

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

Purchase Order Number:	4300021869	Amendment Number:	5	Effective Date (Will be the date executed by Authorized County Representative):	
------------------------	------------	-------------------	---	---	--

Maximum Financial Obligation (Prior to this Amendment):	\$ 862,500.00	Amended Maximum Financial Obligation (If dollar amount is changing):	\$ 1,325,000.00
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	\$462,500		
<b>Line 2</b>	Select						
<b>Line 3</b>	Select						
<b>Line 4</b>	Select						
<b>Line 5</b>	Select						

Approved: 06/27/2023

**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):	Catholic Charities of Santa Clara County
Contact Person:	Greg Kepferle
Street Address *:	2526 Zanker Road
City, State, Zip *:	San Jose, CA 95134
Telephone Number *:	(408) 325-5196
Email Address *:	gkepferle@catholiccharitiesscc.org
SCC Vendor Number (As Assigned In SAP):	1002065

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

# COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT

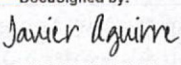
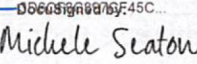
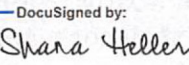
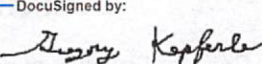
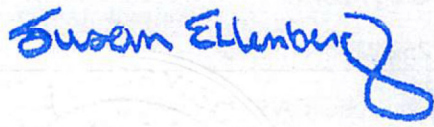
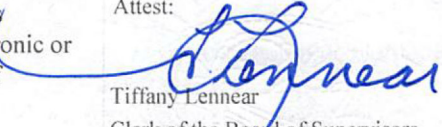
## This is an amendment to an existing Agreement

### County of Santa Clara

Agency / Department:	Office of Diversion and Reentry Services	Department Number:	0217
Program Manager or Contract Monitor Name:	Rebecca Cardenaz		
Street Address:	151 W. Mission Street		
City, State, Zip:	San Jose, CA 95110		
Telephone Number:	(408) 535-4274		
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:		Date:	6/8/2023
Agency/Department Fiscal Officer:		Date:	6/8/2023
County Counsel Approval as to Form and Legality: <i>(Signature required on all contracts before execution by Contractor or County Authorized Representative)</i>		Date:	6/8/2023
Contractor:		Date:	6/8/2023
County Authorized Representative: <i>(Procurement Department; President, Board of Supervisors; or Delegated Authority)</i>		Date:	JUN 27 2023
Office of the County Executive: <i>(Signature required when Board approved contract by a Delegation of Authority)</i>		Date:	
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:	JUN 27 2023

**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 A3 is hereby replaced in its entirety by Attachment A-4.

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

 **Amend Maximum Financial Obligation**

A.	Maximum Financial Obligation prior to this Amendment: (Same as on page 1)	\$ 862,500.00
B.	Amount of increase or decrease: (Explain below)	\$ 462,500.00
C.	Revised Maximum Financial Obligation: (A +/- B will equal C)	\$ 1,325,000.00

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

Exhibit B3 is hereby replaced in its entirety by Attachment B-4 to reflect the change in the Maximum Financial Obligation. Funds are hereby added in the amount of \$462,500.00 to continue services through Fiscal Year 2024, thereby increasing the Maximum Financial Obligation to a total of \$1,325,000.00.

Or see Attachment \_\_\_\_\_ 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):	\$ 862,500.00
Financial obligation in current fiscal year:	\$ 462,500.00
Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment):	\$ 1,325,000.00

### Insurance



Insurance does not require changes



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



**STATEMENT OF WORK  
FAITH-BASED RESOURCE CENTER (FBRC) REENTRY SERVICES**

**A. GOALS AND OBJECTIVES**

1. Goals

In line with the vision and mission of the Office of Diversion and Reentry Services (DRS), Catholic Charities of Santa Clara County (“Contractor”), shall achieve the following outcomes for the justice-involved population:

- a. Provide accessible services that address client needs;
- b. Increase meaningful use of time and capabilities in school, work, and activity;
- c. Reduce homelessness and increase access to safe and permanent housing;
- d. Increase family reunification; and
- e. Strengthen support networks.

Through these efforts, the overall goal is to provide services that will help clients increase their self-sufficiency and reduce their likelihood of recidivating.

2. Objectives

Contractor shall support individuals exiting incarceration and returning to the community and/or individuals who 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. Engage clients recently released from incarceration and their families with the coordination of services required to facilitate the client’s reintegration back into the community.
- b. Assist clients in transitioning from jail to community upon release by conducting an assessment of needs and providing a reentry plan that provides realistic objectives towards their service needs and goals (e.g., work, school, etc.)
  - i. All clients should receive at least two assessments to gauge initial needs/goals and to monitor progress, one at enrollment and one at exit from the program. Assessments should be completed once every 4 months, for up to three (3) assessments per enrollment.
- c. Connect clients to resources in the community that address criminogenic needs.
  - i. Provide direct support services such as transportation, assistance with job and housing search, and completing required forms and documents.
  - ii. Provide referrals/warm handoffs to services such as employment service providers and appropriate housing services.
  - iii. Link clients with clinical needs to appropriate services, mental health, substance use, and medical/psychiatric providers as necessary.
- d. The Contractor may be required to go in-custody to meet with clients to conduct outreach and facilitate discharge/reentry planning and overall exit strategy by conducting

assessments, completing post-release plans, visiting clients in jail, and continuing services in the community post-release.

- i. In-custody work will be dependent on existing staff's ability to attain security clearance through the process outline below (section C, item 10).

## **B. TARGET POPULATION**

1. The Contractor shall serve justice-involved adults who reside in Santa Clara County.
  - a. To be eligible, clients must have been released from incarceration within 12 months, or must be on some form of supervision (probation, court, pretrial, etc.).
  - b. Clients may also be incarcerated (Elmwood Correctional Facility or Main Jail only). Clients in custody are eligible for services if they will reside in Santa Clara County after release.
  - c. Ineligible Clients: Individuals who are already receiving case management services or treatment that includes case management. Clients who reside or will reside outside of Santa Clara County are not eligible.
2. The eligibility criteria of target populations are subject to change and subject to the approval of the County of Santa Clara ("County") and Contractor to allow the program to best serve and to 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 faith-based reentry services described in Section A to the target population noted in Section B. Direct 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. Check-ins, advice, and other daily business such as scheduling rides may be provided via phone or other virtual means.
  - a. In the event of local or national emergency, Contractor shall be able to provide services by virtual video or telephone conference or other alternative means. 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.
  - b. When the video or telephone conferencing format is implemented, statistical data must be collected on how many clients were engaged with that platform. 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 explain in writing to the County how clients will receive alternative services in the interim.
2. **Referrals**
  - a. The 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 Reentry Resource Center (RRC).

- b. The Contractor shall accept referrals (new clients) until the active caseload is full. When space in a previously 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 eighty-five (85) clients at a time, meaning up to eighty-five (85) clients shall have an open case before referrals/enrollments are denied. Contractor should serve a minimum of one hundred (100) individual clients per fiscal year.
- c. Referral policies or procedures are subject to change and subject to the review and approval of both the County and the Contractor.

### 3. **Wrap-Around Services**

- a. Contractor staff shall carry a caseload with a target of at least 100 enrollments per year. Active caseload size, when contractor is at capacity, should be 85 clients. If contractor is at capacity, and discharges/exits a client staff will immediately seek to fill the space.
- b. **Case Plan.** Upon receipt of the referral, the 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.
- c. Clients shall be limited to a maximum of twelve (12) months of services. Clients needing FBRC services beyond twelve (12) months must obtain approval from the County. Clients will be assessed at the six-month mark and exited if sufficient progress has been made.
- d. **Discharge/Exit.**
  - i. **Successful Discharge.** Client is successfully discharged from the program if:
    1. 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**.
    2. The case is transferred to a more intensive and wrap-around case management service or higher level of care with clinical components.
  - ii. **Unsuccessful Discharge.** Client may be terminated from program if:
    1. Client no longer wishes to receive services (self-discharge).
    2. Contractor has made three attempts to engage, and client has been non-responsive for two weeks.
    3. Client is re-arrested or becomes noncompliant or antagonistic.
    4. 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. One-touch services are designated for individuals who have declined ongoing case management services from the Contractor but require one-time assistance with support services. Due to the nature of this work, the Contractor is asked to support County partners with one-touch services. One-touch services 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.
- b. Approvable one-touch services may include:
  - i. Transportation (i.e., bus token or 1-way ticket). 1-way ticket is provided only when the individual is recently released and does not reside in Santa Clara County;
  - ii. Employment preparation (i.e., work boots or work clothes);
  - iii. Grooming (hygiene items);
  - iv. Clothing;
  - v. Food; and,
  - vi. Any service that can be provided one time without enrolling in wrap-around services.
- c. One-touch services serve the immediate need of clients which cannot be met in other ways and should only be used when the client lacks the resource, and not given out routinely to clients. Furthermore, every attempt should be made to purchase items as economically as possible. One-touch services may also be a service that is mutually agreed upon between the Contractor and the County.

#### 5. Resource Tables

- a. The Contractor shall host resource tables at the Elmwood Correctional Facility and shall provide staff coverage, including evening hours, at the Elmwood Correctional Facility. Resource tables will provide outreach and linkage to services and community resources to clients being released from custody and/or their family members.
- b. Resource Table Schedule
  - i. The Contractor shall provide the County the names of assigned staff covering the resource tables at the Elmwood Correctional Facility.
  - ii. The designated days and time of staff coverage at the resource tables will be mutually agreed upon between the Contractor and the County.
  - iii. The Contractor shall notify the County as soon as possible if they are unable to provide resource table coverage during their scheduled time.

#### 6. Faith Counseling

- a. Spiritual support and faith counseling will be available to all clients. Clients do not need to be of a particular faith to receive these services and shall not be obligated or pressured in any way to participate in religious activities/practices.



## 7. Other Requirements

- a. The Contractor shall provide direct support services to clients and/or referrals to services in the community. The Contractor shall complete an intake with the client in order to assess the service needs of the client and create an individualized plan with goals.
- b. The Contractor shall provide faith-based services and support to justice-involved clients, at no cost, regardless of their faith traditions and provide an open, safe, and welcoming community for clients and their families.
- c. Provide services and supports at other church locations, or in locations where clients regularly congregate, as requested by partner organizations or by the clients.
- d. The Contractor shall develop and maintain a list of services and community resources that may be offered to clients. This will include information about how clients shall be connected with other resources and services in the community that address their criminogenic needs. Examples are shown in **Table 1**.
- e. The Contractor shall coordinate work with Faith Reentry Collaborative<sup>1</sup> (FRC) member congregations to meet current unmet and/or additional client needs.
- f. The Contractor shall implement a mentoring program, based on a mutually agreed upon model between the County and Contractor that shall provide volunteer mentors to support clients transitioning back to their community. The model must ensure the following:
  - i. All mentors are screened, oriented, and endorsed by Contractor;
  - ii. All mentors have completed the necessary training program as offered by FRC;
  - iii. All mentors are adequately supervised and supported in mentoring activities.
- g. The contractor shall develop marketing materials that describe programs, services, and accessibility for client recruitment and referrals.

**Table 1. Reentry Resources: *Examples of services provided as part of caseload or as one-touch services.***

Needs	Service Category	Service Outcomes
<b>Immediate Needs &amp; Stabilization</b>	Food	Referral to shelters and food pantry at the 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. Purchase of basic clothing items and/or seasonal clothing (i.e. jackets and coats), and shoes.
	Hygiene Kits	Purchase of personal grooming items including deodorant, soap, shaving supplies, hair care, and feminine hygiene supplies.

<sup>1</sup> Faith Re-entry Collaborative (FRC) of Santa Clara County is a steering committee charged with engaging the faith community of Santa Clara County, developing work plans in service-specific subcommittees, and overseeing the implementation of subcommittee work plans. FRC is made up of a diverse group of faith leaders, County staff from multiple departments (e.g., Behavioral Health Services Department (BHSD), Probation Department, etc.), consumers, family members of consumers, and other stakeholders.

	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 enrollment; County transport, bus tokens.
	Identification	Obtaining ID card, vouchers, birth certificates, and consular identification cards, DMV appointment assistance
<b>Health Services</b>	Primary Care	Linkage to Valley Homeless Care Program's Medical Mobile Unit (MMU) at the Reentry Resource Center, transportation to medical facilities, etc.
	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 level of need. Linkage to screening and assessment by Valley Homeless Care Program to provide mental health services at the RRC or other medical/psychiatric facilities
	Health coverage and enrollment	Appointment assistance; Enrollment in Medi-Cal by Social Services Agency.
	Recovery Supports	Recovery coaching and referrals to recovery centers/programs such as AA, NA, Recovery Café San José, and Celebrate Recovery.
<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, GED completion, community college enrollment, and vocational education.
	Family reunification	Connection to services that support families working towards reestablishing their relationship such as housing, supervised visits, family activities, and family counseling/therapy.
	Other examples of linkages/services	Legal assistance, record expungement, pro-social activities, resource information, etc.
<b>Case Management</b>	Peer Support	Mentoring/check-ins, coaching, support in crisis, positive reinforcement/ incentives, Community Involvement.
<b>Faith Counseling</b>		Connection to faith counseling services, provide support in connecting or reconnecting with a faith community, support in identifying faith values to help guide clients and/or their family members.

## 8. Staffing Requirements

- a. The 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. The 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 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.

## 9. Training Requirements

The 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.

## 10. 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.

## 11. Hours of Operation

- a. The FBRC staff will be available twenty-four (24) hours daily to address the emergency needs of the FBRC clients. Regular office hours shall be Monday through Friday, from 9:00 a.m. to 5:00 p.m.
- b. After-hour services provide additional support to clients placed or being placed in the community. The procedure for after-hour services are as follows:
  - i. Receive a telephone call from Client or County staff requesting after-hours assistance on behalf of client(s).
  - ii. After contact has been made to the after-hours hotline, the after-hours team shall respond via telephone within fifteen (15) minutes of the original call.
  - iii. Assessment is completed by the after-hours staff and, if deemed necessary, the after-hours on-duty staff member shall be dispatched to visit the client within one (1) hour of original call to help facilitate the emergent need (e.g., temporary housing/placement, etc.)

12. 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 language; 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.

13. 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

- Contractor shall provide the following deliverables and perform the following tasks related to data collection, reporting, and program evaluation as developed in collaboration with the County and other FBRCs.

Activity	Performance Targets	Metrics to be reported through Monthly Progress Report
<b>CASELOAD</b>		
Enrollment	<ol style="list-style-type: none"> <li>Target is 100 enrollments per year.</li> <li>Contractor maintains an active maximum caseload of eighty-five (85).</li> <li>Clients are assessed/screened for needs.</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> </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>SERVICE LINKAGE</b>	<ol style="list-style-type: none"> <li>All enrolled clients shall receive service linkage and/or other services (clients who self- discharge prior to receiving services are exempt).</li> <li>All enrolled clients shall visit the Reentry Resource Center at least once during their open case.</li> <li>Contractor shall staff the resource tables at the Elmwood Correctional Facility.</li> </ol>	<ol style="list-style-type: none"> <li>Number of enrolled clients linked to services and breakdown of services by category.</li> <li>Number of clients who are registered at the Reentry Resource Center.</li> <li>List of dates and times the resource table was staffed.</li> </ol>
<b>Discharge</b>		
	<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. 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-4, '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-4 of this Agreement.
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-4. 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-4 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> Catholic Charities of Santa Clara County		<b>START DATE:</b> July 1, 2023	
<b>PROGRAM NAME:</b> Faith-Based Resource Center (FBRC)		<b>END DATE:</b> June 30, 2024	
PERSONNEL COSTS			
Budget Items		2024	Total
<u>FTE</u>	<u>Classification</u>	<u>Budget</u>	<u>Budget</u>
0.60	Program Director	\$59,407	\$59,407
0.70	Program Manager	\$57,398	\$57,398
1.00	Case Manager	\$57,649	\$57,649
0.25	Case Manager	\$14,412	\$14,412
0.04	Program Financial Analyst	\$3,444	\$3,444
0.03	Division Director	<u>\$4,592</u>	<u>\$4,592</u>
	Subtotal Salaries	\$196,901	\$196,901
	Benefits up to 33.00%	<u>\$64,404</u>	<u>\$64,404</u>
	Subtotal Personnel Costs	\$261,305	\$261,305
NON-PERSONNEL COSTS			
Budget Items		2024	Total
	<u>Other Operation Costs</u>	<u>Budget</u>	<u>Budget</u>
	G&A Overhead Costs 15%	\$69,375	\$69,375
	Other Operating Expenses	\$40,820	\$40,820
	Contract Services	<u>\$26,000</u>	<u>\$26,000</u>
	Subtotal Operations Costs	\$136,195	\$136,195
	<u>Support Services Costs</u>	<u>Budget</u>	<u>Budget</u>
	Client Flexible Support	\$50,000	\$50,000
	Client Housing & Operation Support	<u>\$15,000</u>	<u>\$15,000</u>
	Subtotal Support Services Costs	\$65,000	\$65,000
	Subtotal Non-Personnel Costs	\$201,195	\$201,195
	<b>TOTAL PERSONNEL/NON-PERSONAL COSTS</b>	<u>\$462,500</u>	<u>\$462,500</u>



**Catholic Charities of Santa Clara County  
Budget Narrative FY24****PERSONNEL (includes COLA)**

**Program Director (PD)**(0.60 FTE): Responsible for implementation of program, staff training, contract compliance and project management. Oversees program budget and expenditures, authorizes funds for emergency client needs, including the use of multiple databases. Is cleared to enter jail as needed. In the absence of the Program Manager, will assume the role of the position. Division of the 85 case-managed clients is a shared team caseload including 24-hour on-call line. Program Director reports to the Division Director. Funding request for the Fiscal Year 2024 is \$59,407 with a 5% COLA for 6 months.

**Program Manager (PM)** (0.70 FTE): Reports to Program Director. PM will be responsible for daily operations and assisting with oversight of program staff. Duties include: coordinating outreach activities for recruitment of clients; coordinating presentations, services, and pro-social activities; facilitating case conferences with staff; requesting flex funds for emergency client needs; providing direct services to a shared team caseload of 85 clients; and managing multiple databases. Fluent in Spanish. Funding request for Fiscal Year 2024 is \$57,398 with a 5% COLA for 6 months.

**Case Manager (CM)** (1.0 FTE): Reports to Program Manager. Duties will include conducting program enrollment, assessments, and providing direct services to a shared team caseload of 85 clients; attending program meetings as appropriate; assisting with pro-social activities; requesting flex funds for emergency client needs; and data management. Funding request for Fiscal Year 2024 is for \$57,649 with a 5% COLA for 6 months.

**Case Manager (CM)** (0.25 FTE): Reports to Program Manager. Duties will include monitoring client bus token log and gift card log; providing direct services to a shared team caseload of 85 clients; attending program meetings as appropriate; providing basic needs; staffing the office when others are at meetings; and inputting data. Fluent in Spanish. Funding request for Fiscal Year 2024 is for \$14,412 with a 5% COLA for 6 months.

**Program Financial Analyst (PFA)** (0.04 FTE): Reports to the Program Director, prepares and submits monthly invoices, assists with Exhibit B-4 submissions and budget modifications. Funding request for Fiscal Year 2024 is for \$3,444 with a 5% COLA for 6 months.

**Division Director (DD)** (0.03 FTE): Provides support to the Program Director, attends meetings,

promotes world class learning organization and trainings. Reports to the Chief Operations Officer (COO). Funding request for Fiscal Year 24 is \$4,592 with a 5% COLA for 6 months.

**Benefits and Payroll Taxes** are calculated up to 33% of gross salaries. Payroll taxes are estimated at 9.75% of gross salaries (FICA-ER, SUI, and Workers Compensation Insurance). Fringe Benefits are estimated at 23.25% of gross salaries and may include medical, dental and/or vision insurance.

## **NON-PERSONNEL COSTS**

### **CONTRACT SERVICES**

**Program Assistant (PA) (1.0 FTE): Contract Services position.** Reports to Program Manager. Duties include: conducting outreach activities to promote program; providing a resource table at Elmwood Correctional Facility every Monday evening and attracting eligible clients; providing direct services to a shared team caseload of 85 case managed clients; attending program meetings as appropriate; providing bus tokens, gifts cards, hygiene kits, and food to clients; staffing the office full-time when other team members are attending meetings; and inputting data. Funding request for Fiscal Year 2024 is for 1.0 FTE as a “contracted” Jesuit Volunteer Corps Intern. **\$26,000 annually.**

### **OTHER OPERATING EXPENSES**

**Communications** is estimated at **\$2,400** per year for staff cell phones, mobile internet service for offsite access to RTS and VI-SPDAT, conducting client enrollments and services offsite, including 24-hour availability. Communication system expenses include the service of telephone, phone line for computer, for internet provider, FAX modem, and voice mail. This expense also includes the service of a cell phone for use of direct service and supervisory staff. Program services often require staff to be out in the field. Cell phone enables program staff to communicate with each other regarding participants’ immediate needs, scheduling needs, back-up requests and other non-scheduled program activities.

**Food Supplies - \$1,147 per year** (food for clients leaving the jail, plus snacks in the office for clients)

**Office Supplies** for Fiscal Year 2024 are estimated at \$373.25 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. (\$373.25 per quarter x 4 quarters = **\$1,493**).

**Printing** is estimated at **\$65** per year to reprint brochures for client recruitment and program promotion.

**Program Supplies and Activities \$3,000** - The costs associated with pro-social activities include Christmas raffle prizes/food basket, Easter baskets, food, and supplies for ice-cream social, resource fair, second chance month, and food for quarterly collaborative meetings.

**IT and AWARDS - \$4,662** (\$389 per month) allocations for support/access for email, server, tech assistance and desk phones. IT (Information Technology) Services provided to install and maintain computers for the functioning of contract services; maintaining the firewall for the servers; trouble shooting and problem solving. IT also maintains electronic client database AWARDS for ongoing documentation of client progress while actively enrolled in the program. AWARDS – Maintenance of participant intake database information gathering system.

**Occupancy - \$26,018** - This expense includes office space, building space, renting parking spaces, and shared operating costs to be used for participants served through this contract and used by the Division of Reentry (DOR) cooperative program. Utilities include power, electricity and water and janitorial services.

**Insurance - \$2,035** for general liability insurance allocated based on staff salaries. Professional liability insurance is malpractice insurance for program staff and is based on staff hours.

#### **G&A OVERHEAD COSTS**

**Administrative Overhead** is calculated at 15% of the total contract amount or average of \$5,781.25 per month x 12 months = **\$69,375**. Administrative Overhead costs include General Liability, Fidelity Bond Insurance, Accounting Services, Annual Audit, Payroll and Personnel services.

#### **SUPPORT SERVICES COSTS**

Client Flexible Support – **\$50,000**

Client Housing & Operating Support – **\$15,000**

Flex Funds are budgeted at \$5,416.67 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, driver's license/identification, emergency clothing and other basic living needs.

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

**Contractor Information:**

Contractor name: <u>Catholic Charities of Santa Clara County</u>	Name of Contractor representative: <u>Greg Kepferle</u>
Contractor phone number: <u>(408) 325-5196</u>	Contractor email address: <u>gkepferle@catholiccharitiesscc.org</u>

**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**

<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.



**Exhibit A**

- 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.

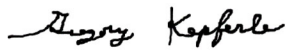
I verify the truth and accuracy of the statements in this Certification under penalty of perjury under the laws of the State of California.

Greg Kepferle

CEO

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

\_\_\_\_\_  
Title

DocuSigned by:  
  
 16D9B82FA2C9454...

6/8/2023

\_\_\_\_\_  
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.