riverside, CA 92507-2423	Address:
Date: 4-12-10	Date: MAR 23 2010
Attest: 	Attest: ATTEST: KECIA HARPER-IHEM, Clerk
Title: Commission Secretary	Date: By  DEPUTY

FORM APPROVED COUNTY COUNSEL
 BY:  DATE: 3/19/10
 NEAL R. KIPNIS

2010 APR -7 AM 11:09

CHILDREN/FAMILIES COMH

MAR 23 2010 3.7

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION

CONTRACT TERMS AND CONDITIONS

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Terms and Conditions

1. NOTICES

All correspondence and notices required or contemplated by this contract shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one day after their deposit in the United States mail, postage prepaid:

Commission:

Harry Freedman, Executive Director
2002 Iowa Avenue, Suite 100
Riverside, California 92507

Partner Agency:

**Riverside County Department of Public Health
Nurse Family Partnership
4065 County Circle Drive, Suite 305
Riverside, CA 92503**

Or to such other addresses as the parties may hereafter designate.

2. SOURCE AND SCOPE OF CONTRACT

- A. This award Contract is valid and enforceable only if sufficient funds are available to the Commission from the California Children and Families Commission for the total term of **January 1, 2010 through June 30, 2011** for the purposes of this program. In addition, this Contract is subject to any additional restrictions, limitations, or conditions enacted by the State of California, which may affect the provisions, terms, or funding of this Contract in any manner.
- B. It is mutually agreed that if the State does not appropriate sufficient funds for the program, this Contract shall be amended to reflect any reduction in funds.

3. DEFINITIONS

The following are terms included within the Terms and Conditions of the Contract as defined by the Riverside County Children & Families Commission:

Commission: The Riverside County Children & Families Commission and assembly of Commissioners, responsible for directing Proposition 10 funds at the county level.

Data Management System: An online data management system used to collect and analyze client demographics, services and target accomplishments.

Partner Agency: The government or other legal entity to which a Contract is awarded and which shall be accountable to the Commission for the use of funds provided.

Performance Target: The specific results that a Partner Agency receiving investment will commit to achieve. Partner Agency will be contractually responsible to achieve these specific targets as outlined in Scope of Work (SOW) Attachment A.

Performance Target Accomplishment Schedule: The specific timeline that a Partner Agency receiving Proposition 10 funds will commit to adhere to. (See Scope of Work Attachment A).

Scope of Work (SOW): A documented and quantitative description of the project's deliverables (i.e. what the Partner Agency is funded to do). (See Attachment A).

4. TERM

The term of this Contract shall be from **January 1, 2010**, to and including **June 30, 2011**, unless sooner terminated by the provisions herein by either party. Funds shall not be automatically renewed by the Commission at the conclusion of the contract term except by formal amendment approved by the Commission.

5. COMPLIANCE, DISALLOWANCE, WITHHOLDING

If Partner Agency fails to comply with any conditions contained within this Contract the Commission may temporarily withhold payments until the deficiency is corrected, deny funds for all or part of the cost or activity not in compliance and/or request repayment to the Commission if any disallowance is rendered after audit findings. Written notification of non-compliance will be sent to the identified contact person and the Partner Agency executive director within twenty (20) working days.

6. TERMINATION

A. **By Commission:** The Commission may, by written notice to Partner Agency terminate this Contract in whole or in part at any time for the reasons as set forth below. Upon receipt of notice, Partner Agency shall immediately discontinue all services affected (unless the notice directs otherwise).

1. Termination for no cause. The Commission may terminate this Contract upon thirty (30) calendar days written notice for no cause. Following notice of such termination, Partner Agency shall notify the Commission as to the status of its performance. Notwithstanding any other payment provision of this Contract, the Commission shall pay Partner Agency for service performed to the date of termination, to include a prorated amount of compensation due hereunder, less payments, if any, previously made. In no event shall Partner Agency be paid an amount in excess of the full price under this Contract or for unperformed services. Partner Agency shall furnish to the Commission such information as is necessary in the judgment of the Commission to determine the reasonable value of the services rendered by Partner Agency. In the event of a dispute as to the reasonable value of the services rendered by Partner Agency, the decision of the Commission shall be final. The foregoing is cumulative and shall not affect any right or remedy, which the Commission may have in law or equity.

2. Termination for cause:

A. **Due to Default or Breach of Contract.** Upon default by the Partner Agency in the performance of this Contract or material breach of any of its provisions which include but are not limited to; change in status or delegation, assignment or alteration of the services outlined in Attachment A of this Contract, the Commission may immediately terminate this Contract by written notice, which shall be effective upon receipt by Partner Agency.

B. **Due to Health and Safety Concerns of Clients.** The Commission may immediately terminate this Contract, at the sole discretion of the Commission when the Partner Agency has been accused and/or found to be in violation of any county, state, or federal law and regulation related to the health and safety of clients. Contract may also be immediately terminated at the sole discretion of the Commission if the Partner Agency fails to provide for the health and safety of clients served under this Contract where the health and safety of clients are at risk by Partner Agency.

C. **Due to Non-Appropriation.** Termination may occur if no funds or insufficient funds are available for payments. After this Contract is terminated under these provisions, the Commission shall have no obligation to make further payments. Termination shall be effective immediately upon written notification of the decrease or elimination of funds.

D. **Due to Non-Compliance.** Termination may occur if Partner Agency fails to provide the Commission with any reports, data and/or information as required in this Contract.

E. **By Partner Agency:** Partner Agency may terminate this Contract upon thirty (30) calendar days written notice to the Commission.

7. **REQUIREMENT OF SUPPLEMENTING PROGRAM**

Funds received pursuant to this Contract shall not be used to supplant any program of the Partner Agency. Proposition 10 Funds shall ONLY be used to supplement a Partner Agency's program. The Commission endorses the California Children and Families Commission's interpretation of supplanting: The definition of "supplement" is to add to or augment something that currently exists, while "supplant" is defined as taking the place of something currently in existence. As defined in Health and Safety Code sections 130100 et seq. (the Act), all monies raised pursuant to the Act shall be appropriated and expended by Partner Agency only to supplement existing levels of services. The Act specifically prohibits appropriation and expenditure of funds to supplant local general funds. Further, expenditures are prohibited for use to fund any existing levels of service.

8. **DATA MANAGEMENT:**

The Commission continues to refine its evaluative processes that will assist the Commission, its Partner Agencies and the community to successfully implement, increase and measure the impact of the Children and Families Act in Riverside County. Where appropriate, Partner Agency agrees to participate in the ongoing development of these evaluative processes. Specific areas may include, but are not limited to, the development of outcomes for programmatic performance, standards for service delivery and assessment tools.

Partner Agency agrees to participate in a comprehensive, countywide, internet-based evaluation and management process as defined by the Commission. Participation shall include, but is not limited to, monthly input of program and financial data, submission of quarterly and annual Program Progress Reports, utilization of the Commission developed reporting systems and Administrative Review formats and required training to familiarize and implement the results-based accountability framework.

9. **SCOPE OF WORK (SOW)**

A. Agencies will be required to submit and adhere to a Scope of Work approved by the Commission. The SOW will accurately reflect measurable results of services provided through Proposition 10 funding. The SOW will provide a quantitative description of the program(s) objectives to be achieved in connection with Proposition 10 funding.

B. SOW revisions that are considered relatively minor adjustments that do not affect the overall deliverables of the contract shall be accepted for consideration throughout the term of this contract. Requests for these types of SOW adjustments must be submitted to the Commission office in writing or via e-mail. Upon approval, Partner Agencies will receive either written or e-mail verification from the Executive Director, or designee.

SOW revisions that are considered significant changes to program performance targets but which affect the overall deliverables of the contract include the following: changes that result in the type or number of customers served, new staff positions or major staff changes, or changes in the Targets. SOW revisions shall be submitted to the Executive Director, or designee, via the Program Specialist assigned to the Partner Agency. The Executive Director, or designee, will respond to the proposed request for SOW revisions within thirty (30) calendar days after receipt at the Commission office. Final approval of any proposed revisions to the SOW shall require the written approval of the Executive Director or designee. All changes will be incorporated into the Contract and shall become effective on the date of written approval from the Executive Director and/or the Commission. Documentation of the approval and referenced changes will be kept on file at the Commission office.

C. Partner Agency agrees to make every possible effort to obtain voluntary consent using the Commission Consent Form for any customer entered into the Data Management System. Partner Agency also agrees to maintain the original signed Consent Form on file for the Commission to review as necessary. Each customer is to receive a copy of the signed Consent Form.

10. REIMBURSEMENT OF COSTS

There will be no payment for services performed and/or expenditures accrued prior to the full execution of this contract. Reimbursement of costs shall be made upon Partner Agency's satisfactory performance, based upon the Scope of Work and methodology contained in Attachment A as determined by the Commission. The Commission shall allocate the funds to Partner Agency as follows:

- A. All funds provided pursuant to this Contract shall be expended by Partner Agency in accordance with the budget, as set forth in Attachment B hereto.
- B. Funds shall be disbursed at the beginning of each quarter (July, October, January and April). The Initial quarter payment will be advanced at the onset of the contract term. The initial advance shall not exceed one quarter (1/4th) of the compensation amount referenced on page 1, page Compensation. Subsequent disbursements, however, will be reconciled based on actual program expenditures and shall not exceed one quarter (1/4th) of the contract total. Under special circumstances, the Partner Agency may request additional funding for quarterly disbursement. This request must be submitted in writing to the Executive Director. If approved, total funding disbursed shall not exceed total contract amount for the contract term. The Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if Partner Agency fails to, 1) comply with all monthly program data and financial input requirements and quarterly reports by the indicated due date, 2) if results achieved are not as projected with and no Commission approved plan is in place for improvement or 3) if the Partner Agency is not in compliance with any provision contained within this Contract.
- C. (For CC Contracts reimbursed for slots only) Reimbursement for expenditures will be based on approved enrollment on the last working day of the month and input into the Data Management System by the 20th of the following month.

11. FISCAL AND PROGRAM REPORTING REQUIREMENTS

A. **Fiscal Reporting**

Fiscal expenditures are required to be input into the Data Management System on a monthly basis and input must be completed by the 20th of the following month. If the due date falls on a weekend or holiday, the due date will be on the following business day. Any changes that occur with expenditures must be reported to the Commission staff and adjusted within the Data Management System before the end of the Quarter following the expense occurrence. Example: Changes to expenditures in the first quarter must be adjusted and reconciled before the end of the 2nd quarter (December 30, as reported in the January 30 report). A change in Partner Agency staff, or other difficulties, does not absolve the Partner Agency from this monthly fiscal reporting responsibility.

Costs may be allowed and reviewed for reimbursement up to the time of the **Final Fiscal Expenditure Report, which is due July 30**. Such costs may be disallowed if submitted subsequent to the close of the Commission's fiscal year.

The Commission staff will send a letter verifying the cost reimbursements or notification of payments withheld. If a payment is due, a check will be attached to the letter and mailed to the attention of the person designated by the Partner Agency. Changes in the mailing address or designated contact person must be submitted in writing on the Partner Agency letterhead and signed by an authorized representative. Check amounts exceeding \$250,000 will not be mailed and arrangements must be made to pick up the check at the Commission office. If requested by Partner Agency, the check can also be mailed via Certified mail.

B. **Program Reporting**

Program data must be entered on a monthly basis and input must be completed by the 20th of the following month. If the due date falls on a weekend or holiday, the due date will be on the

following business day. Additionally, Quarterly Program Progress Reports must be submitted to the Commission within thirty (30) calendar days after the end of the quarter. Any changes that occur with program data input must be reported to the Commission staff and adjusted within the Data Management System before the end of the Quarter following the change. Example: Changes to program data in the first quarter must be adjusted and reconciled before the end of the 2nd quarter (December 30, as reported in the January 30 report. A change in contract staff, or other difficulties, does not absolve the Partner Agency from this monthly program data input and quarterly Program reporting responsibility.

In rare and justifiable circumstances, an extension may be requested by the Partner Agency and reviewed by the Commission staff. Such requests are to be submitted prior to the due date and shall be directed through the Program Specialist assigned to the Partner Agency.

Quarterly Program Reporting due dates for 6 and 12-month funded terms:

- QUARTER 1: October 30
- QUARTER 2: January 30
- QUARTER 3: April 30
- QUARTER 4: July 30 (Final Cumulative Program Progress Report)

12. REIMBURSEMENT OF FUNDS TO THE COMMISSION

If Partner Agency has been overpaid in the previous fiscal year, the Commission will, in instances where the Contract is renewed, reduce subsequent payment(s) to recover the amount overpaid.

Notwithstanding any other provision herein, Partner Agency agrees to reimburse, in full, any and all funds received from the Commission, upon request of the Commission, where such funds as determined by the Commission are not, or have not been utilized by Partner Agency for their purpose as intended by the Commission. The terms and conditions of reimbursement shall be at the sole discretion of the Commission.

13. RCCFC FISCAL REQUIREMENTS

A. Budget Adjustments

A transfer of no more than 10% (per fiscal year) of the total Contract amount may be made without prior written approval of the Executive Director, or designee, but written justification from the Partner Agency is required in the Program Progress Report submitted for the quarter in which the transfer is made. Budget adjustments will not change the total Contract amount and additional line items are **not** to be included. Failure of the Commission to discover or object to any unsatisfactory quarterly fiscal reports prior to payment will not constitute a waiver of the Commission's right to require Partner Agency to correct such quarterly reports. Budget Adjustments will be considered by the Commission until June 1st of the current fiscal year.

B. Budget Revisions

Budget revisions are requests to transfer more than 10% of the total Contract amount and/or the addition of line items that were not previously approved. The Executive Director, or designee, will accept proposed budget revisions along with written justification from Partner Agencies during the current fiscal year. The Executive Director, or designee, will respond to budget revisions within thirty (30) calendar days after receipt at the Commission office. Budget Revisions will be considered by the Commission until June 1st of the current fiscal year.

C. Amendments

Necessity for amendments to this contract will be determined by the Executive Director, or designee, and may include, but are not limited to Contract increases or decreases and significant changes to the Scope of Work (SOW). All amendments to the Contract shall require formal

approval of the Commission, as provided herein, before they are effective. Contract Amendments will be considered by the Commission until June 1st of the current fiscal year.

D. Cost Allocation

Partner Agency shall have or establish a cost allocation system to identify prorated costs shared by different funding sources, including Proposition 10 funds. Partner Agency Cost Allocation Plan must be approved by Partner Agency appropriate governing body and submitted with executed contract.

E. Overhead/Indirect Costs

1. Indirect costs shall be based on a Board approved cost allocation plan or state/federal approved rate not to exceed 10%. These costs will be reviewed and approved on a case-by-case basis. The indirect rate shall not be applied to any funds passed through to other agencies for services contained in the attached SOW (Attachment A).
2. A pass through is defined as those instances where the Partner Agency forwards funds obtained from the Commission to a subcontractor and the Commission maintains no relationship or responsibility for the performance of the subcontractor. Proposition 10 funds shall not be used in a manner that will cause payment for indirect costs associated with the Partner Agency's funded program more than once. First 5 Riverside will not pay for subcontractor indirect costs as part of Partner Agency budget.

F. Revenues Received

Any and all revenue received by the Partner Agency (except funds received from the Commission) to operate the project funded pursuant to this Contract shall be reported as revenue received within the monthly fiscal report. All such revenues shall be used to fully compensate expenses within the program funded and/or to provide additional services within the program funded pursuant to this Contract. Any unused revenues shall be deducted from Contract reimbursement, as authorized by the Commission. All such revenue will be reported monthly in the First 5 Riverside expense reports.

G. Payroll Taxes

The Commission shall not be directly responsible for the payment of any taxes on the Partner Agency's behalf. In the event that the Commission is required to do so by state, federal or local taxing agencies, Partner Agency agrees to promptly reimburse the Commission for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but are not limited to the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance and workers' compensation insurance.

14. PARTNER AGENCY AUDIT REQUIREMENTS

- A. All Partner Agencies are required to have an annual financial audit. Each Partner Agency shall provide a copy of their annual audited financial statements to the Commission covering the fiscal year that funds are received for services provided pursuant to this Contract. The audit will cover the Partner Agency's fiscal year and will include a statement of internal controls over financial reporting. All audits shall be performed by either: (1) a Certified Public Accountant who possesses a valid license to practice within the State of California; (2) a Public Accountant currently certified and licensed by the State of California.
- B. Agencies who have a Single Audit completed, under the auspices of OMB A-133, in any given year will be required to have a **Program Specific Audit** completed under guidelines as stated under Government Auditing Standards. The Program Specific Audit will cover the Partner Agency's fiscal year and will include a statement of compliance.

- C. Audits are to be submitted to the Executive Director, or designee, on an annual basis within one hundred and eighty (180) calendar days after the close of the Partner Agency's fiscal year. Proposition 10 funds and expenditures must be identified separately within the financial audit. If an audit is not received on or before the required due date and an extension has not been granted, the audit shall be considered delinquent and immediate corrective action is required. If the Partner Agency fails to produce or submit an acceptable audit, the Commission has the authority to withhold funding, and if necessary, secure an Auditor, and the Partner Agency shall be liable for all Commission costs incurred in obtaining an independent audit. The cost of the audit will be applied against the contract encumbered amount, thereby reducing the amount of funding available to the program.

15. INVENTORIABLE EQUIPMENT/VEHICLES

- A. The title of vehicles or property derived from approved purchases funded by Proposition 10 funds shall be maintained by the Partner Agency for the uses and purposes provided; Partner Agency shall administer such property only for the purposes for which they were granted.
- B. The Commission considers equipment as items purchased with Proposition 10 funds that cost \$1,000 or more. For any and all equipment purchases meeting this criterion, Partner Agency shall inventory and report such items on the Commission Inventory Record Form. This record must accompany Partner Agency's final Quarterly Reports submitted at the end of the Contract period. Applicable receipts must be maintained by the Partner Agency to validate expenditures during the Commission Administrative Review visits. Ownership and documentation of vehicles shall be maintained by the Partner Agency. Partner Agency shall submit a copy of the pink slip regarding vehicle ownership with the final Quarterly Reports. It is understood that the Partner Agency is liable for any/all liability and damages resulting from the misuse of equipment/vehicles purchased with Proposition 10 funds. Equipment/vehicles shall not be used for personal use by the Partner Agency, and/or their employees, agents, subcontractors and/or collaborating partners.

16. REVERSION OF ASSETS

Real or Personal Property Assets. Any real property or moveable or immovable personal property under Partner Agency's control or ownership that was acquired or improved in whole or in part with Proposition 10 funds disbursed under this Contract, or under any previous Contract between the Commission and Partner Agency, where the original cost exceeded one thousand dollars (\$1,000.00) shall either be, at the election of the Commission as determined by the Executive Director, or designee: (1) used by Partner Agency for the services described in Exhibit A for a period of five (5) years after termination or expiration of this Contract, unless a longer period is specified in Exhibit A; or (2) disposed of and proceeds paid to the Commission in a manner that results in the Commission being reimbursed in the amount of the current fair market value (assuming depreciation in accordance with customary business practices) of the real or personal property less any portion of the current value attributable to Partner Agency's out of pocket expenditures using non-commission funds for acquisition of, or improvement to, such real or personal property and less any direct and reasonable costs of disposition.

- A. In furtherance of the foregoing, if the Commission selects continued use of the capital asset, as provided herein, the Partner Agency hereby agrees that it shall be subject to an ongoing operating and use covenant relating to the subject real or personal property. The foregoing covenant shall survive the termination or expiration of this Contract and shall be actionable at law or in equity by the Commission against Partner Agency and its successors in interest.
- B. In the event the Commission selects disposition of the subject real or personal property, then Partner Agency shall exercise due diligence to dispose of such property in conformity with applicable laws and regulations and in accordance with customary business practices. The net proceeds of such disposition shall be disbursed directly to and be payable to the Commission upon the close of the applicable disposition transaction, such as close of escrow for the sale of real property, transfer of a motor vehicle "pink slip" in accordance with applicable California Vehicle Code

requirements, or completion of sale of personal property by bill of sale in accordance with Uniform Commercial Code (UCC) requirements.

17. TOBACCO CONTROL POLICY

Partner Agency shall abide by the Comprehensive Tobacco Control Policy, incorporated herein by reference, and as may be amended from time to time. Partner Agency shall have tobacco education and cessation materials visibly available and accessible to clients participating and to staff being paid from the Commission funded activities. The Comprehensive Tobacco Control Policy is set forth as Attachment C hereto.

18. CONDUCT OF BUSINESS

- A. Partner Agency shall be in compliance, and shall remain in compliance with all applicable state and/or federal laws, regulations or requirements during the term of the Contract.
- B. Partner Agency shall conduct its business, pursuant to this Contract, in compliance with all applicable state, and/or federal laws, regulations or requirements.
- C. Partner Agency shall obtain and shall maintain all applicable business and/or professional licenses, insurances, and/or accreditations, in good standing, which are required under the laws of the State of California or the federal government at all times while performing services under this Contract.
- D. Agencies that are governed by a regulatory or licensing entity shall advise and forward to the Commission any and all documentation of regulatory/licensing violations, findings and responses to such violations and/or findings within 24 hours of receipt of notice of violation from the governing entity. Agencies shall submit a copy of the response to the governing entity within 24 hours after sending the response.
- E. Partner Agency shall immediately notify the Commission upon the filing of any action in bankruptcy.
- F. Partner Agency shall immediately notify the Commission upon the commencement of any litigation, whether Partner Agency is the plaintiff or defendant, where such litigation may interfere with the ability of Partner Agency to perform its duties under this Contract, and where the Commission is not a party to such litigation.
- G. Partner Agency shall immediately notify the Commission upon the commencement of any investigation, and/or activity by a regulatory agency against Partner Agency, which may interfere with the ability of Partner Agency to perform its duties under this Contract.

19. RECORDS MANAGEMENT AND MAINTENANCE

- A. The Partner Agency shall make such reports to the Commission in such form and containing such information as may be required by the Commission.
- B. Partner Agency shall input all the data necessary on a monthly basis by the 20th of the following month and submit quarterly reports within thirty (30) calendar days of the end of the quarter, and at the end of the term of the Contract:
 - 1. All the monthly data necessary to generate demographic, service utilization, results and aggregate activity reports;
 - 2. Submission of the Program Progress Report on a quarterly basis;
 - 3. Submission of the Inventory Record Form to be part of the fourth quarter reports.
- C. Final Reports at the conclusion of the term of the Contract using Data Management System as required by the Commission.
- D. Partner Agency shall retain such reports, and all records associated with this Contract for at least five (5) years following the close of the fiscal year in which this Contract is in effect or until any

county, state or federal audit are completed, whichever is later. This obligation is not terminated upon termination of this Contract, whether by recessions or otherwise. Partner Agency agrees to require any subcontractors to retain all records associated with the Contract for the same time period.

- E. Accounting information and transactions shall be recorded and reported in accordance with generally accepted accounting principles (GAAP).
- F. Where medical records, and/or client records are generated under this Contract, Partner Agency shall safeguard the confidentiality of the records in accordance with all state and federal laws, and all regulations promulgated hereunder, including the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-91, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto.
- G. Each Partner Agency must maintain a written customer confidentiality policy and maintain a written protocol to ensure Partner Agency staff are aware of and abide by said policy to include a signed confidentiality agreement.

20. PUBLIC DISCLOSURE OF DOCUMENTS

Partner Agency acknowledges and agrees that information, communications, and documents given by or to the Commission and meetings involving the Commission members, staff, or advisory committee members may be subject to applicable law on public disclosures and/or public meetings. Partner Agency shall cooperate with the Commission in order that it may fully comply with the requirements of such laws and regulations.

21. INSPECTIONS, PROGRAM MONITORING AND CONTRACT ADMINISTRATIVE REVIEW BY COMMISSION

- A. The Commission shall review, audit and inspect the Partner Agency through mandatory periodic Administrative Review visits for compliance with the terms of this Contract, during the visits, Partner Agency representatives from both fiscal and program areas **must** be present. All books, financial records and program records including verification of target(s) and other documents relating to the performance of this Contract must be open to inspection, examination, or copying during normal business hours by the Commission staff or duly authorized representatives from the state or federal government. Records shall be made available at reasonable times at Partner Agency's place of business or at such other mutually agreeable location in the County of Riverside, State of California.
- B. Upon completion of the Program Monitoring and Administrative Review visit, the Partner Agency will be mailed a report summarizing the results of the Administrative Review visit within forty five (45) calendar days of the report. Upon receipt, the Partner Agency may be required to respond to concerns or requests as specified in the Administrative Review report within thirty (30) calendar days of receipt.

22. GOVERNING LAW AND VENUE

- A. This Contract is entered into under the provisions of Health and Safety Code section 130100 et seq., as may be amended from time to time, and any other applicable law.
- B. This Contract, and its construction and interpretation as to validity, performance and breach shall be construed under the laws of the State of California. In the event any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- C. The provision of the Government Claims Act (Government Code Section 900 et seq.) must be followed first for any disputes under this Contract.

- D. All actions and proceedings arising in connection with this Contract shall be tried and litigated exclusively in state or federal (if permitted by law and a party elects to file an action in federal court) courts located in the County of Riverside, State of California.

23. **PARTNER AGENCY SUBCONTRACTS FOR WORK OR SERVICES**

- A. The Commission holds Partner Agency solely responsible for the performance of all duties and obligations under this Contract. Partner Agency agrees and understands that Commission does not enter into, or assume any legal relationship with any subcontractor of Partner Agency for performance under this Contract. Partner Agency agrees to remedy any and all breaches of any Contracts with any subcontractor, and further agrees that Partner Agency may not look to the Commission for any payment, liability, or assistance in the remedy of any actual or alleged breach.
- B. Partner Agency shall identify any other organization whose cooperation/participation is necessary to ensure the success of the project and what specific roles these key partners will play. Before initiating programmatic operations, Partner Agency shall enter into a Memorandum of Understanding (MOU), Contract, Subcontract, or similar document with any such organization, with signatures affixed by an official authorized to bind the organization. Partner Agency shall provide said document(s) to the Executive Director, or designee.
- C. Any and all subcontractor(s) shall conform to all requirements of the Commission and any Contract between the Partner Agency and the Commission. Copies of Memorandum of Understanding (MOU), ~~Contract, Subcontract, or similar document between the Partner Agency, subcontractor~~ and any participating third parties, shall be submitted to the Commission within thirty (30) calendar days from the start date of the document.

24. **PUBLICITY AND ATTRIBUTION REQUIREMENTS**

- A. Partner Agency shall include the following acknowledgment of the Commission and Proposition 10 funding in all materials produced for the purpose of public education and outreach related to Commission funded programs. These materials include but are not limited to the following: brochures, workbooks, flyers, circulars, posters, games, television, radio and print advertising, public service announcements and video news releases, calendar/event listings, presentations, telephone hold messages, outdoor advertising and vehicles. The wording of the First 5 Riverside attribution shall be one of the following:

"Made possible by funding from First 5 Riverside"

"Funded by First 5 Riverside"

"Funded by First 5 Riverside - the Riverside County Children & Families Commission"

"Hecho posible por medio de fondos de Primeros 5 Riverside"

"Financiado por Primeros 5 Riverside"

For events, conferences or programs with multiple funders, one of the following attributions shall be used:

"Funded in part by First 5 Riverside"

"Funded in part by First 5 Riverside - the Riverside County Children & Families Commission"

"Made possible by funding from First 5 Riverside"

"Financiado parcialmente por Primeros 5 Riverside"

"Financiado parcialmente por Primeros 5 Riverside - Comisión de Niños y Familias del Condado de Riverside"

When space is limited (buttons, pencils, pens, etc.), attribution may be omitted. However, Partner Agencies shall contact the Commission's public information specialist to determine an appropriate method of providing attribution to the public regarding the funding source for such items.

- B. The approved First 5 Riverside logo (graphic) shall be used on materials specific to the Commission funded program. Partner Agency shall use the approved First 5 Riverside logo (graphic) on public education and outreach materials in accordance with the First 5 Riverside graphics attribution standard as posted on the Commission public web site (rccfc.org).
- C. Partner Agency shall provide the Commission staff/public information specialist a copy of all public information/reasons products (such as flyers, newsletters, posters, etc.) as soon as possible but not later than fourteen (14) calendar days prior to submitting to print. News releases should be submitted as soon as possible but not later than seven (7) days before public release is scheduled.
- D. The Commission public information specialist shall provide guidance on procedures for logo usage and printed public relations material in accordance with the Commission policies. Policies will be available on the Commission public website (rccfc.org) and/or the First 5 Riverside Data Management System.

25. NO POLITICAL/RELIGIOUS ACTIVITY

Partner Agency agrees that it shall not require client participation in political or religious activities in order to receive services for programs funded by the Commission. Furthermore, Proposition 10 funds shall be used only for the purposes specified in this Contract and in any attachments hereto. No Proposition 10 funds shall be used for any political activity, or to further the election or defeat of any candidate for political office. No Proposition 10 funds shall be used for purposes of religious worship, instruction or proselytizing.

26. WORK PRODUCT

- A. The Commission shall be the owner of the following items incidental to this Contract upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Contract is completed or terminated prior to completion. Partner Agency shall not release any materials under this section except after prior written approval of the Commission.
- B. Material produced in whole or in part under this Contract shall not be subject to copyright in the United States or in any other country except as determined at the sole discretion of the Commission. The Commission will have the unrestricted authority to publish, disclose, distribute, and use in whole or in part, any reports, data, documents or other materials prepared under this Contract.

27. NON-DISCRIMINATION

This Contract hereby incorporates by references the provisions of Title 2, CCR. Section 8107 et seq., as may be amended from time to time. Partner Agency agrees to comply with the provisions of Title 2, CCR, Section 8107 et seq. and further agrees to include this Non-Discrimination clause in any and all subcontracts to perform services under this Contract.

28. INDEPENDENT CONTRACTOR

It is understood and agreed that Partner Agency is an independent contractor and that no relationship of employer-employee exists between the Partner Agency and the Commission. The Partner Agency, nor Partner Agency's officers, agents, employees or subcontractors, shall not be entitled to any benefits payable to employees of the Commission, including Workers' Compensation.

29. **INDEMNIFICATION**

- A. Partner Agency shall indemnify, and hold harmless the Commission, its officers, employees and agents from any liability whatsoever, including wrongful death, based or asserted upon any act or omission of the Partner Agency, its employees, subcontractors and agents relating to or in any way connected with the accomplishment of the work or performance of service under this Contract. As part of the foregoing indemnity, Partner Agency agrees to protect and defend at its own expense, including attorney's fees, the Commission, its officers, agents and employees in any legal action based upon any such alleged acts or omissions.
- B. Where Partner Agency is a public entity, as defined by applicable law, the Commission and Partner Agency, to the extent that liability may be imposed on the Commission by the provisions of Government Code Section 895.2, shall be liable for their own acts or omissions, including all claims, liabilities, injuries, suits, and demands and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect, caused or alleged to have been caused by either the Commission or Partner Agency, their employees or representatives, performance or omission of any act or responsibility of either party under this Contract. In the event that a claim is made against both the Commission and Partner Agency, it is the intent of both parties to cooperate in the defense of said claim and to cause their insurers to do likewise.
- C. Partner Agency agrees to indemnify the Commission for all federal/state withholding or state retirement payments, which the Commission may be required to make by the federal or state government as a result of this Contract. If for any reason, Partner Agency is determined not to be an independent contractor to the Commission carrying out the terms of the Contract, such indemnification shall be paid in full to the Commission upon sixty (60) calendar days written notice to Partner Agency if a federal and/or state determination is made that such payment is required.

30. **INSURANCE**

Without limiting or diminishing the Partner Agency's obligation to indemnify or hold the Commission harmless, Partner Agency shall procure and maintain, or cause to be maintained, at its sole cost and expense, the following insurance coverage, as applicable, during the term of this Contract:

A. **Workers' Compensation:**

If the Partner Agency has employees as defined by the State of California, the Partner Agency shall maintain statutory Workers' 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 Commission, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

B. **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 Partner Agency's performance of its obligations hereunder. Policy shall name the Commission, its respective directors, officers, Governing Board, employees, appointed officials, agents or representatives as Additional Insureds. 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.

C. **Vehicle Liability:**

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Partner Agency 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 Commission, its respective directors, officers, Governing Board, employees, appointed officials, agents or representatives as Additional Insureds.

D. Professional Liability Insurance:

Partner Agency shall maintain Professional Liability Insurance providing coverage for the Partner Agency's performance of work included within this Contract, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Partner Agency's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Contract and Partner Agency shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificate(s) of Insurance that Partner Agency has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2) or 3) will continue for a period of five (5) years beyond the termination of this Contract.

E. 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 Commission's Risk Manager. If the Commission'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 Partner Agency's insurance carrier(s) must declare its insurance deductibles or self-insured retentions. If such deductibles or self-insured retentions exceed \$500,000 per occurrence such deductibles and/or retentions shall have the prior written consent of the Commission's Risk Manager before the commencement of operations under this Agreement. Upon notification of deductibles or self insured retention's unacceptable to the Commission, and at the election of the Commission's Risk Manager, Partner Agency's carriers shall either; 1) reduce or eliminate such deductibles or self-insured retention's as respects this Agreement with the Commission, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- 3) Partner Agency shall cause Partner Agency's insurance carrier(s) to furnish the Commission 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 Commission's 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) calendar days written notice shall be given to the Commission 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 Contract shall terminate forthwith, unless the Commission receives, prior to such effective date, another properly executed original Certificate(s) of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. Partner Agency shall not commence operations until the Commission 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(s) of Insurance.

- 4) It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary insurance, and the Commission's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- 5) The Commission's Reserved Rights--Insurance. 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 Commission reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's currently required herein, if, in the Commission's Risk Manager's reasonable judgment, the amount or type of insurance carried by the Partner Agency has become inadequate.
- 6) Partner Agency shall pass down the insurance obligations contained herein to all tiers of sub-Partner Agencies working under this Contract.
- 7) The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to the Commission.
- 8) Partner Agency agrees to notify Commission 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.

F. Other Public Entities:

Where Partner Agency is a public entity, any or all of the insurance requirements herein may be met self insured programs of the public entity. In such instance, proof of the coverage of the self insurance programs shall be provided to the Commission, and the determination of whether such coverage is sufficient shall be at the sole discretion of the Commission.

Adjustment and/or Waiver of Requirements:

The Executive Director, or designee, in consultation with the Commission's Risk Manager, may adjust the insurance requirements set forth herein as deemed necessary for the contract, and/or may waive insurance requirements where not applicable to the contract. Insurance endorsements shall be submitted to the Commission by July 30th or before contract work commences.

31. ASSIGNMENT

This Contract shall not be assigned by Partner Agency, either in whole or in part, without prior written consent of the Commission, as approved and authorized by formal action of the Commission.

32. ALTERATION AND/OR AMENDMENT

No alteration, amendment, or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or Contract not incorporated herein shall be binding on any of the parties hereto. Only the Commission, by formal action, may authorize any alteration or revision to this Contract on behalf of the Commission. The parties expressly recognize that individual Commission members, advisory committee members, or staff to the Commission is without authorization to either change or waive any requirements of this Contract without formal action of the Commission.

33. CONFLICT OF INTEREST

Partner Agency shall have no interest, and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Contract.

34. **WAIVER AND SEVERABILITY**

Any waiver by the Commission of any breach of any one (1) or more terms of this Contract shall not be construed to be a waiver of any subsequent or other breach of the same term of any other term herein. In the event any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

35. **DISALLOWANCE**

In the event Partner Agency receives payment for services under this Contract, which is later disallowed for nonconformance with the terms and conditions herein, Partner Agency shall promptly refund the disallowed amount to the Commission upon request. The Commission retains the option to offset the amount disallowed from any payment due to the Partner Agency under this Contract, or under any other Contract, or Contract between Partner Agency and the Commission.

36. **OFFICIAL DOCUMENTS**

Upon the Contract approval by the Commission, one (1) completed set of this document will be sent to the Partner Agency. Such copy shall be the officially approved Contract for the conduct of the approved project.

37. **ENTIRE CONTRACT**

This Contract constitutes the entire Contract between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous Contract of any kind of nature relating to the same shall be deemed to be merged herein. Any modifications to the terms of this Contract shall be by the provisions of the section entitled "alteration and/or amendment" herein.

38. **NONEXCLUSIVE CONTRACT**

Partner Agency understands that this is not an exclusive Contract and that the Commission shall have the right to negotiate with and enter into Contracts with others providing the same or similar services as those provided by Partner Agency as the Commission desires, and at the sole discretion of the Commission.

39. **CERTIFICATION OF AUTHORITY TO EXECUTE THIS CONTRACT**

Partner Agency certifies that the individual signing herein has authority to execute this Contract on behalf of Partner Agency, and may legally bind Partner Agency to the terms and conditions of this Contract, and any attachments hereto.

40. **COMPLIANCE WITH LAW**

Partner Agency shall, at its sole cost and expense, comply with all County, State, and Federal law now in force or which may hereafter be in force with regard to this Contract. The judgment of any court of competent jurisdiction, or the admission of Partner Agency in any action against Partner Agency, whether the Commission be a party thereto or not, that Partner Agency has violated any such ordinance or statute, shall be conclusive of that fact as between Partner Agency and the Commission.

41. **CONFLICTS IN INTERPRETATION**

In the event of conflict in interpretation by the parties of the provisions contained in the numbered sections of this Contract and the provisions contained in the Attachments hereto, the provisions of the numbered sections of this Contract shall prevail over those in Attachments hereto.



Riverside County Children & Families Commission

A LOCAL ENTITY SERVED BY THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

ATTACHMENT A: SCOPE OF WORK

Nurse Family Partnership

Contract # 3009 HS-10

January 1, 2010– June 30, 2010

The Nurse-Family Partnership (NFP) Program is an evidence-based, nurse home visitation program that improves teen birth outcomes. NFP was developed by the prominent researcher, Dr. David Olds, in the early 70s. Dr. Olds initiated the development of a nurse home visitation program that targeted first-time mothers and their children. Over the next three decades, he and his colleagues continued to test the program in three separate, random controlled trials with three different populations. These trials were designed to study the effects of the Nurse-Family Partnership model on maternal and child health, and child development by comparing the short and long-term outcomes of mothers and children enrolled in the program to the control group.

The outcomes showed

- Improvement in women's prenatal health
- Reduction in children's injuries
- Fewer subsequent pregnancies
- Greater intervals between births
- Increases in fathers' involvement
- Increases in employment
- Reduction in welfare and food stamps
- Improvements in school readiness.

In its effort to improve teen birth outcomes, Riverside County adopted the Nurse-Family Partnership program in 1998. Since then, the program has served 350 teens and their children since implementation. Some positive birth outcomes of teens served by the NFP Program are:

- A 10 percent lower premature birth rate as compared to an overall birth rate in Riverside County of 10.9% and the California rate of 10.7%.
- Breastfeeding rates have increased by 87% at birth. By the babies' age of six months, 39% continue to breastfeed.
- Of the participants without a high school diploma at intake:
 - 8% were completing their diploma;
 - 21% completed their high school diploma/GED; and
 - 13% were pursuing higher education 24 months after giving birth.
- By 24 months, 86% of children were up-to-date with their immunizations compared to the 80% in the County of Riverside
- There was increased employment by NFP participants.

Built upon the pioneering work of Professor David Olds, Nurse-Family Partnership's model is based on more than 30 years of evidence from randomized, controlled trials that prove it works. Registered Nurses, together with NFP clients and their families, engage in activities associated with the three NFP goals during each home visit. They are:

1. Improved Pregnancy Outcomes
 - a. Help clients obtain prenatal care from their physician.
 - b. Help clients reduce their use of cigarettes, alcohol, and illegal drugs.
 - c. Teach clients about healthy nutrition during pregnancy.
2. Improved Child Health and Development
 - a. Help parents provide more competent care for their children in the first two years of life.
 - b. Provide education related to injury prevention.
 - c. Teach parents how to care for their children and provide them with a positive home environment.
 - d. Teach parents how to nurture their children.
 - e. Help parents create a safe environment, which include being lead free, both within and around the home, where their child can live and thrive.
 - f. Teach parents safe and consistent practices of child discipline.
3. Help parents get proper health care for their child.
 - a. Assist client to improve maternal life course development.
 - b. Teach young mothers to keep their lives on track and develop a vision for their own future.
 - c. Help the mothers make sound choices about the partners, family and friends who are involved with their child.
 - d. Help mothers plan future pregnancies.
 - e. Help mothers continue their education and reach their educational goals and assist mothers in finding adequate employment.

Public Health Nurses will follow NFP program guidelines that focus on the mother's personal health, quality of care giving for the child, and parent's own life-course development and document the above details in the agency's Program Progress Report. This comprehensive framework enables achievements in each of these three areas:

1. Public health nurses will begin making home visits by the 16th week of pregnancy, preferably sooner, and not after the 28th week of pregnancy. Visits will continue through the first two years of the child's life. This period is the most critical time in the development of the relationship between parent and child, therefore a visit schedule matched to the normal stages of development fosters the setting of relevant and achievable objectives with the family. An important goal is that 60 percent of all women be enrolled by the 16th week of pregnancy. Early enrollment fosters program impact during pregnancy and is associated with family retention in the program.
 - a. Public Health Nurse home visitors will document the number of enrolled clients that receive the following visit schedule in the agency's Program Progress Report, which is based on the developmental stages of pregnancy and early childhood:

Visit Schedule	Frequency
First month after enrollment	Weekly
Between first month and delivery	Every other week
First six weeks after delivery	Weekly
Until child is 21 months old	Every other week
Until child is 2 years old	Monthly

2. Public Health Nurses will involve the mother's support system including family members, fathers when appropriate, and friends, and they help families use other health and human services they may need. By helping families learn how to use family and community resources, nurses enable them to obtain the support they need beyond home visiting to achieve their goals. When a woman has left the program, the Public Health Nurses will document and summarize in the agency's Program Progress Report the reason(s) for their departure.
3. Public Health Nurse home visitor will carry a caseload of no more than 25 active cases. The comprehensiveness of the model and the intensity of the visit schedule require caseloads that are manageable and that allow nurses and families to have a continuous relationship for the duration of families' participation in the program.

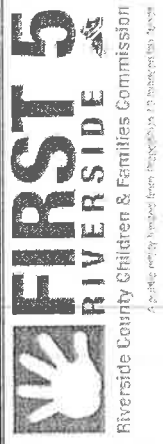
Targets

1. By June 30, 2010, the Nurse Family Partnership program will have enrolled **125** of eligible women into the program.
2. By June 30, 2010, **60% or 75 (based on 125 enrolled)** of all women will be enrolled by their 16th week of pregnancy and no later than their 28th week of pregnancy.
3. By June 30, 2010, **80% or 100 (based on 125 enrolled)** of all women enrolled into the Nurse Family Partnership program will have accessed prenatal care between the 16th and 28th week of their pregnancy.
4. By June 30, 2010, **85% or 106 (based on 125 enrolled)** women are not using tobacco (including non-medical marijuana), and illegal drugs or alcohol during their pregnancy.
5. By June 30, 2010, **88% or 110 (based on 125 enrolled)** women are not using tobacco (including non-medical marijuana), and illegal drugs or alcohol after their pregnancy.
6. By June 30, 2010, home visiting nurses will document the number of children born to enrolled mothers.
7. By June 30, 2010, the Nurse Family Partnership program will document all mothers who were screened for post-partum depression and referred for treatment. [Program must document all referrals made and to which agency(ies) or services in the Program Progress Report.]

8. By June 30, 2010, **75% or 94 (based on 125 enrolled)** eligible mothers discharged from the hospital are exclusively breastfeeding at the time of discharge.
9. By June 30, 2010, **50% or 63 (based on 125 enrolled)** eligible mothers discharged from the hospital are exclusively breastfeeding at their six-week home visit.
10. By June 30, 2010, **32% or 40 (based on 125 enrolled)** eligible mothers discharged from the hospital are exclusively breastfeeding at their 3 month home visit.
11. By June 30, 2010, **27% or 34 (based on 125 enrolled)** eligible mothers discharged from the hospital are exclusively breastfeeding at their 6 month home visit.
12. By June 30, 2010, **85%** of children of program participants will be up-to-date with their immunizations.
13. By June 30, 2010, home visiting nurses will conduct **125** home safety assessments beginning 4 months after delivery.
14. By June 30, 2010, the Nurse Family Partnership program will have maintained an attrition rate of **20%** [i.e., of the 125 enrolled women, no more than 25 women can drop-out].
15. By June 30, 2010, home visiting nurses will document the number of infants born with low birth weight to program participants (below 5.51 pounds) as reported monthly.
16. By June 30, 2010, home visiting nurses will document the number of infants born prematurely to program participants as reported monthly.
17. By June 30, 2010, **80% or 20** children of parents **currently** enrolled in the Nurse Family Partnership program will reach and/or maintain a score of 10 points above the cutoff level in four of the five domains in the age-appropriate interval of the Ages and Stages Questionnaire (ASQ).
18. By June 30, 2010, **80% or 20** children of parents **currently** enrolled in the Nurse Family Partnership program will score below the cutoff level of the age appropriate interval of the Ages and Stages: Social-Emotional (ASQ: S-E).
19. By June 30, 2010, home visiting nurses will document the number of adolescent parents enrolled in and making progress toward a high school diploma or GED certificate.
20. By June 30, 2010, home visiting nurses will document the number of teens served that are senior high school level status.
21. By June 30, 2010, **65%** of teens that are senior high school level status who meet eligibility criteria, will successfully complete their high school diploma or GED certificate.

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010



Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Family: \$166,666
 List Other Program Source(s) below: \$190,701
 Target of Case Management: \$33,333
 Nurse-Family Partnership

Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Family: \$166,666
 List Other Program Source(s) below: \$190,701
 Target of Case Management: \$33,333
 Nurse-Family Partnership

Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Family: \$166,666
 List Other Program Source(s) below: \$190,701
 Target of Case Management: \$33,333
 Nurse-Family Partnership

total ck \$0

First 5 Riverside Program Budget: January 1, 2010 - June 30, 2010

Personnel Title and Name of Employee	Annual Salary	FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp. ck.
		F5R	Other				
1 RN I. Smith, Raychelle (PHN)	\$45,245	23%	27%	\$10,406	\$12,216	\$22,622	\$22,623
2 RN III. Larsen, Amy (Lead PHN)	\$65,884	23%	27%	\$15,153	\$17,789	\$32,942	\$32,942
3 RN IV. Wardle, Shari (PHN)	\$59,109	23%	27%	\$13,595	\$15,959	\$29,554	\$29,555
4 RN IV (PHN #5)	\$57,540	23%	27%	\$13,234	\$15,536	\$28,770	\$28,770
5 RN V. Cisneros, Iliam (PHN)	\$73,194	23%	27%	\$16,835	\$19,762	\$36,597	\$36,597
6 RN V (PHN #6)	\$73,194	23%	27%	\$16,835	\$19,762	\$36,597	\$36,597
7 Office Assistant III, Miller, Cathy	\$30,410	0%	25%	\$0	\$7,603	\$7,603	\$22,807
8 Nurse Manager, Perry, Judy	\$97,198	0%	15%	\$0	\$14,580	\$14,580	\$82,618
9 Office Assistant III, Peterson, Vickie	\$37,627	0%	13%	\$0	\$4,892	\$4,892	\$32,735
10 Director of Public Health Nursing, Parks, Heirma	\$108,763	0%	10%	\$0	\$10,876	\$10,876	\$97,887
Subtotal Personnel:				\$86,058	\$138,975	\$225,033	\$423,131
Employee Benefits							
1 RN I. Smith, Raychelle (PHN)	\$20,360	23%	27%	\$4,683	\$5,497	\$10,180	\$10,180
2 RN III. Larsen, Amy (Lead PHN)	\$29,648	23%	27%	\$6,819	\$8,005	\$14,824	\$14,824
3 RN IV. Wardle, Shari (PHN)	\$26,599	23%	27%	\$6,118	\$7,182	\$13,300	\$13,299
4 RN IV (PHN #5)	\$25,893	23%	27%	\$5,955	\$6,991	\$12,946	\$12,947
5 RN V. Cisneros, Iliam (PHN)	\$32,937	23%	27%	\$7,576	\$8,893	\$16,469	\$16,468
6 RN V (PHN #6)	\$32,937	23%	27%	\$7,576	\$8,893	\$16,469	\$16,468
7 Office Assistant III, Miller, Cathy	\$13,684	0%	25%	\$0	\$3,421	\$3,421	\$10,263
8 Nurse Manager, Perry, Judy	\$43,742	0%	15%	\$0	\$6,561	\$6,561	\$37,181
9 Office Assistant III, Peterson, Vickie	\$16,932	0%	13%	\$0	\$2,201	\$2,201	\$14,731
10 Director of Public Health Nursing, Parks, Heirma	\$48,943	0%	10%	\$0	\$4,894	\$4,894	\$44,049
Subtotal Benefits:				\$38,727	\$62,538	\$101,265	\$190,410
total ck							\$0

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010



Agency Name: Riverside County Department of Public Health

Contract Number: 3009 HS-10

Program Name: Nurse Family Partnership

\$0

First 5 Riverside Funds:

List Other Program Source(s) below:

\$190,701

Targeted Case Management

\$33,333

\$390,700

total ok

\$0

First 5 Riverside Program Budget: January 1, 2010 - June 30, 2010

Operational Expenses		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)
1	Office Supplies/equipment (< \$1000)	\$1,000	\$1,000	\$2,000
2	Postage & Printing	\$1,000	\$500	\$1,500
3	Advertising / Outreach Marketing	\$300	\$200	\$500
5	Program Materials and Incentives	\$500	\$1,500	\$2,000
8	Insurance	\$600	\$600	\$1,200
9	Maintenance and Repairs	\$500	\$500	\$1,000
12	Travel (airfare, mileage, meals, hotel)	\$1,000	\$3,000	\$4,000
13	Training / Conferences	\$3,000	\$2,000	\$5,000
14	Rent/Lease	\$1,000	\$3,000	\$4,000
15	Utilities	\$386	\$264	\$650
17	Professional Services	\$2,000	\$3,000	\$5,000
18	Vehicle Maintenance/Repairs	\$1,700	\$1,000	\$2,700
19	Other-Communication	\$900	\$300	\$1,200
20	Other-Data Processing Services	\$2,843	\$2,157	\$5,000
21	Other-Admin. Support-Direct	\$8,500	\$500	\$9,000
22	Other-Janitorial Services	\$1,000	\$1,000	\$2,000
23	Other-Personnel Services	\$500	\$2,000	\$2,500
Subtotal Operational Expenses:		\$26,729	\$22,521	\$49,250
Describe Service				
Subtotal Subcontractors:		\$0	\$0	\$0
Capital Expenditure				
Subtotal Capital Expenditures:		\$0	\$0	\$0
NOTE: F5R Indirect Expense Limit Not to Exceed 10% of Allowed Expenses				
1	Indirect Percentage Paid by F5R	F5R		\$15,152
2	Indirect Paid By Other Funds	Other		\$0
Subtotal Indirect:		\$15,152	\$0	\$15,152
Total Budget		\$166,666	\$224,034	\$390,700

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name :	Nurse Family Partnership
First 5 Riverside Program Budget: January 1, 2010 - June 30, 2010	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits \$ Amounts from Draft Budget Tab)	
RN I, Smith, Raychelle (PHN)	\$15,089 New PHN to program and public health. Will provide home visitation services.
RN III, Larsen, Amy (Lead PHN)	\$21,972 Full-time Lead PHN (carries a smaller caseload). Will provide home visitation services.
RN IV, Wardle, Shari (PHN)	\$19,713 Full-time experienced PHN. Will provide home visitation services.
RN IV (PHN #5)	\$19,189 Will hire or transfer upon approval and receipt of First 5 Riverside funding. Will provide home visitation services. Currently have a qualified candidate with strong interest in Nurse-Family Partnership program.
RN V, Cisneros, Iliam (PHN)	\$24,411 Full-time experienced PHN. Will provide home visitation services.
RN V (PHN #6)	\$24,411 Will hire or transfer upon approval and receipt of First 5 Riverside funding. Will provide home visitation services. Currently have a qualified candidate with strong interest in Nurse-Family Partnership program.
Office Assistant III, Miller, Cathy	\$0 Will provide 25% clerical support and data entry. In-kind services funded by other programs.
Nurse Manager, Perry, Judy	\$0 Will provide 15% program supervision. In-kind services funded by other programs.
Office Assistant III, Peterson, Vickie	\$0 Will provide 13% clerical support and data entry. In-kind services funded by other programs.
Director of Public Health Nursing, Parks, Hermia	\$0 Will provide 10% program administrative support. In-kind services funded by other programs.
SUBTOTAL	\$124,785

RCCFC Contract - Investment of Funds
Template Approved 10-23-06 – Resolution 06-69
Template Revised 12-04-06 – Resolution 06-79
Template Revised 04-22-09 – Reso 09-21

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name :	Nurse Family Partnership
First 5 Riverside Program Budget: January 1, 2010 - June 30, 2010	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Operational Expenses	
Office Supplies/Equipment (< \$1000)	\$1,000 General office supplies (paper, pencils, pens, cell phones, etc.) to support activities of the PHN.
Postage & Printing	\$1,000 \$100 for postage; \$900 for printing Nurse-Family Partnership materials, handouts and chart forms.
Advertising / Outreach Marketing	\$300 Advertise to community stakeholders in order to form an Advisory Committee and outreach to build a larger referral base.
Program Materials and Incentives	\$500 Brochures, training videos for clients, and incentives for use in health fairs and other outreach activities.
Insurance	\$600 \$300 liability and \$300 property insurance.
Maintenance and Repairs	\$500 Maintenance and repair costs for copiers.
Travel (airfare, mileage, meals, hotel)	\$1,000 Travel expenses for mandated training in Denver. CO scheduled in March 2010; annual expenses for mileage reimbursement for personal vehicle used to conduct home visits.
Training / Conferences	\$3,000 Mandated training in Denver, CO scheduled March 2010. Non-NFP training needed to maintain RN public health nursing skills and events related to parenting and child health.
Rent/Lease	\$1,000 Cost of office space for PHN, leased property charges, shared conference rooms.
Utilities	\$386 Includes all payments made to various utilities for utilization of their resources, i.e., gas, electricity, water, sewer, telephone, etc.
Professional Services	\$2,000 Mandated contract with National NFP assistance with the Clinical Information System database that NFP makes available for staff to enter data collected about Clients and the Program from which reports can be obtained to help manage and evaluate program implementation and results.
Vehicle Maintenance/Repairs	\$1,700 Maintenance and repair of County vehicles.
(1) Other-Communication	\$900 \$825 cell phone service (not purchase of cell phone or pager) for six PHNs and \$75 pager service for one Sr. PHN. \$900 covers 76% of cell phone and pager service fees.
(2) Other-Data Processing Services	\$2,843 CHA IT charges: application development support, e-mail support, virtual private network, Website application support.
(3) Other-Admin. Support-Direct	\$8,500 Cost of Department of Public Health Information Technology (IT), Internal Support Service (ISS), and Fiscal allocations.
(4) Other-Janitorial Services	\$1,000 County custodial and janitorial service charges.
(5) Other-Personnel Services	\$500 Direct charges for County Human Resources staff assigned to CHA.
SUBTOTAL	\$26,729

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name :	Nurse Family Partnership
First 5 Riverside Program Budget: January 1, 2010 - June 30, 2010	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Subcontractors	
N/A	\$0
Capital Expense	
N/A	\$0
Indirect	
Indirect costs paid by F5R	\$15,152 malpractice insurance, OASIS Financials, OASIS HRMS.
Total First 5 Funding	\$166,666

Indirect charges include Auditor-Controller, Executive Office, County purchasing, Worker's Comp. Insurance.

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

FIRST 5 RIVERSIDE		AGENCY NAME		Riverside County Department of Public Health		
FISCAL YEAR		2009 / 2010		2009 / 2010		
CONTRACT NUMBER		3009 HS-10		Nurse Family Partnership		
Program Name:		Nurse Family Partnership				
(A) Total F5 Program Costs						
Budget Categories	3009 HS-10	3-Home Visitation for Newborns	3-Prenatal Care	3-Comprehensive Screening and Assessments	ck total	ck total
1. Personnel Services						
RN I, Smith, Raychelle (PHN)	\$ 10,406	\$ 6,764	65% \$ 2,081	20% \$ 1,561	15%	\$ 10,406
RN III, Larsen, Amy (Lead PHN)	\$ 15,153	\$ 9,849	65% \$ 3,031	20% \$ 2,273	15%	\$ 15,153
RN IV, Wardle, Shari (PHN)	\$ 13,595	\$ 8,837	65% \$ 2,719	20% \$ 2,039	15%	\$ 13,595
RN IV (PHN #5)	\$ 13,234	\$ 8,602	65% \$ 2,647	20% \$ 1,985	15%	\$ 13,234
RN V, Cisneros, Iliam (PHN)	\$ 16,835	\$ 10,943	65% \$ 3,367	20% \$ 2,525	15%	\$ 16,835
RN V (PHN #6)	\$ 16,835	\$ 10,943	65% \$ 3,367	20% \$ 2,525	15%	\$ 16,835
Office Assistant III, Miller, Cathy	\$ -		0%	0%	0%	\$ -
Nurse Manager, Perry, Judy	\$ -		0%	0%	0%	\$ -
Office Assistant III, Peterson, Vickie	\$ -		0%	0%	0%	\$ -
Director of Public Health Nursing, Parks, Hermia	\$ -		0%	0%	0%	\$ -
<i>Sub Total</i>	\$ 86,058	\$ 55,938	\$ 17,212	\$ 12,908		\$ 86,058
2. Benefits						
RN I, Smith, Raychelle (PHN)	\$ 4,693	\$ 3,044	65% \$ 937	20% \$ 702	15%	\$ 4,693
RN III, Larsen, Amy (Lead PHN)	\$ 6,819	\$ 4,432	65% \$ 1,364	20% \$ 1,023	15%	\$ 6,819
RN IV, Wardle, Shari (PHN)	\$ 6,118	\$ 3,977	65% \$ 1,224	20% \$ 917	15%	\$ 6,118
RN IV (PHN #5)	\$ 5,955	\$ 3,871	65% \$ 1,191	20% \$ 893	15%	\$ 5,955
RN V, Cisneros, Iliam (PHN)	\$ 7,576	\$ 4,924	65% \$ 1,515	20% \$ 1,137	15%	\$ 7,576
RN V (PHN #6)	\$ 7,576	\$ 4,924	65% \$ 1,515	20% \$ 1,137	15%	\$ 7,576
Office Assistant III, Miller, Cathy	\$ -		0%	0%	0%	\$ -
Nurse Manager, Perry, Judy	\$ -		0%	0%	0%	\$ -
Office Assistant III, Peterson, Vickie	\$ -		0%	0%	0%	\$ -
Director of Public Health Nursing, Parks, Hermia	\$ -		0%	0%	0%	\$ -
<i>Sub Total (benefits)</i>	\$ 38,727	\$ 25,172	\$ 7,746	\$ 5,809		\$ 38,727

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

FIRST 5 RIVERSIDE	AGENCY NAME	Riverside County Department of Public Health									
FISCAL YEAR		2009 / 2010									
CONTRACT NUMBER		3009 HS-10									
Program Name:		Nurse Family Partnership									
(A) Total F5 Program Costs		Improved Child Health									
Budget Categories	3009 HS-10	3-Home Visitation for Newborns	3-Prenatal Care	3-Comprehensive Screening and Assessments	ck total	ck total	ck total	ck total	ck total	ck total	ck total
3. Material & Supplies											
Office Supplies/equipment (< \$1000)	\$ 1,000	\$ 650	\$ 200	\$ 150	15%	100%	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Postage & Printing	\$ 1,000	\$ 650	\$ 200	\$ 150	15%	100%	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Advertising / Outreach Marketing	\$ 300	\$ 195	\$ 60	\$ 45	15%	100%	\$ 300	\$ -	\$ -	\$ -	\$ -
Program Materials and Incentives	\$ 500	\$ 325	\$ 100	\$ 75	15%	100%	\$ 500	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 600	\$ 390	\$ 120	\$ 90	15%	100%	\$ 600	\$ -	\$ -	\$ -	\$ -
Maintenance and Repairs	\$ 500	\$ 325	\$ 100	\$ 75	15%	100%	\$ 500	\$ -	\$ -	\$ -	\$ -
Travel (airfare, mileage, meals, hotel)	\$ 1,000	\$ 650	\$ 200	\$ 150	15%	100%	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Training / Conferences	\$ 3,000	\$ 1,950	\$ 600	\$ 450	15%	100%	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Rent/Lease	\$ 1,000	\$ 650	\$ 200	\$ 150	15%	100%	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 386	\$ 251	\$ 77	\$ 58	15%	100%	\$ 386	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 2,000	\$ 1,300	\$ 400	\$ 300	15%	100%	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Vehicle Maintenance/Repairs	\$ 1,700	\$ 1,105	\$ 340	\$ 255	15%	100%	\$ 1,700	\$ -	\$ -	\$ -	\$ -
(1) Other-Communication	\$ 900	\$ 585	\$ 180	\$ 135	15%	100%	\$ 900	\$ -	\$ -	\$ -	\$ -
(2) Other-Data Processing Services	\$ 2,843	\$ 1,846	\$ 569	\$ 426	15%	100%	\$ 2,843	\$ -	\$ -	\$ -	\$ -
(3) Other-Admin. Support-Direct	\$ 8,500	\$ 5,525	\$ 1,700	\$ 1,275	15%	100%	\$ 8,500	\$ -	\$ -	\$ -	\$ -
(4) Other-Janitorial Services	\$ 1,000	\$ 650	\$ 200	\$ 150	15%	100%	\$ 1,000	\$ -	\$ -	\$ -	\$ -
(5) Other-Personnel Services	\$ 500	\$ 325	\$ 100	\$ 75	15%	100%	\$ 500	\$ -	\$ -	\$ -	\$ -
<i>Sub Total</i>	\$ 26,729	\$ 17,374	\$ 5,346	\$ 4,009			\$ 26,729	\$ -	\$ -	\$ -	\$ -
4. Contractual Services											
N/A	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub Total</i>	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
5. Capital Improvements											
N/A	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Sub Total</i>	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
6. Indirect Paid by F5R Funds											
	\$ 15,152	\$ 9,849	\$ 3,030	\$ 2,273	15%	100%	\$ 15,152	\$ -	\$ -	\$ -	\$ -
<i>Sub Total</i>	\$ 15,152	\$ 9,849	\$ 3,030	\$ 2,273			\$ 15,152	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 166,666	\$ 108,333	\$ 33,334	\$ 24,999			\$ 166,666	\$ -	\$ -	\$ -	\$ -

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 3009 HS-10 Riverside County Dept of Public Health
 Nurse Family Partnership

ATTACHMENT B: BUDGET

CONTRACT TERM CURRENT FUNDING PERIOD: 01/01/2010 – 06/30/2010

RESULT AND SERVICE AREAS FOR STATE REPORTING

IMPROVED FAMILY FUNCTIONING	IMPROVED CHILD DEVELOPMENT	IMPROVED HEALTH	IMPROVED SYSTEMS OF CARE
IFF	ICD	IH	ISC
1-Behavioral, Substance Abuse, and Mental Health Services	2-Preschool for 3 and 4 Year Olds	3-Breastfeeding Assistance	4-Service Outreach, Planning, Support and Management
1-Adult Education and Literacy for Parents	2-State School Readiness Programs & Local Match	3-Nutrition and Fitness	4-Provider Capacity Building, Training and Support
1-Provision of Basic Family Needs (Food, Clothes, Housing)	2-Local School Readiness (Mirror Programs)	3-Other Health Education	4-Program Management
1-Distribution of Kit for New Parents	2-Comprehensive Screening and Assessments	3-Health Access	4-Case / Care Management Integration
1-Family Literacy Programs	2-Targeted Intensive Intervention for Identified Special Needs	3-Home Visitation for Newborns	4-Schools' Readiness for Children
1-Community Resource & Referral	2-Early Education Programs for Children (Other than School Readiness and Preschool for 3/4 year olds)	3-Oral Health	4-Community Strengthening Efforts
1-Targeted Intensive Parent Support Services	2-Early Education Provider Program	3-Prenatal Care	
1-General Parenting Education Programs	2-Kindergarten Transition Services	3-Primary Care Services (Immunizations and/or Well Child Checkups)	
1-Other Family Functioning Support Services	2-Other Child Development Services	3-Comprehensive Screening and Assessments	
		3-Targeted Intensive Intervention for Identified Special Needs	
		3-Safety Education and Intentional and Unintentional Injury Prevention	
		3-Specialty Medical Services	
		3-Tobacco Cessation Education and	
		3-Other Health Services	

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011



Riverside County Department of Public Health
 3009 HS-10
 Nurse Family Partnership
 \$333,334
 List Other Program Fund(s) below:
 \$362,522
 \$66,667

Total ckl
\$762,523

First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011

Personnel Title and Name of Employee	Annual Salary	FTE Funded by Program		Total F5 Program Costs (A)	Total Other Program Funds (B)	Total Program (A+B=C)	Non Program Personnel Exp. ckl.
		F5R	Other				
1 RN I. Smith, Raychelle (PHN)	\$50,981	42%	58%	\$21,412	\$29,569	\$50,981	\$0
2 RN III. Larsen, Amy (Lead PHN)	\$74,235	42%	58%	\$31,179	\$43,056	\$74,235	\$0
3 RN IV. Wardel, Shari (PHN)	\$66,602	42%	58%	\$27,973	\$38,629	\$66,602	\$0
4 RN IV (PHN #5)	\$64,834	42%	58%	\$27,230	\$37,604	\$64,834	\$0
5 RN V. Cisneros, Iliam (PHN)	\$82,472	42%	58%	\$34,638	\$47,834	\$82,472	\$0
6 RN V (PHN # 6)	\$82,472	42%	58%	\$34,638	\$47,834	\$82,472	\$0
7 Office Assistant III, Miller, Cathy	\$30,410	0%	20%	\$0	\$6,082	\$6,082	\$24,328
8 Nurse Manager, Perry, Judy	\$97,198	0%	25%	\$0	\$24,300	\$24,300	\$72,899
9 Office Assistant III, Petersen, Vickie	\$37,627	0%	13%	\$0	\$4,892	\$4,892	\$32,735
10 Director of Public Health Nursing, Parks, Hermia	\$108,763	0%	10%	\$0	\$10,876	\$10,876	\$97,887
Subtotal Personnel:				\$177,070	\$290,675	\$467,745	\$227,849
Employee Benefits	Total Annual Benefits	FTE Funded by Program		Total F5 Program Costs (A)	Total Other Program Funds (B)	Total Program (A+B=C)	Non Program Personnel Exp. ckl.
		F5R	Other				
1 RN I. Smith, Raychelle (PHN)	\$22,941	42%	58%	\$9,635	\$13,306	\$22,941	\$0
2 RN III. Larsen, Amy (Lead PHN)	\$33,406	42%	58%	\$14,030	\$19,375	\$33,405	\$1
3 RN IV. Wardel, Shari (PHN)	\$29,971	42%	58%	\$12,588	\$17,383	\$29,971	\$0
4 RN IV (PHN #5)	\$29,175	42%	58%	\$12,254	\$16,922	\$29,176	\$-1
5 RN V. Cisneros, Iliam (PHN)	\$37,112	42%	58%	\$15,587	\$21,525	\$37,112	\$0
6 RN V (PHN # 6)	\$37,112	42%	58%	\$15,587	\$21,525	\$37,112	\$0
7 Office Assistant III, Miller, Cathy	\$13,684	0%	20%	\$0	\$2,737	\$2,737	\$10,947
8 Nurse Manager, Perry, Judy	\$13,742	0%	25%	\$0	\$10,936	\$10,936	\$32,806
9 Office Assistant III, Petersen, Vickie	\$16,932	0%	13%	\$0	\$2,201	\$2,201	\$14,731
10 Director of Public Health Nursing, Parks, Hermia	\$48,913	0%	10%	\$0	\$4,894	\$4,894	\$44,019
Subtotal Benefits:				\$79,681	\$130,804	\$210,485	

3009 HS-10 Riverside County Dept of Public Health
 Nurse Family Partnership

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011



Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Funds: \$333,334
 List Other Program Source(s) below:
 Targeted Case Management \$362,522
 Nurse-Family Partnership \$66,667
 Total: \$762,523

Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Funds: \$333,334
 List Other Program Source(s) below:
 Targeted Case Management \$362,522
 Nurse-Family Partnership \$66,667
 Total: \$762,523

First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011

	(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)
Operational Expenses			
1 Office Supplies/equipment (< \$1000)	\$800	\$200	\$1,000
2 Postage & Printing	\$500	\$0	\$500
3 Advertising / Outreach Marketing	\$192	\$58	\$250
5 Program Materials and Incentives	\$500	\$500	\$1,000
6 Program Nutrition:Food	\$400	\$100	\$500
8 Insurance	\$600	\$600	\$1,200
9 Maintenance and Repairs	\$1,500	\$0	\$1,500
10 Equipment Lease	\$0	\$0	\$0
12 Travel (airfare, mileage, meals, hotel)	\$14,490	\$0	\$14,490
13 Training / Conferences	\$1,000	\$500	\$1,500
14 Rent/Lease	\$2,472	\$1,528	\$4,000
15 Utilities	\$650	\$0	\$650
17 Professional Services	\$5,000	\$0	\$5,000
18 Vehicle Maintenance/Repairs	\$2,000	\$700	\$2,700
19 (1) Other-Communication	\$1,200	\$0	\$1,200
20 (2) Other-Data Processing	\$3,500	\$1,500	\$5,000
21 (3) Other-Admin. Support-Direct	\$9,000	\$0	\$9,000
(4) Other-Janitorial Services	\$1,000	\$1,000	\$2,000
(5) Other-Personnel Services	\$1,476	\$1,024	\$2,500
Subtotal Material and Supplies:	\$46,280	\$7,710	\$53,990

**3009 HS-10 Riverside County Dept of Public Health
 Nurse Family Partnership**

ATTACHMENT B: BUDGET
CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011



Agency Name: Riverside County Department of Public Health
 Contract Number: 3009 HS-10
 Program Name: Nurse Family Partnership
 First 5 Riverside Funds: \$333,334
 List Other Program Source(s) below: \$362,522
 Targeted Case Management \$66,667
 Nurse-Family Partnership :
 total ck **\$762,523**

First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011

Subcontractors		Describe Service	
1 N/A		Subtotal Subcontractors:	\$0
Capital Expenditure		Subtotal Equipment:	\$0
1 N/A			\$0
NOTE: F5R Indirect Expense Limit Not to Exceed 10% of Allowed Expenses)			
1	Indirect Percentage Paid by F5R	10%	\$30,303
2	Indirect Paid By Other Funds	0%	\$0
Subtotal Indirect:		\$30,303	\$30,303
Total Budget		\$333,334	\$429,189
			\$762,523

**ATTACHMENT B: BUDGET
CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011**

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name :	Nurse Family Partnership
First 6 Riverside Program Budget: July 1, 2010 - June 30, 2011	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits \$ Amounts from Draft Budget Tab)	
RN I, Smith, Raychelle (PHN)	\$31,047 New full-time PHN to program and public health. Will provide home visitation services.
RN III, Larsen, Amy (Lead PHN)	\$45,209 Full-time Lead PHN (carries a smaller caseload). Will provide home visitation services.
RN IV, Wardel, Shari (PHN)	\$40,561 Full-time experienced PHN. Will provide home visitation services.
RN IV (PHN #5)	\$39,464 Will hire or transfer upon approval and receipt of First 5 Riverside funding. Will provide home visitation services. Currently have a qualified candidate with strong interest in Nurse-Family Partnership program.
RN V, Cisneros, Iliam (PHN)	\$50,225 Will hire or transfer. Will provide home visitation services.
RN V (PHN #6)	\$50,225 Will hire or transfer upon approval and receipt of First 5 Riverside funding. Will provide home visitation services. Currently have a qualified candidate with strong interest in Nurse-Family Partnership program.
Office Assistant III, Miller, Cathy	\$0 Will provide 20% clerical support and data entry. In-kind services funded by other programs.
Nurse Manager, Perry, Judy	\$0 Will provide 25% program supervision. In-kind services funded by other programs.
Office Assistant III, Petersen, Vickie	\$0 Will provide 13% clerical support and data entry. In-kind services funded by other programs.
Director of Public Health Nursing, Parks, Hermia	\$0 Will provide 10% program administrative support. In-kind services funded by other programs.
SUBTOTAL	\$256,751

ATTACHMENT B: BUDGET
CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011

BUDGET NARRATIVE JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name:	Nurse Family Partnership
First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Operational Expenses	
Office Supplies/Equipment (< \$1000)	\$800 General office supplies (paper, pencils, pens, etc.).
Postage & Printing	\$500 \$100 for postage; \$400 printing cost to print Nurse-Family Partnership materials, handouts and chart forms.
Advertising / Outreach Marketing	\$192 Advertise to community stakeholders in order to form an Advisory Committee and outreach to build a larger referral base.
Program Materials and Incentives	\$500 Brochures, training videos for clients, and incentives for use in health fairs and other outreach activities.
Program Nutrition/Food	\$400 Cost for Nurse-Family Partnership graduation ceremony.
Insurance	\$600 \$300 Liability and \$300 property insurance.
Maintenance and Repairs	\$1,500 Maintenance and repair costs for copiers.
Travel (airfare, mileage, meals, hotel)	\$14,490 Annual expense for private mileage reimbursement when used to conduct home visits.
Training / Conferences	\$1,000 Mandated training with NFP and non-NFP training needed to maintain RN public health nursing skills and events related to parenting and child health.
Rent/Lease	\$2,472 Cost of office space for PHN, leased property charges, shared conference rooms.
Utilities	\$650 Includes all payments made to various utilities for utilization of their resources, i.e., gas, electricity, water, sewer, telephone, etc.
Professional Services	\$5,000 Mandated contract with National NFP assistance with the Clinical Information System database that NFP makes available for staff to enter data collected about Clients and the Program from which reports can be obtained to help manage and evaluate program implementation and results.
Vehicle Maintenance/Repairs	\$2,000 Maintenance and repair of County vehicles.
(1) Other-Communication	\$1,200 \$850 cell phone service (not purchase of cell phone or pager) for six PHNs and \$150 pager service for one Sr. PHN.
(2) Other-Data Processing	\$3,500 CHA IT charges: application development support, e-mail support, virtual private network, Website application support.
(3) Other-Admin. Support-Direct	\$9,000 Cost of Department of Public Health Information Technology (IT), Internal Support Service (ISS), and fiscal allocations.
(4) Other-Janitorial Services	\$1,000 County custodial and janitorial service charges.
(5) Other-Personnel Services	\$1,476 Direct charges for County Human Resources staff assigned to CHA.
SUBTOTAL	\$46,280

**ATTACHMENT B: BUDGET
CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011**

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS	
Agency Name:	Riverside County Department of Public Health
Contract Number:	3009 HS-10
Program Name:	Nurse Family Partnership
First 5 Riverside Program Budget: July 1, 2010 - June 30, 2011	
<i>(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)</i>	
Subcontractors	\$0
N/A	
Capital Expense	\$0
N/A	
Indirect	
Indirect costs paid by F5R	\$30,303
	Indirect charges include Auditor-Controller, Executive Office, County purchasing, Worker's Comp. Insurance, malpractice insurance, OASIS Financials, OASIS HRMS charges.
Total First 5 Funding	\$333,334

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011

FIRST 5 RIVERSIDE		AGENCY NAME		Riverside County Department of Public Health		
FISCAL YEAR		2010 / 2011		3009 HS-10		
CONTRACT NUMBER		Nurse Family Partnership				
Program Name:						
(A) Total F5 Program Costs						
A		Improved Child Health				
Budget Categories	3009 HS-10	3-Home Visitation for Newborns	3-Prenatal Care	3-Comprehensive Screening and Assessments	ck total	ck total
1. Personnel Services						
RN I, Smith, Raychelle (PHN)	\$ 21,412	\$13,918 65%	\$4,282 20%	\$3,212 15%	100%	\$21,412 \$0
RN III, Larsen, Amy (Lead PHN)	\$ 31,179	\$20,266 65%	\$5,236 20%	\$4,677 15%	100%	\$31,179 \$0
RN IV, Wardel, Shari (PHN)	\$ 27,973	\$18,182 65%	\$5,595 20%	\$4,196 15%	100%	\$27,973 \$0
RN IV (PHN #5)	\$ 27,230	\$17,700 65%	\$5,446 20%	\$4,084 15%	100%	\$27,230 \$0
RN V, Cisneros, Iliam (PHN)	\$ 34,638	\$22,515 65%	\$6,928 20%	\$5,195 15%	100%	\$34,638 \$0
RN V (PHN # 6)	\$ 34,638	\$22,515 65%	\$6,928 20%	\$5,195 15%	100%	\$34,638 \$0
Office Assistant III, Miller, Cathy	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Nurse Manager, Perry, Judy	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Office Assistant III, Petersen, Vickie	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Director of Public Health Nursing, Parks, Hermia	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
<i>Sub Total</i>	\$ 177,070	\$ 115,096	\$ 35,415	\$ 26,559		\$ 177,070 \$0
2. Benefits						
RN I, Smith, Raychelle (PHN)	\$ 9,635	\$6,263 65%	\$1,927 20%	\$1,445 15%	100%	\$9,635 \$0
RN III, Larsen, Amy (Lead PHN)	\$ 14,030	\$9,120 65%	\$2,806 20%	\$2,104 15%	100%	\$14,030 \$0
RN IV, Wardel, Shari (PHN)	\$ 12,588	\$8,182 65%	\$2,518 20%	\$1,888 15%	100%	\$12,588 \$0
RN IV (PHN #5)	\$ 12,254	\$7,965 65%	\$2,451 20%	\$1,838 15%	100%	\$12,254 \$0
RN V, Cisneros, Iliam (PHN)	\$ 15,587	\$10,132 65%	\$3,117 20%	\$2,338 15%	100%	\$15,587 \$0
RN V (PHN # 6)	\$ 15,587	\$10,132 65%	\$3,117 20%	\$2,338 15%	100%	\$15,587 \$0
Office Assistant III, Miller, Cathy	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Nurse Manager, Perry, Judy	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Office Assistant III, Petersen, Vickie	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
Director of Public Health Nursing, Parks, Hermia	\$ -	\$0 0%	\$0 0%	\$0 0%	0%	\$0 \$0
<i>Sub Total (benefits)</i>	\$ 79,681	\$ 51,794	\$ 15,936	\$ 11,951		\$ 79,681 \$0

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011

FIRST 5 RIVERSIDE	AGENCY NAME	Riverside County Department of Public Health
FISCAL YEAR		2010 / 2011
CONTRACT NUMBER		3009 HS-10
Program Name:		Nurse Family Partnership
(A) Total F5 Program Costs		

Budget Categories	3009 HS-10	Improved Child Health					ck total	ck total	ck total
		3-Home Visitation for Newborns	3-Prenatal Care	3-Comprehensive Screening and Assessments					
3. Material & Supplies									
Office Supplies/equipment (< \$1000)	\$ 800	\$520 65%	\$160 20%	\$120 15%		\$800	0%	\$0	
Postage & Printing	\$ 500	\$325 65%	\$100 20%	\$75 15%		\$500	0%	\$0	
Advertising / Outreach Marketing	\$ 192	\$125 65%	\$38 20%	\$29 15%		\$192	0%	\$0	
Program Materials and Incentives	\$ 500	\$325 65%	\$100 20%	\$75 15%		\$500	0%	\$0	
Program Nutrition/Food	\$ 400	\$260 65%	\$80 20%	\$60 15%		\$400	0%	\$0	
Insurance	\$ 600	\$390 65%	\$120 20%	\$90 15%		\$600	0%	\$0	
Maintenance and Repairs	\$ 1,500	\$975 65%	\$300 20%	\$225 15%		\$1,500	0%	\$0	
Equipment Lease	\$ -	\$0 0%	\$0 0%	\$0 0%		\$0	0%	\$0	
Travel (airfare, mileage, meals, hotel)	\$ 14,490	\$9,419 65%	\$2,898 20%	\$2,173 15%		\$14,490	0%	\$0	
Training / Conferences	\$ 1,000	\$650 65%	\$200 20%	\$150 15%		\$1,000	0%	\$0	
Rent/Lease	\$ 2,472	\$1,607 65%	\$494 20%	\$371 15%		\$2,472	0%	\$0	
Utilities	\$ 650	\$423 65%	\$130 20%	\$97 15%		\$650	0%	\$0	
Professional Services	\$ 5,000	\$3,250 65%	\$1,000 20%	\$750 15%		\$5,000	0%	\$0	
Vehicle Maintenance/Repairs	\$ 2,000	\$1,300 65%	\$400 20%	\$300 15%		\$2,000	0%	\$0	
(1) Other-Communication	\$ 1,200	\$780 65%	\$240 20%	\$180 15%		\$1,200	0%	\$0	
(2) Other-Data Processing	\$ 3,500	\$2,275 65%	\$700 20%	\$525 15%		\$3,500	0%	\$0	
(3) Other-Admin. Support-Direct	\$ 9,000	\$5,850 65%	\$1,800 20%	\$1,350 15%		\$9,000	0%	\$0	
(4) Other-Janitorial Services	\$ 1,000	\$650 65%	\$200 20%	\$150 15%		\$1,000	0%	\$0	
(5) Other-Personnel Services	\$ 1,476	\$959 65%	\$295 20%	\$222 15%		\$1,476	0%	\$0	
<i>Sub Total</i>	\$ 46,280	\$ 30,083	\$ 9,255	\$ 6,942		\$ 46,280		\$0	

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 3009 HS-10 Riverside County Dept of Public Health
 Nurse Family Partnership

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011

FIRST 5 RIVERSIDE		AGENCY NAME		Riverside County Department of Public Health			
FISCAL YEAR		2010/2011		2010/2011			
CONTRACT NUMBER		3009 HS-10		3009 HS-10			
Program Name:		Nurse Family Partnership		Nurse Family Partnership			
(A) Total F5 Program Costs							
A		Improved Child Health					
Budget Categories	3009 HS-10	3-Home Visitation for Newborns	3-Prenatal Care	3-Comprehensive Screening and Assessments	ck total	ck total	ck total
4. Contractual Services	\$ -					\$0	\$0
N/A	\$ -	\$0	\$0	\$0		\$0	\$0
<i>Sub Total</i>							
5. Capital Improvements	\$ -					\$0	\$0
N/A	\$ -	\$0	\$0	\$0		\$0	\$0
<i>Sub Total</i>							
6. Indirect Paid by F5R Funds	\$ 30,303	\$19,697 65%	\$6,061 20%	\$4,545 15%	0%	\$30,303	\$0
<i>Sub Total</i>	\$ 30,303	\$ 19,697	\$ 6,061	\$ 4,545		\$ 30,303	\$0
TOTAL	\$ 333,334	\$ 216,670	\$ 66,667	\$ 49,997		\$ 333,334	\$0

ATTACHMENT B: BUDGET

CONTRACT TERM FUNDING PERIOD (2): 07/01/2010 – 06/30/2011

RESULT AND SERVICE AREAS FOR STATE REPORTING

IMPROVED FAMILY FUNCTIONING	IMPROVED CHILD DEVELOPMENT	IMPROVED HEALTH	IMPROVED SYSTEMS OF CARE
IFF	ICD	IH	ISC
1-Behavioral, Substance Abuse, and Mental Health Services	2-Preschool for 3 and 4 Year Olds	3-Breastfeeding Assistance	4-Service Outreach, Planning, Support and Management
1-Adult Education and Literacy for Parents	2-State School Readiness Programs & Local Match	3-Nutrition and Fitness	4-Provider Capacity Building, Training and Support
1-Provision of Basic Family Needs (Food, Clothes, Housing)	2-Local School Readiness (Mirror Programs)	3-Other Health Education	4-Program Management
1-Distribution of Kit for New Parents	2-Comprehensive Screening and Assessments	3-Health Access	4-Case / Care Management Integration
1-Family Literacy Programs	2-Targeted Intensive Intervention for Identified Special Needs	3-Home Visitation for Newborns	4-Schools' Readiness for Children
1-Community Resource & Referral	2-Early Education Programs for Children (Other than School Readiness and Preschool for 3/4 year olds)	3-Oral Health	4-Community Strengthening Efforts
1-Targeted Intensive Parent Support Services	2-Early Education Provider Program	3-Prenatal Care	
1-General Parenting Education Programs	2- Kindergarten Transition Services	3- Primary Care Services (Immunizations and/or Well Child Checkups)	
1-Other Family Functioning Support Services	2-Other Child Development Services	3-Comprehensive Screening and Assessments	
		3-Targeted Intensive Intervention for Identified Special Needs	
		3-Safety Education and Intentional and Unintentional Injury Prevention	
		3-Specialty Medical Services	
		3-Tobacco Cessation Education and Treatment	
		3-Other Health Services	



**ATTACHMENT C:
COMPREHENSIVE TOBACCO CONTROL POLICY**

As a material condition of the Contract, the Partner Agency shall agree that the Partner Agency and the Partner Agency's employees, while receiving funding from the Commission:

1. Shall not use tobacco products while using the Partner Agency's property e.g., vehicle, equipment;
2. Shall not sell, offer or provide tobacco products on Partner Agency's premises;
3. Shall participate in Commission sponsored in-service trainings on tobacco education and cessation and will have tobacco education and cessation materials visibly available and accessible to clients participating in activities funded by Proposition 10 funds;
4. Shall assure that the Partner Agency and its employees have no current business association or relationship with the tobacco industry, and further agrees to neither accept nor solicit financial contributions, sponsorships, gifts, or services from any tobacco company, executive, or tobacco-related function; and
5. Shall make a reasonable effort to divest of all investments in companies that derive 15% or more of their revenues from tobacco.

The Commission may terminate for default or breach of this Contract and any other Contract the Partner Agency has with the Commission, if the Partner Agency or Partner Agency's employees, are determined by the Executive Director, or designee, not to be in compliance with the conditions set forth herein.

If the Partner Agency or Partner Agency's employees, are determined by the Executive Director, or designee, not to be in compliance with the conditions set forth herein, the Commission may terminate for default or breach of this Contract and any other Contract the Commission has with the Partner Agency.

In instances where the Partner Agency is part of a larger entity, and where the entity has an investment policy set by governance officials other than the Partner Agency, and the Partner Agency is not directly involved in such investment decisions, Partner Agency agrees to the provisions herein as required in the programs and activities under the direct control of the Partner Agency to the satisfaction of the Executive Director, or designee. Activities of the larger entity other than investment decisions, which are not under the direct control of Partner Agency, shall not be considered to be in violation of Partner Agency's activities pursuant to the policy.

Adopted July, 2002
Amended Sept., 2002
Amended July, 2005
Amended May, 2006