

**COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT****This is an amendment to an existing Agreement**

Purchase Order Number:	4300016662	Amendment Number:	5	Effective Date (Will be the date executed by Authorized County Representative):	
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Maximum Financial Obligation (Prior to this Amendment):	\$ 2,200,000.00	Amended Maximum Financial Obligation (If dollar amount is changing):	\$ 2,750,000.00
Current Agreement End Date:	06/30/2023	New Agreement End Date:	06/30/2024

**For County Use Only – SAP**

	Account Assignment	Plant Number	General Ledger (Expense Code)	Cost Center (Dept Code)	Amount	WBS (Capital Project Code)	Internal Order (“PCA” code – optional)
<b>Line 1</b>	H	0217	5255500	3219	\$550,000		
<b>Line 2</b>	Select						
<b>Line 3</b>	Select						
<b>Line 4</b>	Select						
<b>Line 5</b>	Select						

**Parties to Agreement**

Legal notices and invoices pertaining to this Agreement shall be sent to the appropriate contact person listed below. Notices shall be in writing and served either by personal delivery or sent by certified or registered mail, postage prepaid, addressed as follows. Notice shall be deemed effective on the date that the notice is personally delivered or, if mailed, three (3) days after deposit in the mail. Either party may designate a different person and/or address for the receipt of notices by sending written notice to the other party, which shall not require an amendment to this Agreement.

**Contractor**

Contractor Name (As Displayed In SAP):	Breakout Prison Outreach dba California Youth Outreach
Contact Person:	Christina Yee
Street Address *:	P.O. Box 8671
City, State, Zip *:	Fresno, CA 93747
Telephone Number *:	(559) 445-2680
Email Address *:	cyee@cyoutreach.org
SCC Vendor Number (As Assigned In SAP):	1001518

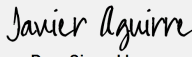
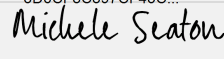
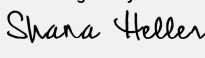

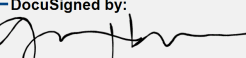
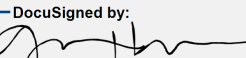
\* To be completed for Independent Contractors Only – DO NOT COMPLETE FOR DEPENDENT CONTRACTORS

**COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT****This is an amendment to an existing Agreement**

<b>County of Santa Clara</b>		
Agency / Department:	Office of Diversion and Reentry Services	Department Number: 0217
Program Manager or Contract Monitor Name:	Victor Muniz	
Street Address:	151 W. Mission Street	
City, State, Zip:	San Jose, CA 95119	
Telephone Number:	(408) 201-0690	
Fiscal Contact (Accounts Payable Contact):	Michele Seaton	
Contract Preparer:	Magdalena Guadalupe	

**Signatures**

Amendment is not valid until signed by Contractor, County Counsel and the County Authorized Representative. The Agreement as amended constitutes the entire agreement of the parties concerning the subject matter herein and supersedes all prior oral and written agreements, representations and understandings concerning such subject matter. By signing below, signatory warrants and represents that he/she executed this Amendment in his/her authorized capacity, that he/she has the authority to bind the entity listed below to contractual obligations and that by his/her signature on this Amendment, the entity on behalf of which he/she acted, executed this Amendment.

Agency/Department Manager:	<small>DocuSigned by:</small>  <small>3DEE4989A75C...</small>	Date:	6/16/2023
Agency/Department Fiscal Officer:	<small>DocuSigned by:</small>  <small>DE23DC95310344E...</small>	Date:	6/16/2023
County Counsel Approval as to Form and Legality: <i>(Signature required on all contracts before execution by Contractor or County Authorized Representative)</i>	<small>DocuSigned by:</small>  <small>143D7DA7EAEF4F2...</small>	Date:	6/15/2023
Contractor:	<small>DocuSigned by:</small>  <small>70770E644565450...</small>	Date:	6/16/2023
County Authorized Representative: <i>(Procurement Department; President, Board of Supervisors; or Delegated Authority)</i>	<small>DocuSigned by:</small>  <small>24ED93D3C9664E9...</small>	Date:	6/21/2023
Office of the County Executive: <i>(Signature required when Board approved contract by a Delegation of Authority)</i>	<small>DocuSigned by:</small>  <small>24ED93D3C9664E9...</small>	Date:	6/21/2023
Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.	Attest:  Tiffany Lennear Clerk of the Board of Supervisors <i>(Signature required when Board approved contract)</i>	Date:	

**COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT****This is an amendment to an existing agreement****Reason(s) for Amending the Service Agreement** **Amend Term of Agreement**

The term of this Agreement is hereby extended through June 30, 2024.

Or see Attachment \_\_\_\_\_ as incorporated by this reference

 **Amend Contract Specifics**

*Note: A new Agreement should be created if the Scope of Services is significantly modified or expanded.*

Attachment A-4 is hereby replaced in its entirety by Attachment A-5.

Or see Attachment A-5 as incorporated by this reference

 **Amend Maximum Financial Obligation**

A.	Maximum Financial Obligation prior to this Amendment: (Same as on page 1)	\$ 2,200,000.00
B.	Amount of increase or decrease: (Explain below)	\$ 550,000.00
C.	Revised Maximum Financial Obligation: (A +/- B will equal C)	\$ 2,750,000.00

**Explanation of increase / decrease** (include new payment terms if applicable):

Attachment B-5 is hereby replaced in its entirety by Attachment B-6. Funds are hereby added in the amount of \$550,000.00, increasing the Maximum Financial Obligation of this Agreement to \$2,750,000.00.

Or see Attachment B-6 as incorporated by this reference

**COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT****This is an amendment to an existing agreement**

**Amend Standard Provisions**

Or see Attachment \_\_\_\_\_ as incorporated by this reference  
 Or Section VI. Standard Provisions is replaced in its entirety by Attachment \_\_\_\_\_

**Other (please explain below)**

Exhibit A refers to the CONTRACTOR CERTIFICATION OF COMPLIANCE WITH COVID-19 VACCINE REQUIREMENTS (Version Effective September 27, 2022). Exhibit A is hereby attached and incorporated herein and made part of the Agreement.

Or see Attachment \_\_\_\_\_ as incorporated by this reference

### Contract History

Total financial obligation from prior fiscal year(s):	\$ 2,200,000.00
Financial obligation in current fiscal year:	\$ 550,000.00
Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment):	\$ 2,750,000.00

### Insurance



Insurance does not require changes



Insurance Exhibit is replaced by Exhibit B \_\_\_\_\_ attached and incorporated by this reference.

**STATEMENT OF WORK: SERVICE NAVIGATION****A. GOALS AND OBJECTIVES**

## 1. Goals

In line with the vision and mission of the County of Santa Clara (“County”) through its Office of Diversion and Reentry Services (DRS), Breakout Prison Outreach’s (“Contractor”) Never Give Up Program shall achieve the following outcomes among the population released from custody:

- a. Reduce the rate of recidivism;
- b. Increase their self-sufficiency and well-being; and
- c. Provide accessible services.

## 2. Objectives

Contractor shall support individuals exiting incarceration and returning to the community or individuals that have recently reentered the community with navigating and accessing available resources in the Adult Reentry Network and larger community to ultimately eliminate barriers to self-sufficiency.

- a. Ensure clients who are in custody have an exit strategy by conducting assessments, completing post-release plans, and visiting clients in jail.
- b. Assist clients in transitioning from jail to community upon release by conducting assessment of needs and connecting clients to resources in the community that address criminogenic needs. Examples are shown in **Table 1** below.
  - i. Provide direct support services such as transportation, assistance with job and housing search, and completing required forms and documents.
  - ii. Refer clients to employment service providers and appropriate housing services.
  - iii. Link clients to community-based services, mental health, and/or substance use treatment services, as necessary.

*Table 1. Reentry Resources: **Steppingstone to Self-Sufficiency***

<b>Needs</b>	<b>Service Category</b>	<b>Service Navigation Outcomes</b>
<b>Immediate Needs &amp; Stabilization</b>	Food	Referral to shelters and food pantry at the Reentry Resource Center (RRC)/ food banks; CalFresh enrollment, screening via Social Services Agency; Buying groceries.
	Short-term Housing	Office of Supportive Housing (OSH), emergency shelter linkage, Emergency Assistance Plan (EAP), sober living environment (SLE), Transitional Housing, motel vouchers, screening via VI-SPDAT.
	Clothing	Buying clothes.
	Hygiene Kits	Buying hygiene kits.

	Transportation	Providing transportation from jail and to immediate destinations; Referral to transportation resources, assistance with paperwork, help with directions; Obtaining transit pass and/or Uplift; County transport, bus tokens.
	Identification	Obtaining ID card, vouchers
<b>Health Services</b>	Primary Care	Linkage to Valley Homeless Care Program's Medical Mobile Unit (MMU) at the Reentry Resource Center.
	Substance Use Treatment Service	Linkage to screening and assessment by Behavioral Health Services to determine outpatient, intensive outpatient, residential, medication assisted treatment.
	Mental Health Services	Linkage to screening and assessment by Behavioral Health Services to determine outpatients, residential, full-service partnerships, crisis residential, acute.  Linkage to screening and assessment by Valley Homeless Care Program to provide mental health services at the RRC.
	Health coverage and enrollment	Appointment assistance; Enrollment in Medi-Cal by Social Services Agency.
	Recovery Supports	Recovery coaching and recovery centers.
<b>Social &amp; Economic Support</b>	Long-Term Housing	Assessment for County programs, Referral to programs, Assistance with paperwork, Housing search assistance for permanent supportive housing and subsidized housing.
	Employment and Vocational	Referral to programs, job search assistance, help with applications, providing motivation/empowerment, providing uniform/tools for subsidized, job training, resume development, transitional job placement, job readiness, day worker programs and permanent employment.
	Education	Linkage to services that provide basic literacy, high school diploma, General Educational Development (GED) completion, community college enrollment, and vocational education.
	Family Finding	Connection to supportive family for support/housing.
	Faith-Based Services	Connection to faith-based centers in the community.
	Other linkages/services	Legal assistance, record expungement, pro-social activities; Follow-up; Support in crises; Over-the phone or in-person support; Check-ins and positive reinforcement.

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**Case Management  
or Client Navigation**

Peer Support

Mentoring;  
Supervision;  
Community Involvement.

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**B. TARGET POPULATION**

1. The Contractor shall serve currently incarcerated clients who are soon-to-be released from custody and formerly incarcerated clients who are recently released from custody who have been approved by the County.
2. Eligibility Criteria
  - a. Eligible Clients
    - i. In Custody: Must be incarcerated clients at County Correctional Facilities who have known release dates and who shall have spent at least thirty (30) days in custody by the time they are released. To be enrolled, clients must be on track to be unemployed at release with no permanent housing option in place and must plan to reside in Santa Clara County.
    - ii. Community: Contractor may serve clients who have been released from custody within the last six (6) months and who have been approved by County staff. To qualify, clients must be unemployed, lack permanent housing and must reside in Santa Clara County.
  - b. Ineligible clients: Individuals who are already receiving case management services or treatment that includes case management/navigation services. Clients who reside or will reside outside of Santa Clara County are not eligible.
3. Eligibility criteria of target populations are subject to change and subject to the approval of the County and Contractor to allow the program to best serve and adapt to the needs of the target population. Changes to the established criteria may be based upon characteristics, location, referral source and the caseload capacity of the Contractor.

**C. PROGRAM REQUIREMENTS**

1. Contractor shall provide service navigation case management described in Section A to the target population noted in Section B.
  - a. Services shall be provided in-person unless otherwise approved by the County or the County and the Contractor agree that services cannot be provided in-person due to emergency conditions.
    - i. In the event of local or national emergency, Contractor shall be able to provide services by virtual video or telephone conference. When deciding on a video and telephone platform, the Contractor must adhere to privacy protocols such as, but not limited to, ensuring the provider is using a private space that is not in the line of sight or hearing of other participants, staff, or others not privy to such information. If a breach occurs or is believed to have occurred, the County Contract Monitor and affected participants shall be notified in writing.
    - ii. When the video or telephone conferencing format is implemented, statistical data must be collected on how many clients use that platform and how many will not or cannot use the video or telephone conferencing format. If the Contractor does not plan to offer services when the County and the Contractor agree that in-person services

cannot be provided due to emergency conditions, the Contractor will need to explain in writing to the County how clients will receive services in the interim.

## 2. Referrals

Contractor shall accept referrals (i.e., new clients) until active caseload is full. When space in a full caseload becomes available, Contractor shall immediately seek new referrals and enroll additional clients until caseload capacity is full. Active caseloads include the number of clients enrolled with an open case up to discharge (when case is closed). Contractor's active caseload shall be one hundred (100) clients at a time, meaning one hundred (100) clients shall have an open case. Contractor should serve a minimum of one hundred (100) clients per year.

- a. **In Custody:** Contractor shall receive referrals from in-custody staff. Upon receipt, Contractor shall conduct in-person intakes with clients who choose to opt into the program. Contractor shall visit the clients in custody to develop a post-release plan for reentry, at least once prior to release. Contractor may provide presentations to eligible clients in custody.
  - i. **Post-Release Plan.** For clients in custody, Contractor shall assess and screen the client using an established tool and help the client develop a post-release plan, which includes a plan to address immediate needs after release from custody. The plan may include transportation, location/date of first appointment, identified housing resources, and other immediate needs. The post-release plan should be documented and kept for records.
- b. **Community:** Contractor shall receive referrals from the County through the Referral Tracking System (RTS) or through established referral channels. Contractor may also enroll clients who are eligible through internal outreach processes. Clients enrolled without an RTS profile shall be encouraged to visit the RRC.
  - i. **Case Plan.** Upon receipt of the referral, Contractor and client shall jointly develop a case plan to keep track of the client's long-term goals and milestones. The plan shall include linkages to mental health and/or substance use treatment services, housing resources, legal services, employment services, education, transportation, support groups, and/or other services based on client's short-term and long-term needs. The case plan should be documented and kept for records.
  - ii. **Chronic Homelessness.** Upon determination that the individual has a history of chronic homelessness, Contractor shall complete the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) in the County's Coordinated Entry System.

Referral policies or procedures are subject to change and subject to the review and approval of both the County and the Contractor.

## 3. Discharge

- a. **Successful Discharge.** Client is successfully discharged from the program if:
  - i. The case is closed out in mutually agreeable terms and the client is objectively closer to self-sufficiency than at release and/or had at least one of the core needs met as shown in Table 1.
  - ii. The case is transferred to a more intensive and wrap-around case management service or higher level of care with clinical components.



- b. Unsuccessful Discharge. Client may be terminated from program if:
    - i. Client no longer wishes to receive services (self-discharge);
    - ii. Contractor has made three attempts to engage, and client has been non-responsive for one week;
    - iii. Client is re-arrested or becomes noncompliant or antagonistic; or
    - iv. In an event characterized beyond the control of, undisclosed and unknown to the Contractor, such as client information as to location, health, and welfare conditions.
4. One-touch services
- a. Due to the nature of this work, service navigators are asked to support County partners with one-touch services. One-touch services occur when a client has simple needs and/or does not want or is not able to enroll in the caseload. These are services that are based on a single encounter and/or a single service. In the event the Contractor is asked to provide increasing one-touch services, the time and resources spent on these services will be considered when evaluating caseload deliverables. One-touch services may also be scheduled in the form of resource tables and office hours at various locations.
5. The length of the program shall be from **July 1, 2023** to **June 30, 2024**.
- a. The County shall evaluate each client's needs and progress to determine the appropriate extension of the length of program services and the types of the programs available.
6. **Hours of Operation**
- a. Hours of operation are contingent upon client need.
  - b. In addition, for clients being released on weekends, contractor shall be available to provide the same quality of services as to those who are released on weekdays.
7. **Staffing Requirements**
- a. Contractor's staff working directly with clients must have experience working with the target population, knowledge of relevant community resources, and the capacity to work on active caseloads during the contract period.
  - b. Contractor's staff working directly with clients shall familiarize themselves with other services offered by DRS and the community to make appropriate referrals.
  - c. Full-time staff are expected to work forty (40) hours per week.
  - d. Contractor shall promptly respond to County communications within 24 hours of being contacted.
  - e. Contractor shall provide the assigned County Contract Monitor with a list of employees who shall be performing services under this contract and include the following information by June 30, 2023:
    - i. Employee's name;
    - ii. The employee's position/ title and role within the program; and,
    - iii. The County DRS program/ service and contract purchase order number that the employee is working under.

## 8. Training Requirements

Contractor's staff shall attend any trainings required to access and provide services to the clients.

- a. **Referral Tracking System.** Contractor may be entering client derived data into the DRS RTS system. Users must undergo training of RTS and must execute the RTS User Agreement to be provided by DRS. Failure to comply with the RTS User Agreement shall be considered a breach of this Agreement and shall be a basis for the County to amend or terminate this Agreement.
- b. **Homeless Management Information System (HMIS).** Contractor and its employees working on this project shall participate in trainings as required by the County and must utilize the Homeless Management Information System.
- c. **Security Clearance and Prison Rape Elimination Act (PREA) Training.** Prior to beginning of any services in custody, Contractor's personnel must complete a Department of Justice background clearance (Live Scan). Contractor shall work with the designated County staff on obtaining background clearance.

If the results of the background check are favorable, the County shall notify the Contractor to arrange for a PREA Training. If the results of the background check are unfavorable, the County shall notify the Contractor to arrange for replacement personnel. If replacement personnel cannot be found, the County may terminate the Agreement.

## 9. Contractor meetings

- a. **Quarterly Contractor Meetings.** Contractor shall attend quarterly contractor meetings as scheduled by the County.
  - b. **Program Meetings.** Contractor and County shall schedule regular meetings to discuss program progress, risks, issues, and challenges.
10. Contractor shall provide language/translation services for clients and/or their families who may have limited English proficiency (LEP) skills. Contractor shall inform LEP clients of their eligibility for benefits, programs, and services in a language they understand. Contractor agrees to assess all points of contact, telephone, in-person, mail, and electronic communication its staff has with LEP clients to determine the best method of providing notice of language assistance services. Contractor shall translate outreach materials and explain how LEP individuals can access available language assistance services. Methods to inform LEP individuals about language assistance services may include, but are not limited to: translating outreach materials into other languages; updating non- English content in key languages on the main page of its program's website; providing public service messages in non-English media describing its programs; forms, brochures, and/or language access posters placed in conspicuous locations describing in multiple languages the availability of language assistance services; the use of I-Speak language identification cards; and by including instructions in non-English language on telephone menus.
11. The Contractor must report all major and/or media-sensitive incidents to the DRS Contract Monitor(s) as well as the Office of the Sheriff, Support Services Division, and Programs Unit. Major or sensitive incidents include but are not limited to: serious injury or death related to the services provided under the contract; serious injury or death of any person in the Contractor's care; serious injury or death of any person on property owned, leased, or operated by the Contractor, including but not limited to facilities, parks, sidewalks, roads, and parking lots; serious damage to the property of another related to the services provided by the Contractor under this Agreement; criminal conduct involving Contractor personnel; any event that has a significant possibility of resulting in a

claim or lawsuit against the County; any event that has a significant possibility of resulting in a claim or lawsuit against the Contractor that is related to this Agreement; any complaints of discrimination or harassment by the Contractor's clients; and any event that has a possibility of receiving public or media attention. The Contractor shall report any such incidents as soon as possible but no later than twenty-four (24) hours from when the incident occurred. The Contractor must include the following information in all incident reports: name and contact information of the submitting individual; name and email address of the best contact for immediate access to a Contractor staff member who can answer questions regarding the incident; an indication of whether press coverage is likely; an incident description, including date, time, and location of the incident; the names and job titles of Contractor personnel involved in the incident; and a description of any action taken in response to the incident.

#### D. PERFORMANCE TARGETS AND MEASURES

Activity	Performance Targets	Metrics to be reported through Monthly Progress Report
<b>IN CUSTODY</b>		
Enrollment	<ol style="list-style-type: none"> <li>Contractor maintains active caseload of one hundred (100) at a time.</li> <li>Clients are assessed/screened for needs.</li> <li>Clients in custody are seen at a minimum of one (1) time per month prior to release.</li> </ol>	<ol style="list-style-type: none"> <li>Number of clients enrolled.</li> <li>Number of clients assessed/ screened for needs with scores/results of needs assessments/screenings at enrollment.</li> <li>Number of clients seen once per month prior to release at a time.</li> </ol>
Post-Release Plan	<ol style="list-style-type: none"> <li>All enrolled clients shall have a documented post-release plan.</li> </ol>	<ol style="list-style-type: none"> <li>Number of clients with post-release plans.</li> <li>Number of post-release plans created.</li> </ol>
<b>COMMUNITY</b>		
Service Linkage	<ol style="list-style-type: none"> <li>All enrolled clients shall receive service linkage and/or other services (clients who self-discharge prior to service-linkage are exempt).</li> <li>All enrolled clients shall visit the Reentry Resource Center at least once during their open case.</li> </ol>	<ol style="list-style-type: none"> <li>Number of enrolled clients linked to services and breakdown of service-linkage by category.</li> <li>Number of clients who are registered at the Reentry Resource Center.</li> </ol>
Discharge	<ol style="list-style-type: none"> <li>Seventy-five percent (75%) of enrolled clients shall have a successful discharge (at least one need met, no re-arrests, discharge assessment shows improvement over enrollment assessment, etc.).</li> </ol>	<ol style="list-style-type: none"> <li>Number of clients with discharges with breakdown of successful and unsuccessful discharges with corresponding scores/results of needs assessments/screenings at discharge and case plan outcomes.</li> </ol>

**E. DATA REPORTING REQUIREMENTS/ EVALUATION**

1. Contractor shall collect and report the following individual-level data in relation to the performance targets and metrics noted in Section D. Additionally, Contractor shall provide other data as required by the County. This includes collection of:
  - a. Name;
  - b. Personal File Number (PFN);
  - c. Date of birth (DOB);
  - d. Referral date;
  - e. Service start (enrollment) date;
  - f. Assessment/screening and case plan data;
  - g. Service end (discharge) date;
  - h. Discharge outcome;
  - i. Demographic information;
  - j. Itemized breakdown of service linkage/navigation activities; and
  - k. One-touch services must be tracked wherein each line/row of data represents a one-touch service with the following information: name, DOB, PFN (if available), date of service, type of service.
2. A Pre/Post Questionnaire shall be administered to participants in groups. Reports of the Questionnaire results shall be generated weekly and reviewed by project staff with their manager.
3. The County shall evaluate and document the performance through:
  - a. Monthly progress reports;
    - i. Contractor shall provide a Monthly Progress Report, on the template provided by the County. Progress reports are due within fifteen (15) days after the month of service.
  - b. On-site review by the County or County consultants;
  - c. Contractor self-evaluation; and
    - i. Contractor shall provide a Quarterly Self-Evaluation Report, on the template provided by the County. Quarterly Self-Evaluation Reports are due within fifteen (15) days after every quarter of service.
  - d. Client transition, post-release, and/or case plans;
    - i. Contractor shall submit all completed transition, post-release, and/or case plan at the end of each Quarter.
    - ii. Contractor shall submit transition, post-release, and/or case plans at the end of each Fiscal Year for clients who are still active at the end of the fiscal year. This plan must detail the measures planned or taken to avoid interruption of services to clients.

**F. PAYMENT SCHEDULE**

1. Maximum compensation paid to Contractor under this Agreement must not exceed the Maximum Financial Obligation (MFO) indicated in Attachment B-6, 'Budget and Budget Narrative,' hereto attached and incorporated by this reference.
2. Contractor shall be paid by County for its actual, reasonable, necessary, and allowable costs incurred up to the maximum compensation, for the performance of services according to Attachment B-6.
3. The MFO is not guaranteed, and the County does not guarantee that it shall engage the Contractor for any minimum number of workshops, presentations, consultations, resource guide development, and/ or other related program tasks. Contractor shall be compensated for services rendered and/ or expenses incurred in accordance with Attachment B-6. If Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same will be deemed to be a gratuitous effort on the part of Contractor, and Contractor shall have no claim whatsoever against the County.
4. Client Support budget may not exceed the amount indicated in Attachment B-6 of this Agreement. Approved expenses include client transportation (e.g., bus tokens/passes), minor car repairs as approved by the Office of Diversion and Reentry services, employment preparation, education, grooming, housing, household goods, clothing, living expenses, medical/dental/vision treatments, storage, program incentives, food, and childcare. Client support funds shall not be used for Contractor's staff expenditures.
5. The County shall not pay for any traveling, lodging, or meal expenses incurred by the Contractor.
6. The Contractor must submit monthly electronic invoice and must be accompanied by the Monthly Progress Report. Invoices and Progress Reports are due fifteen (15) days after each month of services. The Contractor shall use the template as provided by the County. If the invoice and supporting documents are in proper form, appropriately payable under this Agreement, and have been reviewed and approved by the appropriate County Executive's Office staff, then County shall make payment to Contractor within thirty (30) days net after receipt of invoice.
7. The County and Contractor may agree to modify the budget to reflect the service delivery needs of the County while not exceeding the Maximum Financial Obligation of this Agreement. The County has the authority to make minor budget adjustments that do not increase nor decrease the total amount of this agreement, and further, that do not alter the agreed-to service description and expected outcome (scope of service). Minor budget adjustments must not exceed 40% of the total amount of this agreement and must be approved by Contractor, County Agency/Department Manager (Contract Monitor) and the County Agency/Director of Financial and Business Operations. The budget adjustment must be submitted on a budget template, or in excel format, and must be signed by all approvers and attached to the contract.

<b>Agency Name:</b> Breakout Prison Outreach dba California Youth Outreach <b>Service Category:</b> Adult Reentry Services (Service Navigation) <b>Funding Source:</b> Office of Diversion and Reentry Services <b>Fiscal Year:</b> 2023-2024	
I. DIRECT COSTS	Total Project Budget
<b>A. PERSONNEL</b>	
<b>Lead Agency Positions</b>	
Executive Director	\$ 14,144.00
Lead Reentry Specialist	\$ 33,280.00
Reentry Specialist #1	\$ 60,320.00
Reentry Specialist #2	\$ 60,320.00
Reentry Specialist #3	\$ 58,240.00
Reentry Specialist #4	\$ 56,160.00
Reentry Worker	\$ 24,960.00
Data Reporting Specialist	\$ 12,480.00
Payroll Taxes & Fringe Benefits	\$ 63,928.00
<b>SUBTOTAL</b>	<b>\$ 383,832.00</b>
<b>B. Operating Expenses</b>	
Communication	\$ 6,618.00
Office Supplies	\$ 2,400.00
Printing	\$ 420.00
Program Supplies & Activities	\$ 1,000.00
Outreach/Promotional Materials	\$ 430.00
Emergency Client Needs	\$ 70,800.00
Professional Services	\$ 2,000.00
<b>SUBTOTAL</b>	<b>\$ 83,668.00</b>
<b>II. INDIRECT COSTS</b>	
Administrative Overhead (15%)	\$ 82,500.00
<b>SUBTOTAL</b>	<b>\$ 82,500.00</b>
<b>TOTAL</b>	<b>\$ 550,000.00</b>

## Breakout Prison Outreach dba California Youth Outreach – Service Navigation

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### BUDGET NARRATIVE FOR FISCAL YEAR 2023-2024

#### PERSONNEL:

**Executive Director (ED)** – 0.20 FTE Executive Director reports to Board of Directors. Serves as primary contact for invoices and fiscal matters. Responsible for implementation of program, staffing and training, contract compliance, and project management. Oversees program budget and expenditures, authorizes funds for emergency client needs. Reviews, approves, and submits monthly invoices and progress reports. Compiles and submits Quarterly Self Reports. Funding request for the Fiscal Year 2023-24 is 0.20 FTE of base salary of \$70,720.00 or **\$14,144**.

**Lead Reentry Specialist (LRE)** – 0.50 FTE Lead Reentry Specialist reports to Executive Director. Serves as the local program contact and assists with oversight of program staff. LRE will be responsible for daily operations and coordination of program activities both in-community and in-custody. Duties include monitoring Referral Tracking System (RTS) and assigning referrals to staff, facilitating case conferences with staff for quality assurance, and managing local disbursement of funds for emergency client needs. Represents agency in meetings as appropriate. Funding request for Fiscal Year 2023-24 is for 0.50 FTE at a base salary of \$66,560 or **\$33,280**.

**Reentry Specialist #1 (RE1)** – 1.0 FTE Reentry Specialist #1 reports to Lead Reentry Specialist. RE#1 will be responsible for program enrollment and providing direct services to a minimum of 25 case management clients (both in-custody for men and in community). Duties include conducting outreach activities for recruitment of clients and attending program meetings as appropriate. Funding request for Fiscal Year 2023-24 is for 1.0 FTE at a base salary of \$60,320 or **\$60,320**.

**Reentry Specialist #2 (RE2)** – 1.0 FTE Reentry Specialist #2 reports to Lead Reentry Specialist. RE#2 will be responsible for serving as primary contact for conducting program enrollment for women in San Jose (including in-custody, if needed) and providing direct services to a minimum of 25 case management clients. Duties include

conducting outreach activities for recruitment of clients and attending program meetings as appropriate. Funding request for Fiscal Year 2023-24 is for 1.0 FTE at a base salary of \$60,320 or **\$60,320**.

**Reentry Specialist #3 (RE3)** – 1.0 FTE Reentry Specialist #3 reports to Lead Reentry Specialist. RE#3 will be responsible for program enrollment and providing direct services to a minimum of 25 case management clients. Duties include conducting outreach activities for recruitment of clients in San Jose and attending program meetings as appropriate. Funding request for Fiscal Year 2023-24 is for 1 FTE at a base salary of \$58,240 or **\$58,240**.

**Reentry Specialist #4 (RE4)** – 1.0 FTE Reentry Specialist #4 reports to Lead Reentry Specialist. Serves as the primary contact for clients in South County. RE#4 is responsible for program enrollment in South County (Gilroy, Morgan Hill, and San Martin) and providing direct services to a minimum of 25 case management clients. Duties include conducting outreach activities in South County and attending program meetings as appropriate. Funding request for Fiscal Year 2023-24 is for 1.0 FTE at a base salary of \$56,160 or **\$56,160**.

**Reentry Worker (REW)** – 0.50 FTE Reentry Worker reports to Lead Reentry Specialist. Serves as the primary contact for new clients via phone call or walk-in. Responsible for screening walk-ins for eligibility, administering One-Touch services, and providing clerical support to program staff. Duties include purchasing emergency client needs (i.e. bus tokens, hygiene kits, etc.), and attending program meetings as appropriate. Assists program staff with language needs for Spanish-speaking clientele. Funding request for Fiscal Year 2023-24 is for 0.50 FTE at a base salary of \$49,920 or **\$24,960**.

**Data Reporting Specialist (DRS)** – 0.20 FTE Reports to Executive Director. Serves as the primary contact for the program's statistical data. Responsible for collecting and organizing program data, monitoring the program's database, and maintaining the program's weekly capacity report. Duties include compilation of monthly service linkage reports and training program staff on data collection process. Funding request for Fiscal Year 2023-24 is 0.20 FTE of base salary of \$62,400 or **\$12,480**.



**Benefits and Payroll Taxes** are calculated at 21% of gross salaries. Payroll taxes are estimated at 10% of gross salaries (FICA-ER, SUI, and Workers Compensation Insurance). Fringe Benefits are estimated at 11% of gross salaries and may include medical, dental and/or vision insurance. Employees are given an option of benefits to a max of 11% of their salaries. (Gross Salaries for Fiscal Year 2023-24 total \$319,904 x 0.21 = \$67,180). **Funding request for Fiscal Year 2023-24 is only \$63,928.**

#### **OPERATING EXPENSES:**

**Communications** is estimated at \$551.50 per month for staff cell phone stipends (5.4 staff x \$55 = \$297/mo), \$57.50 per month for HIPPA-compliant email encryption usage, onsite internet service (\$142/mo x .50 shared cost = \$71/mo), mobile internet service (3 x \$42.00 = \$126.00/mo) for offsite access to HMIS and VI-SPDAT, conducting client enrollments and services offsite. (\$551.50 per month x 12 months = \$6,618) **Funding request for Fiscal Year 2023-24 is \$6,618.**

**Office Supplies** for Fiscal Year 2023-24 are estimated at \$600 per quarter for proper record keeping and general office supplies, includes items like file folders, paper, toner for printers, binders, USB drives, envelopes, postage, tape, etc. (\$600 per quarter x 4 quarters = \$2,400) **Funding request for Fiscal Year 2023-24 is \$2,400.**

**Printing** is estimated at \$105 per full-time employee for business cards with only 4 employees requiring a reprint in FY23. (\$105 per full-time employee x 4 employees = \$420) **Funding request for Fiscal Year 2023-24 is \$420.**

**Program Supplies and Activities** include costs associated with on-site activities during Second Chance Month for San Jose and South County clients and their families. Costs may include food for a BBQ, paper products, raffle prizes, art/craft supplies and/or other related items. (\$500/per activity per site x 2 sites = \$1,000) **Funding request for Fiscal Year 2023-24 is \$1,000.**

**Outreach/Promotional Materials** estimated at \$430 to reprint Spanish brochures for client recruitment and program promotion. **Funding request for Fiscal Year 2023-24 is \$430.**

**Emergency Client Needs** are budgeted at \$5,900 per month to assist clients as they are released from custody and in meeting the short- and long-term goals listed on their Individual Care Plan. Funds may be used for, but not limited to, housing/shelter, transportation, employment needs, driver's license/identification, emergency clothing and other basic living needs. ( $\$5,900/\text{mo} \times 12 \text{ months} = \$70,800$ ) **Funding request for Fiscal Year 2023-24 is \$70,800.**

**Professional Services:** Technical support and computer maintenance is estimated at \$500 per quarter for maintenance and/or repair of program equipment used for data collection and the management of the project. ( $\$500 \text{ per quarter} \times 4 \text{ quarters} = \$2,000$ ) **Funding request for Fiscal Year 2023-24 is \$2,000.**

#### **ADMINISTRATIVE OVERHEAD EXPENSES**

**Administrative Overhead** is calculated at 15.0% of the total monthly projected expenses or average of \$6,875 per month  $\times 12 \text{ months} = \$82,500$ . Administrative Overhead costs include General Liability and EON Auto Insurance, Fidelity Bond Insurance, Accounting Services, Annual Audit, Payroll and Personnel services.

**Funding request for Fiscal Year 2023-24 is \$82,500.**

**CONTRACTOR CERTIFICATION OF COMPLIANCE WITH  
COVID-19 VACCINE REQUIREMENTS  
(Version Effective September 27, 2022)**

**Contractor Information:**

Contractor name: <hr/> Breakout Prison Outreach dba California Youth Outreach	Name of Contractor representative: <hr/> Christina Yee
Contractor phone number: <hr/> (559) 445-2680	Contractor email address: <hr/> Cyee@cyoutreach.org

**Contractor Certification.** On behalf of Contractor, I hereby certify that:

1. Contractor has reviewed and is in compliance with all current County requirements regarding COVID-19 vaccination applicable to contractor's personnel working at County facilities, including but not limited to the requirements in the County's memorandum regarding COVID-19 Vaccine Requirement for County Personnel ("County Vaccine Policy"), the County's memorandum regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, all current State and County Health Officer orders, and any other County requirements. These memoranda and current County policies are accessible at <<https://procurement.sccgov.org/doing-business-county/contractor-vaccinations>>. Contractor understands that it is responsible for reviewing and maintaining compliance with all subsequent revisions or amendments to State and County orders and requirements regarding COVID-19.
2. As of the date signed below:
  - a. Contractor understands that it must confirm, and has confirmed, that all of contractor's personnel (including any subcontractor personnel) who routinely perform services for the County onsite and share airspace with or proximity to other people at an indoor County facility as part of their services for the County<sup>1</sup> are:
    - i. Fully vaccinated against COVID-19 as defined and required in the County Vaccine Policy;<sup>2</sup> **or**

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<sup>1</sup> As established in the County's Memorandum Regarding Application of COVID-19 Vaccination Requirement to County Contractors, Interns, and Volunteers, contractors performing work at closed construction sites are not required to comply with the County's vaccination requirements, but must comply with all applicable federal, state, and local public health laws, including but not limited to any vaccination, testing, and masking requirements.

<sup>2</sup> County departments are required by law to implement any State-issued requirements, including ones that are more restrictive than the County's internal policies. As of the date of this policy, the California Department of Public Health (CDPH) requires that workers in [health care facilities](#), as well as specified workers in [custodial settings](#), obtain a COVID-19 booster dose. Thus, contractor personnel subject to this CDPH booster requirement are expected to comply with it, in addition to the County's policy. The exemption process in Section C of the County Vaccine Policy shall apply to any requests for exemption from the State booster requirement.

- ii. Have a legally sufficient and approved medical, disability, or religious exemption from vaccination that has been granted by contractor.
- b. Contractor has verified and will continue to verify the vaccination status of all staff working on site at any County facility, and has obtained proof of vaccination from its staff in a form consistent with the California Department of Public Health’s Vaccine Records Guidelines and Standards.
- 3. If contractor seeks to send any personnel who are not fully vaccinated to work indoors at any County facility because the contractor has granted them an exemption, contractor shall notify the County in writing by providing a list of any such personnel to the COVID-19 Designee for the department that manages the facility where the contractor personnel will be working at least 96 hours in advance of any such personnel arriving onsite so that the department has sufficient time to determine whether it will approve the contractor’s requests that its personnel work onsite and, if approved, can ensure that the contractor has complied with all applicable COVID-19 safety requirements for unvaccinated individuals, including, where applicable, regular testing and the use of a fit-tested N95 mask.<sup>3</sup> Notice must be separately provided to each department that manages a facility where contractor seeks to assign personnel to work onsite.
- 4. If any of contractor’s personnel are noncompliant with vaccination or testing requirements, contractor will notify the County Department for which they are providing services immediately and will not permit those personnel to go onsite at a County facility without express written permission from the County.
- 5. Contractor will comply with all reasonable requests by the County for documentation demonstrating the contractor’s compliance with this Certification.


I verify the truth and accuracy of the statements in this Certification under penalty of perjury under the laws of the State of California.

Christina Yee

Executive Director

\_\_\_\_\_  
Name of authorized representative of Contractor

\_\_\_\_\_  
Title

DocuSigned by:  
  
 70770E644565450...

6/16/2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>3</sup> If contractor sends personnel who are not fully vaccinated, it is contractor’s obligation to ensure that it has any necessary authorization under the California Confidentiality of Medical Information Act, Cal. Civ. Code §§ 56 *et. seq.*, and under any other laws to share this information with the County.